



1-48 FISCAL DIVISION (CURRENTLY FINANCIAL MANAGEMENT DIVISION)

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

3-20 Overtime, Compensatory Time, and Work Shift Designation

B. Form(s)

None

C. Other Resource(s)

Chief's Overtime (COT) Program Handbook
City of Albuquerque Administrative Instruction Number 2-8 Cash Handling, Depositing, and Recording of Public Monies
City of Albuquerque Administrative Instruction Number 3-14 Purchase of Goods or Services for Use by Employees
City of Albuquerque Administrative Instructions on Purchasing
City of Albuquerque and Albuquerque Clerical and Technical Employees, Affiliated with the American Federation of State, County, and Municipal Employees (AFSCME, Local 2962, AFL-CIO, CLC)
City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)
City of Albuquerque Department of Finance and Administrative Services (DFAS) ePro System and Coursework
Payroll Systems Section Instructions
ROA 1994, §§ 5-5-1 to 5-5-40 Public Purchases
[Work Force, TeleStaff, and Kronos Training](#)

D. Rescinded Special Order(s)

None

1-48-1 Purpose

The purpose of this policy is to ensure the Fiscal Division provides efficient and effective management of the Department's financial resources in accordance with federal and state laws and regulations, City ordinances, and generally accepted accounting principles (GAAP). The Fiscal Division is responsible for budget preparation and monitoring, accounting, purchasing, payroll, Albuquerque Police Department (Department) travel requests, and contracts.

1-48-2 Policy



It is the policy of the Department to establish requirements to control the administration and implementation of the Department financial resources by adhering to City of Albuquerque ordinances and administrative instructions for purchasing, as well as City of Albuquerque Department of Finance and Administrative Services guidance documents to ensure that the Department is properly safeguarding its assets, to make sound financial decisions, and to provide accurate financial reports to the Director of the Office of the Chief.

N/A 1-48-3 Definitions

A. Exception

A payroll term used to indicate that a time card is missing hours.

B. Exception (Leave) Request

An entry in the Department scheduling or timekeeping system to use paid or unpaid leave, such as sick leave, vacation leave, administrative leave, or compensatory time.

C. Missed Punch

An employee has failed to punch in or punch out for the day in the Department timekeeping system.

D. Punch

For non-exempt (hourly) Department personnel, an entry that records when the employee clocks in and clocks out each day in the Department timekeeping system.

E. Receipted

The act of taking possession of products in order to stage them for inspection, place them into inventory, or deploy them to end user (requester) for immediate use.

F. Scheduling System

The computer system that Department personnel use to allocate and manage personnel.

G. Timekeeping System

The computer system through which the Department captures employee's hours and calculates time worked and leave as based on City of Albuquerque Human Resources Department rules, regulations, and policies, and, when applicable, the employee's union contract.

N/A 1-48-4 Fiscal Division



A. The Fiscal Division is comprised of several areas of responsibility, including, but not limited to, the Budget/Accounting Section, the Payroll Reconciliations and Payroll Systems Section, the Purchasing Unit, and the Chief's Overtime (COT) Program.

1. The Fiscal Manager is responsible for the following:

- a. Manage all personnel within the Fiscal Division;
- b. Review staffing needs in accordance with workload assessments to determine the most efficient and effective means of allocating human resources within the Fiscal Division; and
- c. Oversee a Department employee's financial transactions, including purchasing receipting, deposits, revenue, and billing.

6 1-48-5 Budget/Accounting Section

A. The Fiscal Manager shall:

1. Be responsible for preparing and maintaining the Department's annual budget, including, but not limited to:

- a. When necessary, reviewing the approved budget with the Chief of Police and command staff;
- b. Preparing budget status reports and projections for revenues and expenditures;
- c. Reviewing monthly expenditures throughout the year to ensure timely acquisition of budgeted items and to prevent budget deficits;
- d. When necessary, reviewing revenue and expenditures with command staff;
- e. Working with City of Albuquerque Budget Division personnel on appropriation amendments, contracts, resolutions, and information requests;
- f. Preparing year-end and interim reports when requested by the Chief of Police; and
- g. When necessary, developing problem resolution proposals.

2. On a semi-annual, quarterly, and annual basis, report the Department's annual budget to their chain of command and City of Albuquerque Department of Finance and Administrative Services (DFAS) personnel;

3. Manage the transactions that are paid through the Department's budget;

4. Ensure the Department's revenues and expenditures that are paid through the Department's budget are accurate;

5. Justify budget variables;

6. Develop a proposed annual operating budget for the Department in cooperation with other bureaus and divisions and with final review and approval by the Chief of Police;



7. Provide financial expertise and analysis of budget requests for command staff as requested;
8. Evaluate the cost of services;
9. When necessary, develop revenue proposals;
10. Adhere to budget report deadlines as required by the Chief of Police and the City annual budget requirements;
11. Respond to requests for budget information from the Chief of Police and City Council; and
12. When necessary, present the Department's proposed budget to the Chief of Police, to the Chief Administrative Officer (CAO) during CAO budget hearings, and to City Council at City Council budget hearings.

B. The Senior Administrative Assistant shall:

1. Be responsible for reconciliation of all Department Purchase Cards (P-Cards) and manage their use;
2. Maintain the Scientific Evidence Division (SED) account activity;
3. Be responsible for Human Resources (HR) for the Fiscal Division; and
4. Perform any other duties that apply as requested by the Fiscal Division Manager.

6 1-48-6 Payroll Reconciliations and Payroll Systems Section

A. The Fiscal Manager shall:

1. Reconcile the Department's payroll systems on a bi-weekly basis;
2. Be involved in the internal and external audits of the Department; and
3. Assist with all other payroll duties as requested by the Fiscal Division Manager.

B. The Payroll Officer shall:

1. Supervise the Accounting Assistants within the Payroll Reconciliations and Payroll Systems Section;
2. Ensure all Department personnel are paid correctly by verifying Department personnel worked a minimum of eighty (80) hours during a pay period;
3. Participate in the development of Payroll Section policy and procedures;



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4. Develop the Payroll Systems Section Instructions;
 5. Monitor scheduling system work activities to ensure that payroll is in compliance with this Standard Operating Procedure (SOP);
 6. Audit the Department's payroll systems on a bi-weekly basis;
 7. Participate in the development, testing, and implementation of automated systems that are used to complete payroll tasks;
 8. Have a general understanding of Department personnel's union contracts;
 9. Participates in the development, testing, and implementation of the automated systems that are used to complete payroll functions; and
 10. Any other duties that apply as directed by the Fiscal Division Manager.
- C. The Accounting Assistant shall:
1. Ensure all time card and leave requests are approved by Department supervisors/managers by the end of the pay period;
 2. Ensure all payroll exceptions are cleared within each of the Department's payroll systems;
 3. Validate all payroll hours on a weekly and bi-weekly basis to ensure all Department personnel are paid correctly;
 4. Generate payroll reports and queries;
 5. Update the Department's payroll systems on a bi-weekly basis for:
 - a. New hires;
 - b. Transfers;
 - c. Compensation plan changes;
 - d. Employees who retire before they satisfy their years of service with the City of Albuquerque;
 - e. Temporary upgrades, consistent with SOP Overtime, Compensatory Time, and Work Shift Designation;
 - f. Retroactive/additional pay;
 - g. Specialty pay;
 - h. Retirements; and
 - i. Terminations.
 6. On a bi-weekly basis, provide City Central Payroll personnel the Department's payroll file by Monday at ten o'clock a.m.



7. Any other duties that apply as directed by the Fiscal Division Manager.

D. Department personnel shall:

1. Validate their time card within their assigned scheduling or timekeeping system in order to ensure that all time is correct and properly accounted for, including all planned leave requests;
 - a. When an employee has an unexpected absence from work, they shall contact their immediate supervisor.
 - i. The employee's immediate supervisor shall enter their employee's unplanned leave hours in their employee's assigned scheduling or timekeeping system.
2. On a weekly basis, review and approve all time card entries no later than Saturday at five o'clock p.m.;
 - a. Department personnel shall notify their immediate supervisor of any inaccuracies or omissions in their time card.
 - b. By electronically approving their time card, Department personnel are attesting to the information being complete and accurate.
3. Verify that the hours entered by their immediate supervisor in their scheduling or timekeeping system are correct;
 - a. If after reviewing their bi-weekly pay check the employee notices an inconsistency in their pay, they shall take the following steps to correct the inconsistency:
 - i. The employee shall clearly articulate the issue by e-mailing their immediate supervisor and, when applicable, include the following information:
 1. For the timekeeping system:
 - A. The reason why the employee's immediate supervisor needs to manually enter a punch;
 - B. The specific location of where the employee was when they missed a punch;
 - C. The location and time the punch should have been for; and
 - D. Whether other Department personnel witnessed this employee at that location and time.
 2. For the scheduling system:
 - A. The reason why the leave request or overtime was not entered or approved on time;
 - B. The location of where the overtime was worked, including the case or Computer-Aided Dispatch (CAD) number; and
 - C. The date and time the overtime worked.

E. A supervisor shall:



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1. Create and maintain current and accurate schedules when using the scheduling or timekeeping system for Department personnel who are under their supervision;
2. Review and approve any leave requests, including time card exceptions for their subordinates on a daily basis;
3. Enter their employee's unplanned leave hours into the scheduling or timekeeping system;
4. Make all necessary corrections and adjustments to the employee's time card;
5. Approve their employee's time card on a weekly basis, no later than Sunday at twelve o'clock p.m.;
 - a. A supervisor may adjust an employee's clock in and/or clock out time to correct the time card but shall not edit with the intent to avoid, decrease, or increase overtime compensation.
6. If unable to access the timekeeping system, delegate through their chain of command for another supervisor to review and approve their employees' time cards; and
 - a. Supervisors shall not allow another employee to log into the scheduling or timekeeping system using their credentials.
7. Ensure that all planned leave requests are submitted correctly (in the scheduling or timekeeping system; and
 - a. For the first week of the pay period, or Saturday through Friday, a supervisor shall approve their employee's leave requests.
8. Ensure all employees under their supervision are educated in the use of the scheduling or timekeeping system.

N/A

- a. Department personnel may refer to the training materials that are found on the City's SharePoint site at [Work Force, TeleStaff, and Kronos Training](#).

