

## DIRECTIVE 17.2 BUDGET

<b>Issue Date: 04/24/2020</b>	<b>By Order of Chief of Police</b>
<b>Rescinds: (Issue 07/29/2015)</b>	<b>CALEA Standards Referenced: 17.2.1 &amp; 17.2.2</b>
<b>Pages: 1</b>	

**This directive consists of the following sections:**

**[17.2.1 Budget Process and Responsibility Described](#)**

**[17.2.2 Functional Recommendations to Budget](#)**

### **POLICY & PROCEDURE**

The Chief of Police is designated as having the authority and responsibility for the Miami Township Police Department budget preparation and submission. The budget shall be developed in cooperation with all major organizational components.

#### **[17.2.1 Budget Process and Responsibility Described](#)**

Annually, the Chief of Police shall submit a budget request to the Township Administrator for the police department.

The Chief of Police shall give notice to all persons required to submit budget requests and costs. Persons submitting budget requests and costs to the Chief of Police shall do so by the required date.

Any member of the department may submit items for consideration in the budget; these requests shall be made to their immediate supervisor and forwarded through the chain of command.

The Chief of Police shall then prepare a budget request for the department utilizing the budget requests and costs submitted and approved by the Chief of Police and forward the department's budget request to the Township Administrator.

#### **[17.2.2 Functional Recommendations to Budget](#)**

Any person required to submit budget requests and costs shall be responsible for preparing their budget requests and costs based on the functional goals and objectives for their areas of responsibility. These personnel will be accountable for their portion of the departments approved budget.