3-06/010.00 - Budget

In November of each year, each division budget representative shall analyze the equipment needs of each unit within his division for the next fiscal year.

The equipment needs shall be reviewed by the concerned division chief or division director. Each division shall then submit an equipment request to Fiscal Administration who shall prepare a list of these for the Sheriff's and/or undersheriff's review prior to presenting to the chief administrative officer.

Upon approval of the budget, the final allocation of fixed assets as approved by the Sheriff and/or undersheriff, shall be returned to the Budget Section, Fiscal Administration. Each division chief or division director, through his respective budget representative shall be responsible for submitting requests through Fiscal Administration for the purchase of approved equipment.

To maintain and improve centralization and standardize control in the areas of requisition, approval and storage, the following procedures shall be observed.