6 1-48-7

Purchasing Unit

A. Department personnel shall:

1. Follow all provisions for the purchasing of goods and services, and receiving any purchased items in accordance with the City's Public Purchases Ordinance, the



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City's Administrative Instructions, and City Procurement Division documents and manuals;

2. Contact Fiscal Division personnel prior to making any purchases regardless of the cost or value at apdfiscal@cabq.gov;
3. Contact Fiscal Division personnel for general purchasing questions;
 - a. Fiscal Division personnel shall guide Department personnel with the required documentation needed for purchasing.
 - b. Department personnel shall provide all documentation for purchasing in a timely manner.
 - c. When Department personnel are seeking to establish or renew a contract for services, they shall contact Fiscal Division personnel sixty (60) days prior to the contract termination date for cancellation or reinstatement;
 - i. Fiscal Division personnel shall notify the Department employee who is involved in the contract three (3) to six (6) months prior to the contract termination date.
 - ii. Department personnel shall respond to the email within one (1) week with the pertinent requested information.
 - c. When possible, Department personnel who are requesting to purchase items shall provide Fiscal Division personnel with three (3) written quotes from three (3) different vendors.
3. A division supervisor shall:
 - a. Be responsible for their division's budget;
 - b. Ensure their division personnel who make purchases are in compliance with DFAS ePro courses 101 and 102;
 - c. Be responsible for ensuring their division personnel completed the following steps when making purchases through DFAS ePro:
 - i. The Department employee who made the purchase receives the actual goods or services;
 - ii. The Department employee who received the goods shall inspect the goods by validating or matching the purchase order and the packing/delivery slip;
 - iii. If the order was incorrect:
 1. The employee who made the purchase shall notify the supplier of the problem(s) and discrepancy(s);
 2. The supplier addresses the problem(s) and discrepancy(s); and
 3. Document the name of the person who accepted the return of the item, why the item was returned, and when the item was returned.
 - iv. If the order was correct:
 1. The employee who made the purchase shall receipt the order in the DFAS ePro system; and
 2. The employee shall attach the packing/delivery slip to the receipt in the DFAS ePro system.



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4. The Fiscal Officer shall:

- a. Supervise the supervising Senior Administrative Assistant, the Department Buyer, and three (3) Accounting Assistants;
- b. Reconcile the Department's general ledger;
- c. Reconcile the Scientific Evidence Division's (SED) account activity;
- d. Respond to requests from internal and external auditors; and
- e. Have a full understanding their subordinate's job duties.

5. The Senior Administrative Assistant shall:

- a. Create and maintain customer files including, but not limited to, contracts, special events, and filming permits;
- b. Send COT Program agreements to the City's Legal Department and the Office of the Chief of Police for approval;
- c. Maintain the Department's Access database that stores COT Program records and coordinate with City Accounting Division personnel;
- d. Review open accounts receivables (AR), including invoicing, reconciliation and collections; and
- e. Supervise the Accounting Assistants, which includes having a full understanding of their job duties.

6. The Department Buyer shall:

- a. Be responsible for all Department requisitions, including ensuring that they are consistent with the City Administrative Instructions on purchasing;
- b. Assign the Department's requisitions to the appropriate AP clerk;
- c. Gather and forward formal bids, requests for proposals (RFP), and specifications to DFAS personnel; and
- d. Monitor contracts to ensure that all invoices are complete and paid by the end of the City's fiscal year.

7. The Accounting Assistant shall:

- a. Assist Department personnel and external customers with general Fiscal Division inquiries;
- b. For accounts payable:
 - i. Ensure all invoices have documentation that all goods and services have been rendered;
 - ii. Approve vouchers;
 - iii. Run match exception reports;
 - iv. Ensure all unmatched invoices are worked on a daily basis;
 - v. Process cash deposits;
 - vi. Provide support services to other divisions; and
 - vii. Validate tax exempt certificates.
- c. For the COT Program:
 - i. Create work orders as PDFs;



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- ii. Assist sworn personnel with requests for overtime;
 - iii. Answer questions and calls from community members who request vehicle identification number (VIN) inspections, which includes completing the SharePoint site form;
 - iv. Complete work orders and requests forms;
 - v. Receive and deposit VIN inspection payments;
 - vi. Notify customers if the VIN inspection request was not filled;
 - vii. For cancellation of assignments, cancel sworn personnel and the work order in the Department's Access database;
 - viii. Create the COT Program book; and
 - ix. Respond and provide necessary information for New Mexico Inspection of Public Records Act (IPRA) requests.
- d. For travel:
- i. Create travel authorizations (TA) and create cover sheets for travel;
 - ii. Gather pertinent information that was not attached to the travel request;
 - iii. Create cash advances (CA);
 - iv. Create expense reports;
 - v. Process the daily deposit; and
 - vi. Save contracts to the Fiscal Division's system folder for new contracts and for old contracts that have expired.
- e. Cash deposits;
- f. Review bank activity;
- g. Receive and process cash and checks from other divisions, vendors, and individuals in compliance with the City's cash handling procedures; and
- h. Provide for proper documentation, recordings, and deposits of cash receipts.
2. The Contract Specialist shall:
- a. Identify the scope of the services needed for each contract;
 - b. Create a first draft of the contract using the City's Purchasing Division-approved contract templates;
 - c. Work with City Legal Department personnel to get approval of contract terms;
 - d. Obtain vendor signatures on contracts and other documents as required by City Legal Department personnel and City Risk Management Division personnel;
 - e. Create purchasing requisition request documents; and
 - f. Track contracts that are in process through PeopleSoft.



~~1-488-3~~ ~~———— FISCAL~~ ~~INANCIAL MANAGEMENT DIVISION (CURRENTLY~~
FINANCIAL MANAGEMENT DIVISION)

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

~~None~~ ~~3-20~~ Overtime, Compensatory Time, and Work Shift Designation

B. Form(s)

None

C. Other Resource(s)

Chief's Overtime (COT) Program Handbook
City of Albuquerque Administrative Instruction Number 2-28 (Title) Cash Handling, Depositing, and Recording of Public Monies
City of Albuquerque Administrative Instruction Number 5-5-9 Procurement Requirements
City of Albuquerque Administrative Instruction Numbers 3-14 3-Purchases of Goods and or Services for Use by Employees
Charter of the City of Albuquerque 1971, §
City of Albuquerque Personnel Rules and Regulations (Insert Sections Here)
City of Albuquerque Administrative Instructions on Purchasing
City of Albuquerque and Albuquerque Clerical and Technical Employees, Affiliated with the American Federation of State, County, and Municipal Employees (AFSCME, Local 2962, AFL-CIO, CLC)
City of Albuquerque and Albuquerque Police Officers' Association Collective Bargaining Agreement (CBA)
City of Albuquerque Department of Finance and Administrative Services (DFAS) ePro System and Coursework
Chief's Overtime (COT) Program Handbook
(Payroll Reconciliations and?) Payroll Systems Section Manual Instructions †
ROA 1994, §§ 5-5-1 to 5-5-40 (Placeholder) Public Purchases Ordinance of the
Revised Ordinances of the City of Albuquerque Administrative Instructions
Work Force, TeleStaff, and Kronos Training

D. Rescinded Special Order(s)

None

1-48-1 Purpose ——— RESPONSIBILITY OF DIVISION PERSONNEL

The purpose of this policy is to ensure the Fiscal Section Division is efficient and provides efficient and effective management of the Department's financial resources in accordance with federal and state laws and regulations, City ordinances, and regulations, pertinent



~~federal and state statutes, and regulations, and generally -accepted accounting principles (GAAP). The Fiscal SDivision ection is responsibilities for, include- budget preparation and monitoring, accounting, purchasing, payroll, Albuquerque Police Department (Department) travel requests, and contracts.~~

~~The Department's operating budget is prepared annually for submission to the Office of the Mayor. This requirement is driven by the City Charter that requires an operating budget to be formulated annually by the Mayor in consultation with the City Council. The City's fiscal year runs from July 1 to June 30. The Financial Management Division coordinates and prepares the annual operating budget of the Department on behalf of the Chief of Police. The financial Management Division is responsible for the provision of accurate and timely financial services for the Department. guide is to... adflt shall be the duty of all Ddivision personnel to familiarize themselves with the contents of this Standard Operation Procedure manual SOP and conduct themselves in accordance with their precepts.. Ignorance or misunderstanding of any of the provisions of this manual SOP shawill not be accepted as a defonse against disciplinary charges.~~

Fiscal Section:

~~The Fiscal Section's objective is efficient and effective management of the Department's financial resources in accordance with City ordinances and regulations, pertinent federal and state statutes and regulations, and generally accepted financial management principles. This encompasses various responsibilities, which include budget preparation and monitoring, accounting, purchasing, contract management, travel management and contract management.~~

1-48-2 Policy ORGANIZATIONAL POLICIES

~~It is the policy of the Albuquerque Police Department (Department) to o... To provide a guide for action in organizational planning, it is the policy of the Financial ManagementFiscal DivisionDepartment is to establish guide lines requirements for to control of the administration and implementation of the Department funds (financial resources?) and following by adhering to the City of Albuquerque ordinances and administrative instructions for Ppurchasing Rules and Regulation in accordance with the City's ordinances and regulationsAdministrative Instructions, as well as City of Albuquerque Department of Finance and Administrative Services guidance other documents and manuals as approved by the City of Albuquerque. Tto ensure to that the Department is properly safeguarding include properly safe guarding the its assets, of the Department and to make sound financial decisions, and to have the ability to provide accurate financial reports to the (someone). Director of the Office of the Chief. ¶~~

~~Department policy is to establish provisions for properly administrating contracts in accordance with the Public Purchases Ordinance of the Revised Ordinances of the City of Albuquerque, the City of Albuquerque purchasing rules and regulations, the City of Albuquerque Administrative Instructions as well as other documents and manuals as approved by the City of Albuquerque.~~



~~Department policy is to establish provisions for controlling the purchasing process and for making purchasing as effective and efficient as possible.~~

~~to:~~

~~Be r. Fix responsibility for each function within the Financial Management Division. Responsibility must be accompanied by commensurate authority at every level.~~

~~• Delegate authority for decision making and action to the lowest level possible. All personnel are held fully accountable for the use of delegated authority, as well as the failure to use it.~~

~~A. Fiscal Section:~~

~~1. The Fiscal Section's objective is efficient and effective management of the Department's financial resources in accordance with City ordinances and regulations, pertinent federal and state statutes and regulations, and generally accepted financial management principles. This encompasses various responsibilities, which include budget preparation and monitoring, accounting, purchasing, contract management, travel management and contract management.~~

~~B. Property Section:~~

~~The Property Section's objective is for the efficient and effective management of the Department's inventory and fixed assets in accordance with city and state statutes and regulations. Responsibilities include safeguarding, maintaining, tracking and disposal of property, both inventory and fixed assets. This section will monitor items issued to individual officers and civilians; insure that adequate supplies are maintained for officer safety as well as coordinate building maintenance.~~

~~FINANCIAL MANAGEMENT DIVISION GOAL~~

~~The financial Management Division is responsible for the provision of accurate and timely financial services for the Department.~~

~~FINANCIAL MANAGEMENT DIVISION OBJECTIVE~~

~~Fiscal Section:~~

~~The Fiscal Section's objective is efficient and effective management of the Department's financial resources in accordance with City ordinances and regulations, pertinent federal and state statutes and regulations, and generally accepted financial management principles. This encompasses various responsibilities, which include budget preparation and monitoring, accounting, purchasing, contract management, travel management and contract management.~~

~~Property Section:~~



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N/A 1-48-3 Definitions

A. ~~Term~~Exception

~~(Definition)~~ A payroll term used to indicate that a time card is missing hours.

Definition

B. Exception (Leave) Requests

An entry in the Department scheduling or timekeeping system to use paid or unpaid (something) in the Department timekeeping system. Exception leave time, such as sick leave, vacation leave, administrative leave, and/or compensatory time leave etc. These types of A leave request leave must be approved daily by the employee's direct supervisor on a daily basis.

