

# **PALOS VERDES ESTATES POLICE DEPARTMENT**

## **POLICY MANUAL**

### **SECTION 7**

#### **ADMINISTRATIVE PROCEDURES**

**Revised 6/11**

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## **7.0 PURPOSE**

The purpose of this order is to provide a general guide for handling various administrative tasks. This order will include provisions for making purchases, guidelines for correspondence, and a procedures for accepting fees for service.

## **7.1 OUTGOING CORRESPONDENCE**

Any members of this Department who writes an official letter of correspondence directed to an outside entity, shall do so with the approval of the Chief of Police. Form letters, which have already been approved by the Chief of Police, are not subject to re-approval. A copy of all official outgoing correspondence shall be submitted to the Chief of Police. If the correspondence is related to an incident on file with the Department, a copy shall be included within the file.

## **7.2 PURCHASING**

No Purchase shall be made with Departmental funds except with prior approval of the Chief of Police, or his designee. Purchases under \$500 must be approved by the Chief of Police, or his designee. If the amount of the intended purchase is greater than \$500, the purchase request shall be submitted to the Chief of Police, or his designee, with a price quote from (3) three separate vendors. Extenuating circumstances may dictate an exception to this policy.

## **7.3 RECEIPT OF EXPENDITURES**

It shall be the policy of this Department to retain receipts of all expenditures.

## **7.4 FEES ACCEPTED**

This Department may attach a fee for providing various services to the community. The Chief of Police shall set the requirements for the service and the amount of the fee. When the fee is accepted, the purchaser shall be given a receipt which specifies the service provided. A copy of that receipt shall be retained by this Department and the original receipt shall be forwarded to the City Finance Director. An examples of services which may require a fee are:

- A. Fingerprinting Citizens
- B. Bicycle licensing
- C. Copies of reports
- D. False alarm responses- Remove
- E. Citation sign offs
- F. Clearance letters

- G. CAD printouts
- H. Photographs

**7.5 INNER DEPARTMENTAL CORRESPONDENCE**

Official inner Departmental correspondence in written form should adhere to the following format:

TO: ALL CAPITAL LETTERS  
FROM: ALL CAPITAL LETTERS  
SUBJECT: ALL CAPITAL LETTERS  
DATE: ALL CAPITAL LETTERS

NARRATIVE:

SIGNATURE: