



# The Aberdeen Police Department Policies & Procedures Manual



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Chapter 11 Fiscal Management  
Section 01 Budget Process  
CALEA 17.2.1, 17.2.2, 17.4.1

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GO 23-025, 12/12/2023  
Supersedes GO 14-010

## A. Policy

1. The Aberdeen Police Department shall comply with the system established by the City of Aberdeen and shall ensure accurate accounting and use of the finances.
2. The Chief of Police shall have the ultimate authority and accountability over all fiscal matters of the Department. (17.1.1)
3. The City of Aberdeen fiscal year runs from July 1 to June 30.

## B. Budget Requests

1. The Deputy Chief and Commanders<sup>1</sup>, throughout the year, shall prepare and submit their budget requests to the Chief of Police.
2. Budget requests shall address the following needs, at a minimum, including but no limited to:
  - a. Operating needs such as day-to-day items such as uniforms, ammunition, fuel, and office supplies; (17.2.2a)
  - b. Capital Purchase needs, large investments such as motor vehicles; office equipment; computer equipment and (17.2.2b)
  - c. Personnel needs such as additional persons, additional position, raise number of authorized positions. (17.2.2c)

## C. Budget Process (17.2.1)

1. The Chief of Police will receive end of year notification, either written or verbal, from the City Finance Director or the Mayor to prepare the budget for the following fiscal year.
2. The Chief may discuss budget items and recommendations with command staff.
3. The Chief shall examine the current budget, the Strategic Plan, and Command Staff budget proposals, and based upon prior spending levels adjust the line-item dollar amounts accordingly.
4. The Chief shall submit the next fiscal year Police Department Budget for approval.
5. The City of Aberdeen shall publish the Police Department Budget proposal in the approved *City of Aberdeen, Maryland Operating and Capital Budgets*.<sup>2</sup>

## D. Department Accounting System

1. The Sr Administrative Specialist shall prepare monthly budget reports that include:
  - a. The initial amount approved by City Council for each line item; (17.4.1a)
  - b. Balances at the beginning of the month; (17.4.1b)
  - c. Expenditures and encumbrances during the month; and (17.4.1c)
  - d. Unencumbered balances at the end of the month. (17.4.1d)
2. The Sr. Administrative Specialist shall submit monthly budget reports to the Chief of Police.

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<sup>1</sup> Major Components: Deputy Chief and Administrative, Patrol, and Criminal Investigations Divisions. (17.2.2)

<sup>2</sup> <http://www.aberdeenmd.gov/finance/pages/budgets>