C. Missed Punch ~~Term~~

~~(Definition)~~ An employee has failed to punch in or punch out for the day in the Department timekeeping system.

D. Punch

~~(Definition)~~ For non-exempt (hourly) employees Department personnel, an entry that records when the employee clocks in and clocks out who punch in and out each day in the Department timekeeping system.

E. Receipted

The act of taking possession of products in order to stage them for inspection, place them into inventory, or deploy them to end user (requester) for immediate use.

F. Scheduling System



~~A The computer web-based system that the Department (civilian/sworn Department personnel) is used by the Department to allocate and manage the various resources personnel.~~

G. Time Keeping System

~~A The web-based computer system through which the Department captures a (civilian/sworn) (Definition) Used by the Department as a means of capturing employee's hours and calculating calculates the time worked and time off leave as based on City of Albuquerque Human Resources Department, rules, regulations, and policies, and, when applicable, the employee's various union contracts.~~

N/A

~~8-3-11-48-4 Administrative Personnel Rules~~
1-48-4 Fiscal Division Generally

~~A. The Fiscal Division is comprised of several sections areas of responsibility, that including e ing but are not limited to, the Budget/Accounting Section, the Payroll Reconciliations and Payroll Systems Section Payroll, the Procurement and Purchasing Unit, and the Chief's Overtime (COT) Program (COT).~~

~~1. The Fiscal Manager is responsible for the following shall:~~

- ~~a. Manage all personnel within the Fiscal Division;~~
- ~~b. Review staffing needs in accordance with workload assessments to determine the most efficient and effective means of allocation allocating human resources within the Fiscal Department division; and~~
- ~~c. The Fiscal Manager Oversees a Department employee's financial transactions, to including purchasing receipting, deposits, revenue, and billing; and.~~

6

~~The Fiscal Manager ... Maintain a master list of all specialized units, excluding Special Investigations Division (SID), authorized to receive, maintain, or disburse cash funds.
This excludes the Investigative Services Division (ISD) personnel as the Fiscal Division shall issue them two (2) disbursements per fiscal year.~~

Expenditures by The Chief of Police

~~In some instances, it may be necessary for the Chief of Police to require confidentiality of a project or activity which requires a contractual arrangement for the expenditure of funds. In those instances, the Chief of Police shall consult with the Albuquerque Police Department /Fiscal Management Division to insure necessary funds are available. In addition, the Chief of Police shall be required to consult with the Albuquerque Police Department's Legal counsel to insure the contract or the expenditure is in accordance with~~



~~applicable laws and regulations before authorizing the contract or the expenditure of any funds.~~

~~**A master list of all units, excluding SID, authorized to receive, maintain, or disburse cash funds will be maintained by the Department Fiscal Manager.**~~

~~**The Fiscal Division is comprised of:**~~

~~**1-48-5 Budget/Accounting Section
Budget/Accounting Section Responsibilities**~~

~~**Composition**~~

~~The Fiscal Division is comprised of:~~

~~Budget/Accounting Section, which consists of accounting:~~

~~Fiscal Officer~~

~~Senior Administrative Assistant (Purchase Card)~~

~~Payroll Section; and~~

~~Payroll Officer; and~~

~~Payroll Technicians.~~

~~Procurement Section;~~

~~Accounts Payable;~~

~~Accounts Payable/Travel Technicians~~

~~Buyer;~~

~~Purchase Card;~~

~~Chief's Overtime Program;~~

~~Senior Administrative (ASST) Supervisor~~

~~Accounting Assistant~~

~~Purchase Card;~~

~~Travel.~~

~~The Fiscal Division Manager shall manage all personnel with the Fiscal Division.~~

~~**1-48-5 Budget/Accounting Budget Section Section Responsibilities**~~

~~A. The Fiscal (Division?) Manager shall:~~

~~Departments Annual Budget~~

~~Fiscal Manager shall:~~

~~The Fiscal Manager oversees the Department's financial transactions.~~

- ~~1. Be responsible for preparing and maintaining the Department's annual budget, including, but not limited to:~~



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- a. When necessary, ~~R~~ reviewing the approved budget with the Chief of Police and command staff ~~as needed~~;
 - b. Preparing budget status reports and projections for revenues and expenditures;
 - c. Reviewing monthly expenditures throughout the year to ~~insure~~ ensure timely acquisition of budgeted items and to ~~guard against~~ prevent budget deficits;
 - d. When necessary, ~~R~~ reviewing revenue and expenditures with command staff ~~as needed~~;
 - e. Working with City of Albuquerque Budget Division ~~Office of Management and Budget (OMB) City Budget~~ personnel on appropriation amendments, contracts, resolutions, and information requests;
 - f. ~~P~~ Preparing year-end and interim reports ~~for~~ when requested by the Chief of Police ~~as requested~~; and
 - g. When necessary, ~~D~~ developing problem resolution proposals ~~as needed~~.
2. On a semi-annual, quarterly, and annual basis, ~~R~~ report ~~on~~ the Department's annual budget ~~annual, semi-annually, and quarterly~~ to their chain of command and City of Albuquerque Department of Finance and Administrative Services (DFAS) personnel; ~~and~~
3. Manage the transactions that are paid through ~~are charged against~~ the Department's budget; ~~and~~
4. ~~e~~ Ensure the Department's revenues and expenditures that ~~post against~~ are paid through the ~~if~~ Department's budget are accurate; ~~and~~
- ~~Be responsible for providing justifications on~~ Justify budget variables;=
5.
6. Develop a proposed annual operating budget for the Department in cooperation with other ~~B~~ureaus and ~~d~~ivisions and with final review and approval by the Chief of Police;
7. Provide financial expertise and analysis of budget requests for command staff as requested;
8. Evaluate the cost of ~~Conduct costing of~~ services;
9. When necessary, ~~D~~ develop revenue proposals ~~as needed~~;
10. Adhere to budget report deadlines as ~~provided~~ required by the Chief of Police and the City annual budget requirements ~~administration~~;
11. Respond to requests for budget information from the Chief of Police ~~the~~ ~~administration~~ and the City Council; and



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- ~~When necessary, present the proposed Department's proposed budget to the Chief of Police, to the Chief Administrative Officer (CAO) during CAO budget hearings, at Administration and to City Council at City Council budget hearings as needed; and~~
- ~~Review staffing needs in accordance with workload assessments to determine the most efficient and effective means of allocation human resources within the Department.~~

~~Be responsible for monitoring the budget which includes: Monitoring Responsibilities:~~

- ~~Reviewing the approved budget with the Chief of Police and command staff as needed;~~
- ~~Preparing budget status reports and projections for revenues and expenditures;~~
- ~~Reviewing monthly expenditures throughout the year to insure timely acquisition of budgeted items and to guard against budget deficits;~~
- ~~Reviewing revenue and expenditures with command staff as needed;~~
- ~~Working with City Budget personnel on appropriation amendments, contracts, resolutions and information requests;~~
- ~~Preparing year end and interim reports for the Chief of Police as requested; and~~
- ~~12. Developing problem resolution proposals as needed.~~

~~Be responsible for Account Receivable Responsibilities:~~

- ~~Transmits information to the City of Albuquerque's (COA) accounts receivable for billing;~~
- ~~Receives and processes cash and/or checks from other divisions, vendors and individuals in compliance with the COA's Cash Handling Instructions. Provides for proper documentation, recordings and deposits of cash receipts. Processes cash remote transactions;~~
- ~~Create as cash revenue reports; and~~
- ~~Provides support services to other divisions.~~

B. The Senior Administrative Assistant shall:

~~Be responsible for various administrative duties within the Fiscal Division;~~

1. Be responsible for reconciliation of all Department Purchase Cards (P-Cards) and manages their use;

~~Review Wells Fargo Bank (WB) bank statements;~~

~~Handles tax exempt certificates; and~~

2. Works on the Scientific Evidence Section Division (SED) account activity; and

3. Be responsible for Human Resources (HR) for the Fiscal Division; and



~~A. Perform Any other duties that apply (as requested by the Fiscal Division Manager?). (List responsibilities)~~

~~4.~~

6 1-48-6

~~B. Payroll Reconciliations and Payroll Systems Section~~

~~A. The Fiscal (Division?) Manager shall:~~

~~The Fiscal Manager oversees the Department's financial transactions.~~

~~(Duties and tasks List responsibilities) Provide oversight for section personnel;~~

~~1. Reconcile the Department's payroll systems on a bi-weekly basis; reconciliations of all Department Payroll systems are completed;~~

~~Submit quarterly report of the Departments overtime to City Council;~~

~~2. Be involved in the internal and external audits of the Department external and internal audits; and~~

~~3. Be able to assist with all other payroll duties (as requested by the Fiscal Division Manager?).~~

~~B. The Payroll Officer shall:~~

~~Supervise the Accounting Assistants with-in the Payroll Reconciliations and Payroll Systems Section Payroll Technicians;~~

~~General Lodgers~~

~~Purchasing~~

~~Accounts payable/Travel~~

~~Payroll reconciliations and payroll systems~~

~~Budget Section personnel shall:~~

~~==~~

~~Be responsible for preparing and maintaining the Department's budget; and~~

~~==~~

~~Report on the Department's budget to chain of command and City of Albuquerque Department of Finance and Administrative Services (DFAS) personnel.~~

~~==~~

~~1-48-65 Payroll Reconciliations and Payroll Systems Section~~

~~==~~

~~Leave Request Approvals~~

~~==~~

~~For Department employees personnel who use the Kronos time keeping system, they shall:~~

~~==~~



- ~~For the first week of the pay period (Saturday through Friday), approve their leave requests.~~
- ~~Department personnel who use the Telestaff time keeping system shall:~~
- ~~The Payroll Officer shall:~~
- ~~Supervise Payroll Technicians:~~
 1.
 2. ~~Ensure all employees Department personnel are paid correctly (by verifying Department personnel worked a minimum of eighty (80) hours during a pay period... (doing something)...);~~
 3. ~~Participate in the development of Payroll Section policy and procedures;~~
 4. ~~Develop and maintain the (Payroll Reconciliations and?) Payroll Systems Section Manual Instructions;~~
 5. ~~Monitor scheduling system work activities (who's work activities?) to ensure that payroll (the Payroll Reconciliations and Payroll Section?) is in compliance with the (Department's?) established policies and procedures this Standard Operating Procedure (SOP);~~
 6. ~~Audit the Department's payroll systems on a bi-weekly basis;~~
 7. ~~Participate in the development, testing, and implementation of automated systems that are used in the to complete payroll tasks; and~~
 8. ~~Have a clear general understanding of Department personnel's union contracts (please see comment);~~
 9. ~~Participates in the development, testing, and implementation of the automated systems that are used in the to complete payroll functions; and~~
 10. ~~Any other duties that apply (as directed by the Fiscal Division Manager?).~~

C. The AA Payroll Section Technicians Accounting Assistants personnel S shall:

Approve timecards and leave requests for Department personnel by the end of the pay period;



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1. ~~A Payroll Tech shall~~ Ensure all time card and leave requests are approved by Department supervisors/managers by the end of the pay period;
~~—Ensure all payroll exceptions are cleared within each of the Department’s payroll systems;~~
2. _____
3. Validate all payroll hours on a weekly and bi-weekly basis; ~~T~~ to ensure all employees Department personnel are paid correctly;
~~—Generate payroll reports and queries in the Department’s payroll systems; and~~
4. _____
~~—On a bi-weekly basis, U update the Department’s payroll systems on a bi-weekly basis ~~for~~;~~
5. _____
 - a. New hires;
 - b. Transfers;
 - c. Compensation plan changes;
 - ~~C.~~ Employees who ~~are on terminal leave~~ retire before they satisfy their years of service with the City of Albuquerque;
 - d. _____
 - e. Temporary U upgrades, consistent with SOP Overtime, Compensatory ~~Time~~, and Work Shift Designation;
 - f. Retroactive ~~additional~~ pay;
 - g. Specialty ~~P~~ pay; ~~Validate all payroll hours on a weekly and bi-weekly basis. To ensure all employees are paid;~~
 - h. Retirements; and
~~—Terminations.~~
 - ~~_____~~
 - i. Leave Request Approvals
6. On a bi-weekly basis, provide City Central Payroll personnel the Department’s payroll file by Monday at ten o’clock ~~(10)~~ a.m.
7. Any other duties that apply ~~(as directed by the Fiscal Division Manager?)~~.

