



## Cover Memorandum

### Fiscal Management, JHPD Directive #206

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#### **Purpose of the Directive**

The purpose of this Directive is to ensure that Johns Hopkins (JH) purchase and procurement policies are followed by Johns Hopkins Police Department (JHPD) members for all purchases, expenditures, and procurements.

#### **Summary of Directive Requirements**

This Directive mandates that the JHPD follow JH procurement policies and procedures for all expenditures. The by-laws of the Johns Hopkins University (JHU) and the Resolutions of its Board of Trustees state that contracts, rental agreements, leases and similar documents for the procurement of supplies, equipment, and services may be signed only by specified officers of the corporation and certain designated individuals. The Johns Hopkins Public Safety (JHPS) Director of Finance is designated by the Chief of Police as the JHPD's senior budgetary authority and is responsible for the financial management and business affairs of the JHPD. In this capacity, the JHPS Director of Finance is authorized to expend JHPD funds to support the operations of the JHPD. This Directive dictates that the JHPS Director of Finance shall ensure compliance with all of JH's procurement policies and procedures and maintain financial statements for all cash fund accounts.

#### **Blueprint for the Policy Development Process**

The draft JHPD policies (hereinafter referred to as "directives") shared for community feedback are based on examples of 21st century best practices in public safety policy, identified through extensive benchmarking of university and municipal law enforcement agencies across the nation. Taken together, they represent a comprehensively progressive approach to policing that prioritizes equity, transparency, accountability, and community-based public safety strategies.

The JHPD's draft directives embody approaches that community advocates and leading experts have championed locally and in law enforcement reform efforts across the nation. The draft directives have also been developed based on input received through robust community engagement in prior phases of JHPD development, including suggestions received in the legislative process as well as last fall's Memorandum of Understanding (MOU) public comment period and feedback opportunities.

In addition, the directives were drafted to exceed the minimum requirements of the Constitution and laws of the United States and the State of Maryland, to align with the Community Safety and Strengthening Act (CSSA) and to fulfill the requirements of the MOU between the Johns Hopkins University and the Baltimore Police JHPD. The Hopkins community and our neighbors throughout Baltimore can help improve and strengthen these directives further through their feedback and input.

Material that was considered in the drafting of the Directive and Procedure Manual, include:

**a. Publicly available policies from municipal police JHPDs that have undergone substantial reform efforts**, including: the New Orleans Police Department; Seattle Police Department; Portland Police Department; Detroit Police Department; Ferguson Police Department; and Baltimore Police Department;

**b. National guidance on best practices and model policies from criminal justice reform efforts, social science research centers, and civil rights organizations**, including: the Leadership Conference on Civil and Human Rights; American Civil Liberties Union (ACLU), including the ACLU of Massachusetts’s “Racially Just Policing: Model Policies for Colleges and Universities”; the International Association of Chiefs of Police (IACP); the Police Executive Research Forum (PERF); U.S. Department of Justice Office of Community Oriented Policing Services (COPS Office); The Justice Collaboratory (The JC) at Yale University Law School; and The Center for Innovation in Community Safety (CICS) at Georgetown Law School.

**c. National and local higher education institutions that are based in comparable environments and make policies publicly available**, including: Carnegie Mellon University; Morgan State University; Towson University; University of Chicago; University of Cincinnati; University of Maryland, Baltimore County; University of Pennsylvania; and Yale University.

To ensure that the proposed directives captured national best practices in community-focused public safety services, the development team collaborated with independent experts from two organizations: National Policing Institute (the Institute), a non-profit dedicated to advancing excellence in policing through research and innovation, and 21CP Solutions, an expert consulting team of former law enforcement personnel, academics, civil rights lawyers, and community leaders dedicated to advancing safe, fair, equitable, and inclusive public safety solutions. Each directive was reviewed by experts selected by both organizations, who provided feedback, suggestions, and edits that were fully incorporated into the current draft.

Finally, individuals and organizations representing the diversity of the Johns Hopkins University community provided feedback to ensure the policies and procedures reflect and respond to the values of our institution and to our community’s public safety service needs.

Now they are available for your review. Johns Hopkins is committed to adopting, incorporating, or otherwise reflecting recommended changes and feedback in the final version of policies so long as feedback is aligned with our values and commitments, permissible within legal parameters, and supported by national best practices for community policing and public safety.



POLICE DEPARTMENT  
**FISCAL  
MANAGEMENT**

**ADMINISTRATIVE  
PROCEDURE #206**

Responsible Executive:  
Chief of Police  
Responsible Office:  
Vice President for Public Safety  
Approved by:  
Dr. Branville G. Bard, Jr.  
Issued: [full date]  
Revised: [full date]

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## Policy Statement

The Chief of Police of the Johns Hopkins Police Department (JHPD) shall exercise day-to-day financial management of JHPD through the Johns Hopkins Public Safety (JHPS) Director of Finance. The expenditure of JHPD funds may only be accomplished with appropriate supervisory and administrative approval in accordance with this and other applicable JHPD directives and Johns Hopkins (JH) Office of Procurement Services policies and procedures to ensure the appropriate use of Johns Hopkins University (JHU) funds.

