



# DEPARTMENT BUDGET PROCESS

**INDEX CODE: 612**  
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## **I. POLICY**

The department requires the heads of major organizational components to participate in the preparation of the department's budget. To increase the value of the input and to enhance coordination in the budget process, guidelines are established in this directive to inform the heads of components of the essential tasks and procedures relating to the budget preparation process. The guidelines include instructions for preparing budget request documents and for providing adequate justification for major continuing expenditures or changes in continuing expenditures.

## **II. AUTHORITY & RESPONSIBILITY FOR FISCAL MANAGEMENT**

The Anne Arundel County Charter designates the Chief of Police as having the authority and responsibility for fiscal management of the department. By virtue of this directive, the Chief delegates responsibility for fiscal management functions to the Management & Planning Section.

## **III. BUDGET TIMETABLE**

The County's fiscal year runs from July 1 to June 30. The department's operating budget will be prepared according to the following timetable:

### **A. October**

Management & Planning Section staff meets with each component commander responsible for budget preparation; explains specific procedures and distributes budget preparation packages.

### **B. November**

1. All requests for new positions are due in early November.
2. All budget submission packages are due in the Management & Planning Section by mid-November. There are no exceptions.

### **C. January (following year)**

The final department budget request is submitted to the County Executive.

### **D. July**

The department's new fiscal year budget goes into effect.

#### **IV. BUDGET PREPARATION PACKAGE**

Budget preparation packages will contain the items described below. The Descriptive Comments Form and the Performance Indicators Form are mandatory for all components. A documented workload analysis is required for each component with specialized assignments (meaning non-patrol assignments). The other elements should be submitted where applicable.

##### **A. Descriptive Comments Form**

The Descriptive Comments form should contain a description of each component's responsibilities and work program. Under the "Highlights of Program" heading, unit commanders will identify their units' objectives and the programs employed or proposed to achieve them. Unit objectives will relate directly to department and bureau goals and objectives. All goals and objectives will relate to the department's mission statement.

##### **B. Performance Indicators Form**

Performance indicators are quantifiable descriptions of the progress made in achieving unit objectives. Rather than focusing on pure numerical measurements of work, they should use an effectiveness measurement such as percent of cases cleared, percent increase/decrease in workload, etc. Performance indicators should address previous, current, and projected workload, programs, objectives, and results.

##### **C. Grant Abstract**

Grant development and submission must be coordinated through the Management & Planning Section. Commanders who wish to submit grant applications should contact the Management & Planning Section *manager* or Grant Coordinator for complete instructions.

##### **D. Overtime/Special Pay Justification**

Justification for budgeted overtime and special pays is required and should explain all activities that are expected to require overtime/special pay, including an estimate of the hours needed. Separate forms are required for court and non-court overtime. The Management & Planning Section will compute the dollar amounts based on the amounts of hours requested.

##### **E. Documented Workload Assessment & Requests for New Positions**

1. Requests for new positions must be supported by the commander's documented workload analysis and annual reassessment of the distribution of personnel in the component. (See Index Code 611). All new position requests should be submitted to the Chief of Police via the chain of command -- with comments from each officer in the chain of command. The Chief will coordinate new position requests with the Management & Planning Section.

2. New positions are requested on three forms: "Request for Additional Employees (Narrative)", "Request for Additional Employees (Fiscal)", and "Summary of New Positions". Do not fill out the "cost" section on the Summary of New Positions. All requests for new positions are due in early November. (The reassessment of personnel distribution and workload analysis are required even if no new positions are being requested).

##### **F. Additional Description, Explanation & Justification**

This is a continuation form for the other forms in the package.

##### **G. Department Budget Request**

This form is used to request funding for supplies, materials, and capital outlay items. Capital outlay items are fixed assets having a useful economic life of more than one year -- such as desks, computers, file cabinets, and specialized equipment.

#### **V. BUDGET SUBMISSION ITEMS**

Each component's budget submission should contain the following items in the order listed; items marked \* are required only if applicable to the component.

- A. Descriptive Comments
- B. Performance Indicators
- C. Organizational Chart
- D. Documented Workload Analysis (specialized assignments)
- E. Grant Abstracts\*

- F. Overtime/Special Pay requests\*
- G. Department Budget Requests\* (starting with the lowest sub-item number and increasing)

**VI. SUPPLEMENTAL APPROPRIATIONS**

A. Provisions are available within the budget system to meet circumstances that cannot be anticipated by prior fiscal planning efforts (e.g., additional funds to compensate for overtime expended during a civil disturbance or funds needed to purchase needed material not authorized in the operating budget). Mechanisms of adjustment include transferring funds from one account to another and/or requesting that additional funds be granted for agency needs.

B. The Management & Planning Section will coordinate the processing of all supplemental appropriations with the County Budget Office. Commanders are required to submit all requested documentation concerning the cause of any supplemental appropriation need, at the direction of the Management & Planning Section *manager*.

**VII. RELATED DIRECTIVES**

Commanders should carefully review the following directive before beginning the budget preparation process:

Index Code 611, "Department Staffing Review"

**VIII. PROPONENT UNIT:** Management & Planning Section.

**IX. CANCELLATION:** This directive cancels Index Code 612, dated 11-17-10.