D. Department personnel shall:

1. Validate their time card within their assigned ~~scheduling or who use the Kronos time-keeping~~ timekeeping system in order to ensure that all time is correct and properly accounted for, including all planned leave requests;
~~—This includes all planned leave requests.~~



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- ~~a. In the event of~~ When an employee has an unexpected absence from work, ~~they employees~~ shall contact their immediate supervisors.
 - ~~i. The employee's immediate supervisor is responsible for~~ shall entering ~~ing~~ their employee's unplanned leave hours in their employee's ~~if~~ assigned scheduling ~~and~~ ~~time keeping~~ timekeeping system. ~~and~~
- 2. On a weekly basis, ~~R~~ review and approve all ~~time sheet~~ time card entries no later than Saturday at five ~~(5) PM~~ o'clock p.m.; ~~(date) at (time)~~.
 - a. Department personnel ~~are responsible for~~ shall notify their immediate ~~ing~~ supervisors ~~s~~ of any inaccuracies or omissions in their ~~time sheet~~ time card.
 - b. By electronically approving their ~~electronic time sheet~~ time card, Department personnel ~~employees~~ are attesting that the information submitted is being complete and accurate.
- 3. ~~It is the~~ Verify that the hours entered ~~into their scheduling or time keeping~~ timekeeping system by their immediate supervisors ~~s~~ in their scheduling or timekeeping system are correct. ~~employees shall verify the hours entered by the supervisor is correct.~~
 - a. ~~If the employee~~ after reviewing their bi-weekly pay check the employee notices an inconsistency in their pay, they shall take the following steps to correct the inconsistency:
 - ~~i. The employee shall clearly articulate the issue by e-mailing to their immediate supervisor and, when applicable, including the following information:~~
 1. For the ~~Time Keeping~~ Timekeeping ~~S~~ system:
 - A. ~~The reason why~~ Why the employee's immediate supervisor ~~re is a~~ needs to ~~for the~~ manually enter a punch;
 - B. ~~The specific location of~~ Where the employee was when they ~~for~~ missed a punches ~~(must be specific)~~;
 - C. ~~The location and time~~ When ~~(what time)~~ the punch should have been ~~for~~; and
 - D. ~~Whether other Department personnel who~~ witnessed this employee at that location and time, ~~such as (other Department personnel who attended training with the employee~~ class with you).
 2. For the ~~S~~ scheduling ~~S~~ system:
 - A. ~~The reason why~~ Why the leave request or overtime was not entered or approved ~~in~~ on time;
 - B. ~~The location of~~ Where ~~was~~ the overtime was worked, ~~and~~ including ~~e~~ the case or ~~le~~ Computer-~~a~~ Aided ~~d~~ Dispatch (CAD) number; ~~and~~
 - C. ~~The date and time~~ When ~~was~~ the overtime worked.;
- E. A ~~S~~ supervisors ~~s~~ shall:



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1. Create and maintain current and accurate schedules when using either the scheduling and/or time-keeping system, for all Department employees-personnel within who are under their supervision;
2. Review and approve any leave requests (CABQ alerts or an exception), to including the time card exceptions and timesheet corrections of for their subordinates on a daily basis;
3. Entering their subordinate employee's unplanned leave hours into the scheduling and/or time-keeping system;
4. Make all necessary and appropriate corrections and adjustments to the employee's time sheet time card (timesheet or time card? what is the difference? See E.2.);
 - a. A supervisor may adjust an employee's clock in and/or clock out time to correct the time sheet time card but shall not edit with the intent to avoid, decrease, or increase overtime compensation.
5. Approve their employee's electronic timesheet time card (time card? are the other references to a timesheet time card (or time card) also supposed to say it's electronic?) on a bi-weekly basis, no later than Sunday at twelve o'clock p.m. 12pm;
 - a. By approving a time sheet timesheet time card, the supervisor is attesting that to the best of the supervisor's their knowledge the time sheet timesheet time card is complete and accurate.
6. If unable to access the time-keeping timekeeping system, delegate through their chain of command for another supervisor to review and approve their employee's timesheet time cards (there is more than one timesheet time card? Timesheet Time card is plural here.); and
 - a. Supervisors shall not allow another employee to log into the scheduling or time keeping timekeeping system using their log-in-credentials passwords.
7. Ensure that all -planned? their leave requests time is are correctly-submitted correctly (in the scheduling or timekeeping system 2); and shall
 - a. For the first week of the pay period, or (Saturday through Friday), a supervisor shall approve their subordinate employee's leave requests.
8. Supervisors are responsible for ensuring Ensure all employees under their supervision are educated in the use of the S scheduling and/or (and?) Time Keeping Timekeeping systems.



N/A

~~Department personnel may refer to the Training materials that are found on the City's SharePoint web page at Work Force, TeleStaff, and Kronos Training.~~

a.

7

~~Department personnel who use the Telestaff time keeping system shall:~~

~~1-48-7~~ 1-48-7 Procurement Purchasing Section Unit

A. Department personnel shall:

1. ~~policy is to establish~~ Follow all provisions for properly administering the purchasing of goods and services, and receiving any purchased items in accordance with the City's Public Purchases Ordinance, the City's of the Revised Ordinances of the City of Albuquerque Administrative Instructions, as well as the City's Procurement Division other documents and manuals as approved by the City of Albuquerque (which ones?).
2. ~~Contact the Fiscal Officer~~ Fiscal Division personnel P prior to making any purchases regardless of the cost or value at apdfiscal@cabq.gov;
3. ~~Contact the Fiscal Officer~~ Division personnel F for general purchasing questions:
 - a. Fiscal Division personnel shall guide Department personnel with the required documentation needed for purchasing.
 - b. Department personnel shall provide all documentation for purchasing in a timely manner.
 - c. When Department personnel are involved seeking to establish or revise renew in a contract for services, they shall contact the Fiscal Officer Division personnel sixty (60) days prior to the contract's end termination date for cancellation or reinstatement; and
 - i. ~~The Fiscal Officer~~ Division personnel shall will contact notify the Department personnel employee who is involved in the contract the contract owner three (3) to six (6) months prior to the contract termination date ending of the contract.
 - ii. ~~Department P~~ personnel shall respond to the email within one (1) week with the pertinent requested information requested.
 - c. When possible, Department P personnel who are requesting to purchase items shall when possible provide the Fiscal Officer Division personnel with three (3) oral written quotes from three (3) different vendors.

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3. ~~A D~~ Division S supervisors shall:

a. Be responsible for their D division's budget;



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- ~~b. Ensure their Department division personnel employees who make purchases are in compliance with DFAS ePro courses 101 and 102.;~~
- c. ~~Supervisors shall be~~ Be responsible for ensuring their division personnel completed the following steps when making ~~all items that were purchases made using~~ through DFAS ePro ~~shall include the following steps:~~
 - i. ~~The Department Employee who made the purchase receives the actual goods or services.;~~
 - ii. ~~(Someone) The Department employee who received the goods shall inspects the goods by validating or matching the purchase order and the packing/delivery slip; Ensure are delivered and match the purchase original order;~~
~~If correct the delivery must receipted in PeopleSoft.~~
 - iii. If the order was incorrect:
 - 1. ~~The employee who made the purchase shall notify the supplier of the problem(s) and discrepancy(s);~~
 - 2. ~~The Supplier addresses the problem(s) and discrepancy(s); and~~
 - 3. ~~Document the name of the employee with the vendor or delivery person person who accepted the return of the item, why the item was returned, and when the item was returned.;~~
~~the supervisor shall contact the vendor to have the order corrected or to return incorrect items.~~
 - iv. If the order was correct:
 - ~~The employee who made the purchase shall They shall include the name of the person who accepted the returned the goods; and~~
 - 1. ~~orders shall be documented in the receipt the order in the DFAS ePro system; -and~~
 - 2. ~~The employee shall a The employee shall attach the receipt is packing/delivery slip to the receipt in the DFAS ePro system.~~

~~The Fiscal Manager Shall:~~

- ~~Be responsible for accounts receivable the Procurement and Processing Unit.;~~
- ~~Transmit information to the City of Albuquerque's (COA) The Department's accounts receivable for billing;~~
- ~~Receive and process cash and/or checks from other divisions, vendors, and individuals in compliance with the COA's Cash Handling Instructions.;~~
- ~~Provides for proper documentation, recordings, and deposits of cash receipts.;~~
- ~~Processes cash remote transactions;~~
- ~~Create a cash revenue report; and~~
- ~~Provides support services to other divisions.~~

4. ~~The Fiscal Officer s shall be responsible for the following:~~

- a. ~~Supervising the supervising Senior Administrative e Assistant, (supervisor), the Department's Buyer, and three (3) Administrative accounting Assistants, and the Contract Specialist.;~~



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- ~~b. Process~~ Reconcile the (Department's?) ~~G~~ General Ledger Processing Responsibilities:
 - ~~— Create journal entries and maintain documentation;~~
 - ~~— Establish new activities and accounts in compliance with budget documents;~~
 - ~~— Review general ledger for transaction classification and accuracy;~~
 - ~~— Assist DFAS with reports for monthly and annual closing; and~~
 - ~~i. Respond to auditors.~~
 - ~~— Be responsible for Ppurchasing duties, and accounts receivable and billing; and~~
- ~~c. Reconciles~~ the Scientific Evidence Division's (SED) ~~SED a~~ account activity;
 - ~~— Respond to requests from internal and (external?) auditors; and;~~
- ~~d. and~~
- ~~e. Have a full understanding all~~ their subordinate's job duties.

