



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.
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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 the JHPD through the Johns Hopkins Public Safety (JHPS) Senior Director of Finance and Administration. 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 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, nonsworn, and contractual or voluntary persons in service with the JHPD.

Purpose

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

Definitions

Cash:	Any currency, debit cards, gift cards, checks, money orders, and any other negotiable form.
Member:	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.).

Policy

It is the policy of the JHPD to ensure JHU resources are used wisely and to comply with all applicable Johns Hopkins 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, has 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 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.
- D. The JHPS Senior Director of Finance and Administration 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, they are authorized to expend JHPD funds to support the operations of the 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 Johns Hopkins purchase and procurement policies, including the following:

- For JHPD nontravel 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:
 - A balance sheet, ledger, or other system that identifies initial balance, credits (cash income received), debits (cash disbursed), and the balance on hand,
 - Receipts or documentation for cash received,
 - Authorization for cash disbursement, including authorization for expenses in excess of a given amount,
 - Records, documentation, or invoice requirements for cash expenditures,
 - Persons or positions authorized to disburse or accept cash, and
 - Quarterly accounting of agency cash activities. (Commission on Accreditation for Law Enforcement Agencies (CALEA) 17.4.2)

III. **Unauthorized or Inappropriate Expenditures**

Members who expend JHPD funds not in compliance with Johns Hopkins 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

Enforcement	Police Department managers and supervisors are responsible for enforcing this Directive.
Reporting Violations	Suspected violations of this Directive should be reported to the Public Safety Accountability Unit.

Related Resources

University Policies and Documents
Business Expenses Related to University Travel (PRO005)
Business Expenses (Non-Travel) (PRO006)
General Policies and Procedures (ACCTP001)
Petty Cash (ACCTP004)
P-Card (PRO001)

External Documentation
Police Department Forms and Systems

Contacts

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	Policy Management	(667)306-8618	jhpdpolicyinquiry@jh.edu