## Who is Governed by this Policy

This Directive governs all bureaus, sections, and their members, including sworn, non-sworn, and contractual or voluntary persons in service with JHPD.

## Purpose

The purpose of this Directive is to ensure that JH purchase and procurement policies are followed for JHPD purchases and procurements.

## Definitions

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<b>Cash:</b>	Any currency, debit cards, gift cards, checks, money orders and any other negotiable form.
<b>Member:</b>	All members of the JHPD, including employees, officers, and volunteers, unless the term is otherwise qualified (e.g., member of the public, member of the Baltimore Police Department, etc.).

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## Policy

It is the policy of the JHPD to ensure JHU resources are used wisely and to comply with all applicable JH accounting policies and to maintain appropriate internal controls related to the expenditure of JHPD funds.

## Procedures

### I. Budgetary & Contractual Authority

- A. The bylaws of JHU and the Resolutions of its Board of Trustees state that contracts, rental agreements, leases, and similar documents for the procurement of supplies, equipment, and services may be signed only by specified officers of the corporation and certain designated individuals.
- B. The Chief Procurement Officer, along with specifically designated Procurement personnel, have been authorized by the Trustees to negotiate, sign, and enter into agreements with vendors for this purpose. Individual employees are not authorized to sign on behalf of the JHU, or to bind JHU in any manner. Maryland law provides that individuals who are not authorized, and who enter into an unauthorized agreement, may be held personally liable for the cost of the goods or services purchased.
- C. Any and all vendor forms of agreement such as contracts, leases, software license agreements, temporary labor service agreements, etc., should be sent to the Office of Procurement Services for review and execution. The preferred method to send contracts to the Office of Procurement Services is via email to [purchasingcontracts@jhu.edu](mailto:purchasingcontracts@jhu.edu).
- D. The JHPS Director of Finance is designated by the Chief of Police as JHPD's senior budgetary authority and is responsible for the financial management and business affairs of JHPD. In this capacity, they are authorized to expend JHPD funds to support the operations of JHPD when accomplished in accordance with all applicable JHU policies, guidelines, and procedures.

### II. Expenditures

- A. All members shall ensure that all purchases, procurements, and expenditures of JHPD funds comply with JH purchase and procurement policies, including the following:
  - For JHPD Non-Travel Business Expenses, members shall comply with [Business Expenses \(Non-Travel\) \(PRO006\)](#)

- For Business related travel, all members shall comply with [Business Expenses Related to University Travel \(PRO005\)](#)
- For all cash receipts and management of cash transactions, all members shall comply with [General Policies and Procedures \(ACCTP001\)](#), [Petty Cash \(ACCTP004\)](#), and [P-Card \(PRO001\)](#), and for all cash accounts maintain:
  - o A balance sheet, ledger, or other system that identifies initial balance, credits (cash income received), debits (cash disbursed), and the balance on hand,
  - o Receipts or documentation for cash received,
  - o Authorization for cash disbursement, including authorization for expenses in excess of a given amount,
  - o Records, documentation, or invoice requirements for cash expenditures,
  - o Persons or positions authorized to disburse or accept cash, and
  - o Quarterly accounting of agency cash activities. (The Commission on Accreditation for Law Enforcement (CALEA) 17.4.2.)

### III. **Unauthorized or Inappropriate Expenditures**

Members who expend JHPD funds not in compliance with JH fiscal policies and this Directive may be held personally or criminally liable for such expenditures in addition to being subject to potential disciplinary action.

### **Policy Enforcement**

<b>Enforcement</b>	Police Department managers and supervisors are responsible for enforcing this Directive.
<b>Reporting Violations</b>	Suspected violations of this Directive should be reported to the Public Safety Accountability Unit (PSAU).

### **Related Resources**

<b>University Policies and Documents</b>
<a href="#">Business Expenses Related to University Travel (PRO005)</a>
<a href="#">Business Expenses (Non-Travel) (PRO006)</a>
<a href="#">General Policies and Procedures (ACCTP001)</a>
<a href="#">Petty Cash (ACCTP004)</a>
<a href="#">P-Card (PRO001)</a>

<b>External Documentation</b>
<b>Police Department Forms and Systems</b>

## Contacts

<b>Subject Matter</b>	<b>Office Name</b>	<b>Telephone Number</b>	<b>E-mail/Web Address</b>
Policy Clarification and Interpretation			

DRAFT