5. The Senior Administrative Assistant shall:

- ~~a. Set up and~~ Create and maintain customer files including, but not limited to, contracts, such as special events, and filming permits, etc. ~~Review and approve~~ Special Event, and filming permits;
 - ~~— Sends out communication of available overtime to Department personnel~~ emails of available overtime assignments to Department personnel;
 - ~~— Is Be responsible for billing customers and validating Department personnel's Chief's Overtime activity and sending out communication to the appropriate supervisor for approval~~ Approving time;
 - ~~— This consists of cCorrecting work orders in the Access Ddata base;~~
 - ~~— cCopying work orders and scan them~~ Copying work orders to Accounting personnel;
 - ~~— pPrinting computer aided dispatch system (CAD) cad reports for thirty percent (30%) of the number of officers that worked Chief's Overtime;~~
 - ~~— Check email and pPrint all work orders from submitted from sworn personnel;~~
- ~~b. Send Chief's Overtime (COT) Program agreements to the City's Legal Department and the Office of the Chief of Police's office for approval;~~
- ~~c. Set up new vendors in~~ Maintains the (Fiscal Division?) Department's Access database that stores COT Program records and coordinates with City Accounting Division personnel;
 - ~~— Review open accounts receivables (AR), to including e invoicing, reconciliation and collections; and~~
 - ~~— and sSend past due invoices to customers;~~
 - ~~Create an AR report and verify that work orders are being invoiced;~~
 - ~~Create the Pay Period eEnd report;~~
- ~~d. Verify that the work orders and reports are correct;~~
 - ~~— Notify sworn personnel by email that they have missing work orders; Missing work order report — notify sworn personnel by email that have missing work orders~~



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- ~~— Notify sworn personnel if they have exceeded the Over twenty five (25) hour overtime cap/limit/report letter to officer;~~
- ~~— Verify the # of CAD numbers that are submitted by sworn personnel/leads printed;~~
- ~~— Create the COT sign-up calendar; and~~
- e. Supervise the ~~a~~Accounting ~~a~~Assistants, which includes ~~and have~~having a full understanding of their job duties.

6. The Department's ~~B~~Buyer shall:

- a. Be ~~is~~ responsible for all Department requisitions, including ~~and~~ensuring that they are ~~or small purchase orders and ensure they are~~ consistent with the City Procurement Administrative Instructions on purchasing policy; and
- b. Assign the Department's requisitions to the appropriate AP clerk; ~~and~~
- ~~4. Gather and forward the formal bids, requests for proposals (RFP), requisition, and specifications to the DFAS personnel; and~~
- c. ~~_____~~
- d. Monitor contracts ~~and~~ to ensure that all invoices are complete and paid by the end of the ~~(City's?)~~ fiscal year. ~~Create requisition and/or purchase order(s) for contracts;~~

~~E. The Accounting Assistant personnel shall: Payable, Accounts Receivable/ and Billing, and the Travel Liaison, (accounting assistant/co)Accounts Receivable/AR and billing (accounting assistant)Shall (Accounting Assistance):~~

7. ~~_____~~

- a. ~~Stay in contact with~~Assist Department personnel and external customers with general Fiscal Division inquiries ~~(who is this?)~~;
- ~~— For Travel Liaison processing responsibilities:~~
 - ~~— Establish procedures in compliance with regulations as outlined in the City of Albuquerque Travel Regulations.~~
 - ~~— Create travel documents.~~
 - ~~— Monitor travel for compliance with City policy.~~
 - ~~— Close out travel documents in a timely manner.~~
 - ~~— Purchases airline tickets.~~
 - ~~— Create travel authorization (TA) and create cover sheets for travel;.~~
 - ~~— _____~~
 - ~~— _____~~
 - ~~— Gather information that is not attached to the Travel Request, such including, but not limited to; as;~~
 - ~~— hHotel price quotes;.~~
 - ~~— cComparing flight costs that are the lesser of at least two (2); and~~
 - ~~— hHave the better time frames for City business travelers;.~~
 - ~~— cCalculate all costs and create a spreadsheet and to attach it to the Cash Advance;.~~
 - ~~— Contact hotels to obtain credit card authorization forms;.~~



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~~Travelers are to hold the hotel with their personal credit card until the travel is approved.~~

~~Once the travel is approved the Travel Liaison contacts the hotel and switches the charges over to the City credit card.~~

~~Create C-Cash Advances (CA);~~

~~Purchase flights.~~

~~Register the traveler and attach receipts to the CA.~~

~~Forward the spreadsheet to (Augustine Samaniego).~~

~~Create e-Expense Reports;~~

~~Once the traveling personnel returns obtain all receipts.~~

~~Finalize the travel~~

~~Complete a Dock Pay and if money is owed (from?) contact (Augustine Samaniego) and advise them of the report any money owed to the traveler.~~

~~then go in and assign the charges to the person who has traveled traveling personnel. I then wait for the program to run, which is usually an overnight process then the next day I can close out the travel when all documents are in my possession.~~

~~Person of Interest (POI);~~

~~Gather the name, phone number, and email address from the person the Travel Liaison is assisting and enter this information on the 'Add a Person' and create an Employee Identification number.~~

~~Assist as Process the back-up for the daily deposit.;~~

~~Count, record (something) on the daily spreadsheet.~~

~~Complete the deposit slip.~~

~~Save contracts to the Fiscal's computer folder Create folders for old/ new contracts that have expired or are new; and.~~

~~Assist with filing when necessary.;~~

~~b. Accounts Payables personnel processing responsibilities shall:~~

~~Enter Create requisition and/or purchase order(s) for contracts requests;~~

~~Open the work list and approve vouchers;~~

~~i. 4-Ensure all invoices have documentation that all goods and services have been rendered.;~~

~~ii. Approve vouchers;~~

~~iii. Run match exception reports;~~



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- ~~— Ensure all Responsibilities :~~
- ~~— Research unmatched invoices are cleared in a timely manner worked on a daily basis; verify receipt of product of services and input information into the A/P system for payment of error free invoices in a timely manner;~~
- ~~— Manage requisitions Research unmatched invoices and attempt to resolve invoices with billing errors with the vendor;~~
- ~~— Process requisitions for disbursements;~~
- ~~— Maintain proper documentation;~~
- ~~— On a quarterly basis send out an email to all substations commanders to notify them personnel of any missing billing invoices; and~~
- ~~— Monitor contracts and ensure all invoices are incomplete and paid by the end of the fiscal year.;~~
- iv. ~~Process cash remote transactions deposits; and~~
- vi. ~~Provide support services to other divisions; and~~
- vii. ~~Handles Validates tax exempt certificates.~~
- c. ~~For Chief's Overtime Accounts receivable and billing the COT p Program personnel processing responsibilities shall responsibilities:~~
 - i. ~~Create work orders as and save as a portable document format (PDFs) print all work orders;~~
 - ii. ~~Assist sworn personnel with requests for overtime;~~
 - iii. ~~Answer questions and calls from community members who requesting V vehicle identification number (VIN) inspections, which includes inspections answer call, answer questions, and completing the SharepPoint site form;~~
 - iv. ~~Filing out Complete work orders and requests forms;~~
 - v. ~~Receive and deposit VIN inspection payments;~~
 - vi. ~~Notify customers if (the VIN inspection?) request was not filled;~~
 - vii. ~~For C cancellation of assignments, —cancelling officers sworn personnel and the work order in the (Fiscal Division Department's?) Access database;~~
 - viii. ~~Create the Chief's overtime COT Program book; — 24 regular vendors plus movie shoots and special events, plus any last minute requests and~~
 - ix. ~~Respond and p Provide necessary information for New Mexico Inspection of Public Records Act (IPRA) requests.~~
- d. ~~For T travel Liaison shall:~~
 - i. ~~Create travel authorizations (TA) and create cover sheets for travel;~~
 - ii. ~~Gather pertinent information that was not attached to the T travel R request;~~
 - iii. ~~Create C cash A advances (CA);~~
 - iv. ~~Create expense reports;~~
 - v. ~~Process the daily deposit; and~~
 - vi. ~~Save contracts to the Fiscal Division's system computer folder for new contracts and for old contracts that have expired/ new contracts that have expired or are new.~~
- e. ~~d. Cash D deposits;~~
- f. ~~Review bank activity;~~
- g. ~~Receive and process cash and/or checks from other divisions, vendors, and individuals in compliance with the COA City's C cash H handling procedures instructions; and~~



h. Provide for proper documentation, recordings, and deposits of cash receipts. †

~~and~~

~~Review transactions for proper coding into the general ledger system.~~

~~General Ledger Processing Responsibilities:~~

~~Create s journal entries and maintains documentation;~~

~~Establishes new activities and accounts in compliance with budget documents;~~

~~Reviews general ledger for transaction classification and accuracy;~~

~~Assists DFAS with reports for monthly and annual closing; and~~

~~Responds to auditors.~~

~~Department policy is to establish procedures in compliance with regulations as outlined in the City of Albuquerque Travel Regulations.~~

~~Creates travel documents.~~

~~Monitors travel for compliance with City policy.~~

~~Closes out travel documents in a timely manner.~~

~~Purchases airline tickets.~~

~~— The (Department's?) The Department Buyer shall:~~

~~— Be is responsible for small purchase orders made and ensure they are consistent with the City Pprocurement policy Shall.; and~~

~~— Gather and forward the formal bids, and requests for proposal, requisition, and specifications to the DFAS.;~~

~~— Small Purchase Order (SPO)~~

~~— Purchases which do not exceed \$500 can be made through the use of Small Purchase Orders (SPO's). The SPO books will be maintained by the Financial Management Division.~~

~~— When it has been determined that an item will be purchased using an SPO, the employee will follow the below listed procedure.~~

~~— The employee that is requesting the purchase will prepare an interoffice correspondence that is addressed to the Central Services Manager of the Financial Management Division. Included in the inter-office correspondence will be:~~

~~— Reason for the purchase~~

~~— Vendor's name~~

~~— Brand name (if available)~~

~~— Model number (if available)~~

~~— Cost of item f. Number of items to be purchased~~

~~— Total cost~~



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- ~~— Commander's approval signature.~~
- ~~— The employee will proceed to the Financial Management Division and present the inter-office correspondence for release of the SPO book.~~
- ~~— The employee will sign for the SPO book.~~
- ~~— At the vendor's location, the employee will purchase the item using the SPO as payment. If needed, the Financial Management Division can provide instructions on the filling out of the form. The employee making the purchase will put their assignment near their signature at the bottom of the SPO form.~~
- ~~— Personnel will make sure that the SPO is completed properly and that the vendor receives their copy.~~
- ~~— The remaining copies of the SPO are to be returned to Financial Management Division with a copy of the receipt.~~
- ~~— Personnel are reminded that the Albuquerque Police Department is exempt from paying tax on goods. Therefore, tax should not be included in the total amount of the purchase.~~
- ~~— Under no circumstances will SPO books be permitted to be used to purchase office supplies carried by either the City Office Services Division or the contracted office supply company.~~

~~—~~
~~—~~
Oral Quotes

- ~~— Purchases for which the estimated cost will exceed \$500, but will be less than \$7,500, shall require a Requisition and Disbursement form to be completed by the Financial Management Division.~~
- ~~— Personnel requesting the purchase of the item will provide three (3) oral quotes from three (3) vendors, if possible.~~

~~— The three quotes will be included with an inter-office correspondence, addressed to the Central Services Manager of the Financial Management Division, which will explain the reason for the purchase.~~

~~— The approval by the chain of command will be included on the inter-office correspondence.~~

~~— After a "PO number" has been issued by the Purchasing Division:~~

~~— The employee will wait until a notice is received from the vendor that the purchased item is ready for pick up or delivery.~~

~~— In unusual cases, when the item is needed quickly, the purchasing employee can provide the vendor with the "PO number" and assuming the purchased item is in stock, pick up or delivery can occur immediately.~~

~~—~~
~~—~~
Formal Bids

~~— The Department Buyer shall gather and forward the formal bids and requests for proposal, requisition and specifications to the DFAS. Purchases for which the cost is estimated to be \$7,500 or more, shall require a Requisition and Disbursement form to be completed by the Financial Management Division. The requesting personnel will submit to the Central Services Manager of the Financial Management Division an inter-office correspondence which will include the following:~~



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- ~~Specifications, which clearly identify the technical and performance requirements of the item or service.~~
- ~~Reason for the purchase of the item or services.~~
- ~~A list of any vendors known to supply the required item or service.~~
- ~~Approval through the chain of command.~~
- ~~The Financial Management Division will forward the requisition and specifications to the Purchasing Division of the Department of Finance and Management, which will process the formal request for bids.~~

~~Request for Proposal~~

- ~~A Request for Proposals (RFP) may be required to solicit proposals involving technical or professional services.~~
- ~~Department personnel are to contact the Financial Management Division to determine whether an RFP is required for such purchases.~~
- ~~If a RFP is required, an inter-office correspondence will be initiated and addressed to the Central Services Manager of the Financial Management Division. The correspondence will include:~~
 - ~~Reason for the technical or professional service;~~
 - ~~Vendors names (if known); and~~
 - ~~Approval through the chain of command.~~
- ~~In cases where an RFP is required, Financial Management Division will work with department personnel to prepare a draft RFP and a requisition, which must be submitted to the Purchasing Division.~~
- ~~A request for proposals shall be required for all contracts in excess of \$15,000, unless waived by the Chief Administrative Officer for the City of Albuquerque.~~
- ~~The requirement for an RFP is mandatory for all services which exceed \$55,000. (Job responsibilities)~~

~~The Senior Administrative Assistant shall:~~

- ~~Complete the dDaily dDeposit;~~
- ~~Accept checks/cash from APDDepartmentthe Records Division; (mostly daily);~~
- ~~Accept checks/cash/credit card charges from the APDDepartment Property Unit;~~
- ~~Accept checks/cash from APDDepartmentthe Evidence Unit;~~
- ~~Accept checks/cash from APDDepartmenttheD-Crime Prevention Unit(signs);~~
- ~~Accept checks/cash from other departmentssections;~~
- ~~Compile the above information for the day and prepare a dDaily dDeposit to be picked up by aArmored cCar cCompany (Respond NM) to be taken to Wells Fargo Bank (WFB) for deposit.~~
- ~~Post the daily deposit on PeopleSoft Financials (when I am not available, back up "Juanita" will prepare daily deposit and will ask David Zamora to post in PeopleSoft Financials.~~
- ~~On a daily basis review Daily review of the WFB Bank statements;~~



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~~This will show daily postings and will also show and ACH credits received;
Identify the ACH credits and post those that need posting (when I am not available,
back up is David Zamora); and
For those that require invoices, and (i.e. Grants), send information to the City
Treasury and Grants Management, so that the posting can be taken care of on their
end.~~

~~Complete Tax-exempt Certificates;~~

~~When anyone requests a TIN, will research in the CABQ
database and if no information is found the Senior Administrative Assistant shall not
found will request information so that one can be issued.~~

~~Once information received, will send the request to CABQ Accounting so that an
NTTC can be issued.~~

~~Maintain a file of the NTTCs most often utilized used by all APD the Department on X;~~

~~Receive phone calls/ emails regarding general Fiscal questions to include:~~

~~P-Card~~

~~Purchasing~~

~~Funding Strings~~

~~Contracts~~

~~Warehouse~~

~~General miscellaneous questions or direction~~

~~Printing / duplicating questions~~

~~Promotional items questions~~

~~Numerous random questions and or guidance.~~

~~Occasional prep of documentation for Fiscal Manager~~

~~Work on Inspection of Public Records Act (IPRA)'s requests.~~

~~Work on Audits.~~

~~Office Supply Ordering (Fiscal/Payroll/Chief's Overtime/Property/Human Resources.~~

6

~~Process Employee or Non-Employee reimbursements using City Forms~~

~~Purchasing including, but not limited to:~~

~~Questions and occasional guidance on procurement methods/processes~~

~~Purchasing requisitions.~~

~~Able to process POR's~~

~~Able to give guidance on purchasing processes — procurement methods~~

~~Provide information on and one-on-one training to new requisition users (i.e. punch out
catalog and warehouse ordering).~~

~~Able to give guidance and provide one-on-one training for business card ordering~~



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~~— Evidence Account~~

~~—~~

~~— Receive and post released funding online via WFB website and record on Reconcilers spreadsheet. (Fiscal Officer is back up for posting only)~~

~~— Receive and record Evidence cash logs provided by APD Evidence Department~~

~~—~~

~~— Receipting~~

~~—~~

~~— Rapid Supply (office supplies)~~

~~— Occasional receipting when needed.~~

~~—~~

~~— Occasional accounts pPayable.~~

~~—~~

~~— Receive, separate, distribute Departmental Mail.~~

~~—~~

~~— Able to assist and give guidance with some Travel related questions.~~

~~—~~

~~— Assist with any other duties as assigned by Fiscal Manager/ Officer.~~

~~—~~

~~— Purchasing/ Travel card coordinator, Reconciler for 82 P-Card/ 3 T-card users.~~

~~—~~

~~— Receive P-Card logs and receipts as submitted by P-Card Holders~~

~~— Reconcile weekly transactions receipts (send out weekly statements to P-Card Holders as a reminder their documentation is due after each charge).~~

~~— Scan and upload all receipts into CCER per P-Card Holder(Wells Fargo Bank Credit Card System~~

~~— Maintain spreadsheet of all charges~~

~~— Maintain spreadsheet of all P-Card Users~~

~~— Request overrides on P-Card charges when necessary~~

~~— Complete weekly review of P-Card charges — send out past due notices~~

~~— Complete monthly Purchasing Card Integrity Report and return to City Purchasing no later than the 20th of each month.~~

~~—~~

~~— Purchasing Section~~

~~—~~

~~— Department policy is to establish provisions for properly administering the purchase of goods and services in accordance with the Public Purchases Ordinance of the Revised Ordinances of the City of Albuquerque Administrative Instructions as well as other documents and manuals as approved by the City of Albuquerque.~~

~~—~~

~~— (Somebody) shall:~~

~~—~~

~~— Approves and tracks purchases made through the credit card program as outlined in the City of Albuquerque Purchasing Cards Policies and Procedures manual.;~~

~~— Approves and tracks purchases made through the petty cash systems in accordance with the City of Albuquerque Administrative Instructions.;~~



- ~~Prepares purchase requisitions and related documents to be sent to the City Purchasing Division;~~
- ~~Monitors and tracks unprocessed requisition requests in purchasing; and~~
- ~~Monitors and tracks outstanding purchase orders and contracts.~~

2. Contract Management Specialist Function shall:

a. Identifies the scope of the services needed for each contract; and create a first draft of the contract using from the City's Purchasing Division-approved of Albuquerque contract templates (where can you find these?);

b. Works with City Legal Department personnel to get approval of contract terms;

c. Obtains vendor signatures on contracts as well as and other documents as required by City Legal Department personnel and the City's Risk Management Division personnel;

d. Creates purchasing requisition request documents; and

1. Tracks contracts that are in process through PeopleSoft the system.

2.

~~Department Personnel requesting to purchase of the items shall when possible provide three (3) oral quotes from three (3) different vendors.~~

Purchasing Card (P-Card)

~~Purchasing Card users are responsible for providing the P-Card Reconciler/Coordinator with receipts immediately following a purchase. The receipt (s) should always be accompanied by a "Signed" Purchasing P-Card Log by the P-Card user and should include any approval memos signed by the Chief of Police for "ALL" food purchases. Additional documentation pertaining to the purchase, (i.e., approval memos, approval emails, listing of individuals if paying for class registration, etc.) should always be attached.~~

P-Card Logs must contain:

- Last "4" digits of the P-Card only
- Date submitted
- Card Owner Name
- Department of P-Card User
- Telephone Number of P-Card user
- Date of Purchase
- Vendor
- Material Description
- Comments: Give a brief justification of your purchase (please include names if applicable)
- Cost of the item



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~~Sign and date your log before submitting~~

~~Spending Authority~~

~~All Department disbursements and purchases shall be made in accordance with the Public Purchases Ordinance of the Revised Ordinances of the City of Albuquerque; and the City of Albuquerque Purchasing Rules and Regulations as established by the Purchasing Division of the DFSM.~~

~~The Fiscal Division shall be the central purchasing office for the Department, except for purchases funded with Capital Improvement Project (CIP) or grant monies.~~

~~These purchases shall be managed by the Planning Division.~~

~~Requests for disbursements and purchases from the General Fund, Law Enforcement Fund and Crime Lab Fund shall be submitted to the Fiscal Division for review and processing.~~

[N/A] ~~Proposed contracts, with the exception of contracts funded with CIP or grant monies, shall be initially submitted to the Financial Management Division. These shall include contracts for technical or professional services, non-professional services, repair and maintenance services, inter-governmental agreements and revenue producing agreements.~~

~~The Financial Management Division shall subsequently be responsible for the coordination of the city contract review and approval process as required by the Purchasing Division of the Department of Finance and Management.~~

~~The Financial Management Division, in conjunction with the Legal Advisor's Office, shall assist Department personnel as necessary in the development of proposed contracts.~~

~~Items available from the City Warehouse or Office Supply Services may not be purchased from outside sources, regardless of the funding source utilized. The Financial Management Division shall be contacted to determine if requested items are available through either the City Warehouse or Office Supply Services.~~

~~If required goods and services can be obtained from pre-established contracts, purchases must be made from those contracts, regardless of the dollar amount of the proposed purchases, or the funding source to be utilized. Department personnel shall contact the Financial Management Division to determine if required goods or services are available through contracts that are currently in force.~~

[N/A] ~~For more detailed information, the reader may refer to "Article 6: Centralized Purchasing" in the Chief Administrative Officer's Policy and Procedure Manual. A copy of this manual is maintained by the Administrative Assistant for the Chief of Police.~~

~~Responsibility and Accountability~~

[7] ~~Each division will keep an expense ledger and have sole responsibility for keeping an account of their expenditures.~~

~~Bureau/Area Commanders will contact the Central Services Manager of the Financial Management Division and obtain an activity number for their budget.~~

~~Once a property item (as opposed to an expendable item) is purchased, a memo giving a complete description of the item and listing the make, model and serial number will be submitted to the Property Unit for inventory purposes.~~

~~The Financial Management Division will meet monthly with the Bureau Commanders to review their expenditures and budget reports.~~

[7] ~~Petty Cash~~



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[7]

~~=====~~
~~-----~~
~~-----~~
~~Petty Cash purchases of \$50 or less may be made by authorized department personnel for items which are immediately required so as not to interrupt an ongoing activity.~~
~~-----~~
~~To become authorized, the employee will obtain written permission from their commander and then proceed to contact the Financial Management Division for processing of the purchase.~~
~~-----~~
~~The employee will use their own funds to make the purchase and obtain a receipt from the vendor.~~
~~-----~~
~~For reimbursement, the employee will present the correspondence and receipt to the Financial Management Division. The employee will not receive reimbursement for any state sales tax paid.~~
~~-----~~

~~-----~~
~~-----~~
~~Small Purchase Order (SPO)~~
~~-----~~

~~-----~~
~~-----~~
~~Purchases which do not exceed \$500 can be made through the use of Small Purchase Orders (SPO's). The SPO books will be maintained by the Financial Management Division.~~
~~-----~~
~~When it has been determined that an item will be purchased using an SPO, the employee will follow the below listed procedure.~~
~~-----~~
~~The employee that is requesting the purchase will prepare an interoffice correspondence that is addressed to the Central Services Manager of the Financial Management Division. Included in the inter-office correspondence will be:~~
~~-----~~
~~Reason for the purchase~~
~~-----~~
~~Vendor's name~~
~~-----~~
~~Brand name (if available)~~
~~-----~~
~~Model number (if available)~~
~~-----~~
~~Cost of item f. Number of items to be purchased~~
~~-----~~
~~Total cost~~
~~-----~~
~~Commander's approval signature.~~
~~-----~~
~~The employee will proceed to the Financial Management Division and present the inter-office correspondence for release of the SPO book.~~
~~-----~~
~~The employee will sign for the SPO book.~~
~~-----~~
~~At the vendor's location, the employee will purchase the item using the SPO as payment. If needed, the Financial Management Division can provide instructions on the filling out of the form. The employee making the purchase will put their assignment near their signature at the bottom of the SPO form.~~
~~-----~~
~~Personnel will make sure that the SPO is completed properly and that the vendor receives their copy.~~
~~-----~~
~~The remaining copies of the SPO are to be returned to Financial Management Division with a copy of the receipt.~~
~~-----~~
~~Personnel are reminded that the Albuquerque Police Department is exempt from paying tax on goods. Therefore, tax should not be included in the total amount of the purchase.~~
~~-----~~
~~Under no circumstances will SPO books be permitted to be used to purchase office supplies carried by either the City Office Services Division or the contracted office supply company.~~
~~-----~~

[7]

~~-----~~
~~-----~~
~~Oral Quotes~~
~~-----~~



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- ~~— Purchases for which the estimated cost will exceed \$500, but will be less than \$7,500, shall require a Requisition and Disbursement form to be completed by the Financial Management Division.~~
- ~~— Personnel requesting the purchase of the item will provide three oral quotes from three vendors, if possible.~~
- ~~— The three quotes will be included with an inter office correspondence, addressed to the Central Services Manager of the Financial Management Division, which will explain the reason for the purchase.~~
- ~~— The approval by the chain of command will be included on the inter office correspondence.~~
- ~~— After a "PO number" has been issued by the Purchasing Division:~~
- ~~— The employee will wait until a notice is received from the vendor that the purchased item is ready for pick up or delivery.~~
- ~~— In unusual cases, when the item is needed quickly, the purchasing employee can provide the vendor with the "PO number" and assuming the purchased item is in stock, pick up or delivery can occur immediately.~~

[7]

~~— Formal Bids~~

- ~~— Purchases for which the cost is estimated to be \$7,500 or more, shall require a Requisition and Disbursement form to be completed by the Financial Management Division. The requesting personnel will submit to the Central Services Manager of the Financial Management Division an inter office correspondence which will include the following:~~
- ~~— Specifications, which clearly identify the technical and performance requirements of the item or service.~~
- ~~— Reason for the purchase of the item or services.~~
- ~~— A list of any vendors known to supply the required item or service.~~
- ~~— Approval through the chain of command.~~
- ~~— The Financial Management Division will forward the requisition and specifications to the Purchasing Division of the Department of Finance and Management, which will process the formal request for bids.~~

[7]

~~— Request for Proposal~~

- ~~— A Request for Proposals (RFP) may be required to solicit proposals involving technical or professional services.~~
- ~~— Department personnel are to contact the Financial Management Division to determine whether an RFP is required for such purchases.~~
- ~~— If a RFP is required, an inter office correspondence will be initiated and addressed to the Central Services Manager of the Financial Management Division. The correspondence will include:~~
- ~~— Reason for the technical or professional service;~~
- ~~— Vendors names (if known); and~~
- ~~— Approval through the chain of command.~~
- ~~— In cases where an RFP is required, Financial Management Division will work with department personnel to prepare a draft RFP and a requisition, which must be submitted to the Purchasing Division.~~
- ~~— A request for proposals shall be required for all contracts in excess of \$15,000, unless waived by the Chief Administrative Officer for the City of Albuquerque.~~



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[7]

- ~~— The requirement for an RFP is mandatory for all services which exceed \$55,000.~~
- ~~— City Office Services Division/Warehouse Supplies Requisition Form~~
- ~~—~~
- ~~— The City of Albuquerque Requisition (P126114) will be utilized for office supplies to be obtained from the City Office Services Division (paper supplies, Xerox brand supplies, letterhead, printed envelopes and printed forms) and warehouse supplies.~~
- ~~— The Office Services Division Supplies and Warehouse Catalog will be used to order supplies stocked by the city. The first few pages of the catalog explain how to complete the requisition form (P126114).~~
- ~~— The location where the supplies will be obtained will be indicated by an "X" on the requisition form (City Yards, General Warehouse, or Office Services Division).~~
- ~~— Items carried by the City Office Services Division (paper supplies, Xerox brand supplies, letterhead, printed envelopes, printed forms and warehouse items) will begin with a "P" for stock number identification.~~
- ~~— The form will be typed and the words "Last Item" will be typed on the line following the description of the last item requested.~~
- ~~— Commanders approving the requisition will write their initials next to the name as indicated on the "Requested by" line.~~
- ~~— Personnel will then submit the requisition to the Financial Management Division for processing.~~
- ~~— The Financial Management Division will forward the approved requisition form to Office Services Division.~~
- ~~—~~
- ~~— Vendor Office Supply Requisition Form~~
- ~~—~~
- ~~— The City of Albuquerque Requisition Form (P127120) will be utilized for office supplies (pens, pencils, calendars, binders, markers, computer diskettes, etc.) to be obtained from the contracted office supply vendor.~~
- ~~— The vendor contracted to provide office supplies will make available a catalog which will be used to order supplies from the vendor.~~
- ~~— The type of office supply item to be obtained from the vendor will be indicated by an "X" on the requisition form for either city stock (items the vendor regularly carries); or non stock (items the vendor needs to order).~~
- ~~— Items from the vendor office supply list (pens, pencils, calendars, binders, markers, computer diskettes, etc.) will begin with a "Q" for stock number identification.~~
- ~~— The form will be typed and the words "Last Item" will be typed on the line following the description of the last item requested.~~
- ~~— Commanders approving the requisition will write their initials next to the "Requestor's Name" line.~~
- ~~— Personnel will then drop off the requisition to the Financial Management Division for processing.~~
- ~~— The vendor will pick up the approved requisition from the Financial Management Division by 1200 hours each day.~~
- ~~— The vendor will deliver stock items to the Property Management Section the next working day. Non stock items will be delivered within five working days.~~
- ~~— The Property Management Section will log deliveries made by the vendor, and inform the appropriate section to pick up their supplies.~~



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[7]

~~The Property Management Section will retain the packing slip copy of filing, the requisition, and forward it to the Finance Management Section for permanent filing.~~

~~Capital Improvement Project and Grant Monies~~

~~Personnel requesting CIP and Grant monies will draft an inter office correspondence, addressed to the Director of the Planning Division, and will contain the following:~~

~~Reason for the request;~~

~~Description of the item, equipment or service to be acquired;~~

~~Three price quotes, if available, or the cost of the purchase;~~

~~From what fund the purchase will be acquired from; and~~

~~Approval of the chain of command.~~

~~Purchases will only be made after the request has been received and processed by the Planning Division. The Planning Division can assist the requesting parties in the acquisition of the item or service.~~

~~Additional Spending Authority~~

~~Each bureau/area commander can impose additional controls for the spending of departmental funds that are under their control. However, the rules, regulations and procedures that are outlined in this section are established as minimum requirements and must be met at all times.~~

~~Expenditures by The Chief of Police~~

~~In some instances, it may be necessary for the Chief of Police to require confidentiality of a project or activity which requires a contractual arrangement for the expenditure of funds. In those instances, the Chief of Police will consult with the Albuquerque Police Department/Fiscal Management Division to insure necessary funds are available. In addition, the Chief of Police will be required to consult with Albuquerque Police Department Legal counsel to insure the contract or the expenditure is in accordance with applicable laws and regulations before authorizing the contract or the expenditure of any funds.~~

~~A master list of all units, excluding SID, authorized to receive, maintain, or disburse cash funds will be maintained by the Department Fiscal Manager.~~

~~Chief's Overtime (COT) Program (COT)~~

~~(Someone) (Vangie Campos) shall:~~

~~Answer phones~~

~~Check email and print all work orders from officers~~

~~Assist officers with requests for overtime, emailing work orders to them, answering questions~~

~~Check voice mail~~

~~Create and print work orders (approximately 400 per month)~~

~~Vin/N Inspections — answer call, answer questions, complete Ssharepoint form~~

~~Filing work orders and requests forms~~

~~Respond to emails from vendors or officers~~

~~Validate parking~~



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- ~~Receive vin payments~~
- ~~Deposit vin payments~~
- ~~Notify customers if request was not filled~~
- ~~Cancellation of assignments — cancelling officers and work order in Access~~
- ~~Verify work orders are being invoiced~~
- ~~Assist with end of pay period report to assure officers are being paid correctly~~
- ~~Verify work orders and report are correct~~
- ~~Create Chief's overtime book — 24 regular vendors plus movie shoots and special events, plus any last minute requests~~
- ~~Enter new officers in the COT access data base and explain the COT rules~~
- ~~Archive all files~~
- ~~IPRA requests~~
- ~~Fiscal deposit back up~~
- ~~Assist with:~~
- ~~Creating new COT requests that may come in — consists of sending new vendors a COT agreement and creating a request form~~
- ~~The approving of time is Naomi's responsibility, but often times she will ask Vangie to assist with this task. This consists of correcting work orders in the Access data base, copying work orders, scanning work orders to Accounting, printing cad reports for 30% of the number of officers that worked.~~
- ~~=====~~
- ~~=====~~
- ~~=====~~
- ~~(Naomi Sanchez)The Supervisor of the COT Shall:~~
- ~~=====~~
- ~~Supervises the accounting assistant in procurement on all COT duties;~~
- ~~Review and approve Special Event, and filming permits~~
- ~~Review and approve Film permits~~
- ~~Sends email of available overtime assignments~~
- ~~Approving time — This consists of correcting work orders in the Access data base, copying work orders, scanning work orders to Accounting, printing cad reports for 30% of the number of officers that worked. (approximately 400 per month)~~
- ~~Check email and print all work orders from sworn personnel;~~
- ~~Respond to emails from vendors or sworn personnel;~~
- ~~Send COT agreements to Legal and Chief's office for approval;~~
- ~~Set up new vendors in Access database and with City Accounting~~
- ~~Review open accounts receivables (AR)'s and send past due invoices to customers~~
- ~~Create AR report — verify work orders are being invoiced~~
- ~~Create Pay Pperiod end report~~
- ~~Verify work orders and report are correct~~
- ~~Meet with Marcie regarding time corrections if needed~~
- ~~Missing work order report — notify sworn personnel by email that have missing work orders~~
- ~~Over twenty five (25) hour report — letter to officer~~
- ~~Verify # of cads printed~~
- ~~Create COT sign up calendar~~
- ~~IPRA Requests~~
- ~~Reports for the Fiscal Manager~~



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~~Creating new COT requests that may come in consists of sending new vendors a COT agreement and creating a request form~~

~~The approving of time is my responsibility, but often times I will ask Vangie to assist with this task. This consists of correcting work orders in the Access data base, copying work orders, scanning work orders to Accounting, printing cad reports for 30% of the number of officers that worked.~~

~~G. 1-48-856 Audits~~

~~Audit components~~

~~1-48-76 Procurement Section~~

~~H. Personnel Code of Conduct~~

~~1. Personnel of the Financial Management Division are expected to shall follow a prescribed code of conduct and to act responsibly as outlined in the City of Albuquerque Personnel Rules and Regulations, the City of Albuquerque Administrative Instructions and the City of Albuquerque, Police Department Standard Operating Procedures, General Orders Manual, Personnel Code of Conduct 1-04. The division holds its personnel accountable for all actions which reflect adversely on the division and the Department.~~

~~I. Telephone Usage~~

~~1. Personnel are expected to shall follow a prescribed code of conduct as outlined in the City of Albuquerque Personnel Rules and Regulations and the City of Albuquerque Administrative Instructions.~~

~~J. Standard of Dress~~

~~1. Division personnel shall maintain a professional standard of dress appropriate for the work environment. Personnel are expected to follow a prescribed code of conduct as outlined in the City of Albuquerque Administrative Instructions.~~

~~K. Outside Employment~~

~~1. Personnel may engage in outside employment only after the Chief of Police, in accordance with the City of Albuquerque Merit Ordinance has granted written permission. (See Department SOP, 1-04-5).~~



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~~=====
L. Compliance with City Regulations
=====~~

- ~~1. Personnel shall must adhere to all regulations as reported in the City of Albuquerque Administrative Instructions and the City of Albuquerque Personnel Rules and Regulations as well as other issued regulations~~

~~=====
~~1-48-58-3-2~~ Budget Preparation and Monitoring Function
=====~~

~~The APD's Department's operating budget is prepared annually for submission to the Office of the Mayor. This requirement is driven by the City Charter that requires an operating budget to be formulated annually by the Mayor in consultation with the City Council. The City's fiscal year runs from July 1 to June 30. The Financial Management Division coordinates and prepares the annual operating budget of the Police Department on behalf of the Chief of Police.~~

~~=====
A. Budget Preparation Responsibilities:
=====~~

- ~~1. Develop a proposed annual operating budget for the Police Department in cooperation with other Bbureaus and Ddivision and with final review and approval by the Chief of Police.;~~
- ~~2. Provide financial expertise and analysis of budget requests for command staff as requested.;~~
- ~~3. Conduct costing of services.;~~
- ~~4. Develop revenue proposals as needed.;~~
- ~~5. Adhere to budget report deadlines as provided by the administration.;~~
- ~~6. Respond to requests for budget information from the administration and the City Council.;~~
- ~~7. Present proposed Department budget at Administration and City Council Budget Hearing as needed.;~~ and
- ~~8. Review staffing needs in accordance with workload assessments to determine the most efficient and effective means of allocation human resources within the Department.~~

~~=====
B. Budget Monitoring Responsibilities:
=====~~

- ~~1. Review approved budget with the Chief of Police and command staff as needed.;~~
- ~~2. Prepare budget status reports and projections for revenues and expenditures.;~~
- ~~3. Review monthly expenditures throughout the year to insure timely acquisition of budgeted items and to guard against budget deficits.;~~
- ~~4. Review revenue and expenditures with command staff as needed.;~~
- ~~=====~~



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~~5. Work with City Budget personnel on appropriation amendments, contracts, resolutions and information requests.;~~

~~==~~

~~6. Prepare year end and interim reports for the Chief of Police as requested.;~~ and

~~==~~

~~7. Develop problem resolution proposals as needed.~~

~~==~~

~~1-48-68-3-3 Accounting Function~~

~~==~~

~~Account Receivable Responsibilities:~~

~~A.~~

~~==~~

~~1. Transmits information to the City of Albuquerque's (COA) accounts receivable for billing.;~~

~~==~~

~~2. Receives and processes cash and/or checks from other divisions, vendors and individuals in compliance with the COA's Cash Handling Instructions. Provides for proper documentation, recordings and deposits of cash receipts. Processes cash remote transactions.;~~

~~==~~

~~3. Creates cash revenue reports.;~~ and

~~==~~

~~4. Provides support services to other divisions.~~

~~==~~

~~B. Accounts Payable Responsibilities:~~

~~==~~

~~1. Research unmatched invoices, verify receipt of product of services and input information into the A/P system for payment of error free invoices in a timely manner.;~~

~~==~~

~~2. Research unmatched invoices and attempt to resolve invoices with billing errors with the vendor.;~~

~~==~~

~~3. Process requisitions for disbursements.;~~

~~==~~

~~4. Maintain proper documentation.;~~ and

~~==~~

~~5. Review transactions for proper coding into the general ledger system.~~

~~==~~

~~C. General Ledger Processing Responsibilities:~~

~~==~~

~~1. Creates journal entries and maintains documentation.;~~

~~==~~

~~2. Establishes new activities and accounts in compliance with budget documents.;~~

~~==~~

~~3. Reviews general ledger for transaction classification and accuracy.;~~

~~==~~

~~4. Assists DFAS with reports for monthly and annual closing.;~~ and

~~==~~

~~5. Responds to auditors.~~

~~==~~



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~~— D. — Grant Responsibilities:~~

~~1. — Tracks revenues, expenditures and program compliance for assigned grants;~~

~~2. — Completes and files applications for assigned grants; and~~

~~3. — Provides support services to other grant administrators.~~

~~— The Fiscal Division is comprised of:~~

~~— Budget/Accounting Section;~~

~~— Fiscal Officer~~

~~— Senior Administrative Assistant (Purchase Card)~~

~~— Payroll Section; and~~

~~— Payroll Officer; and~~

~~— Payroll Technicians;~~

~~— Procurement Section;~~

~~— Accounts Payable/Travel Technicians~~

~~— Buyer;~~

~~— Chief's Overtime Program;~~

~~— Senior Administrative (ASST) Supervisor~~

~~— Accounting Assistant~~

~~— **1-48-78-3-4 — Purchasing Function**~~

~~A. — Department policy is to establish provisions for properly administering the purchase of goods and services in accordance with the Public Purchases Ordinance of the Revised Ordinances of the City of Albuquerque Administrative Instructions as well as other documents and manuals as approved by the City of Albuquerque.~~

~~B. — Approves and tracks purchases made through the credit card program as outlined in the City of Albuquerque Purchasing Cards Policies and Procedures manual.~~

~~C. — Approves and tracks purchases made through the petty cash systems in accordance with the City of Albuquerque Administrative Instructions.~~

~~D. — Prepares purchase requisitions and related documents to be sent to the City Purchasing Division.~~

~~E. — Monitors and tracks unprocessed requisition request in purchasing.~~

~~F. — Monitors and tracks outstanding purchase orders and contracts.~~



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~~8-3-51-48-8~~ ~~Travel Management Function~~

~~A. Department policy is to establish procedures in compliance with regulations as outlined in the City of Albuquerque Travel Regulations.~~

~~B. Creates travel documents.~~

~~C. Monitors travel for compliance with City policy.~~

~~D. Closes out travel documents in a timely manner.~~

~~E. Purchases airline tickets.~~

~~8-3-61-48-9~~ ~~Contract Management Function~~

~~A. Department policy is to establish provisions for properly administrating contracts in accordance with the Public Purchases Ordinance of the Revised Ordinances of the City of Albuquerque, the City of Albuquerque purchasing rules and regulations, the City of Albuquerque Administrative Instructions as well as other documents and manuals as approved by the City of Albuquerque.~~

~~B. Identifies the scope of services needed for each contract and creates the first draft from the City of Albuquerque contract templates.~~

~~C. Works with legal to get approval of contract terms,~~

~~D. Obtains vendor signatures on contracts as well as other documents as required by legal and risk management,~~

~~E. Creates purchasing requisition request documents,~~

~~F. Tracks contracts in process through the system.~~

~~1. General Ledgers~~

~~2. Purchasing~~

~~1. Accounts payable/Travel~~

~~8-3-71-48-10~~ ~~Property Function~~

~~A. Inventory Responsibilities:~~

~~1. Maintains and tracks property issued to both sworn and civilian Department personnel;~~

~~2. Issues consumable supplies to officers sworn personnel as needed;~~

~~3. Reconciles and signs off on clearance forms;~~



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~~4. Maintains and reconciles inventory reports including beginning balance, additions, and usage levels and ending balances of inventory items.~~

~~5. Checks shipments for accuracy and creates receiving reports for inventory items.~~

~~6. Maintains adequate inventory levels for officer use.~~

~~7. Makes recommendations for minimum stocking levels, purchase lot size, vendors and other inventory related projects.~~

~~8. Assists with creating specifications for equipment purchased, and~~

~~9. Ensures that property is held in a state of operational readiness.~~

~~B. Fixed Asset Responsibilities:~~

~~1. Conducts physical counts of fixed assets.~~

~~2. Reconciles City fixed asset records with Department fixed asset records.~~

~~3. Maintains and tracks fixed asset tags.~~

~~4. Maintain records of fixed asset funding sources.~~

~~5. Coordinates building maintenance including keys, janitorial services, landscape services and request for services from City building maintenance, and~~

~~6. Maintains and tracks lease contracts including maintenance agreements.~~

~~**8-3-81-48-11 Reporting**~~

~~A. Shall deliver a monthly report to the FMD Manager.~~

~~B. The report will shall include a summary of the inventory reconciliation and property activity.~~

~~C. The report will shall also include a monthly audit to ensure property handling policies and procedures are being followed.~~

~~D. f. _____ shaWill forward a copy of the report to Accredit.~~