

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

General Order: 1.10	Effective: 04/20/2020	Supersedes: 07/01/2013	Number of Pages: 4
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**DEPARTMENTAL ORGANIZATION: FINANCIAL & TECHNICAL
SERVICES DIVISION**

A. The purpose and function of the Financial & Technical Services Division is to provide support to Department personnel by managing key agency functions to include: financial management, budget development, revenues, expenditures, audit and accounting related matters, Capital Improvement Program (CIP), compensation and benefits, payroll, purchasing, accounts payable, grant administration, planning and research, facility services, strategic and long-range planning, project management and information technology initiatives, maintenance and support.

B. Division Organization

The Division is headed by an Administrative Division Chief who is directly responsible to the Deputy Chief of Police ([see org chart](#)) for all matters pertaining to the elements of the position’s command. The Division is subdivided into two main bureaus: the Fiscal and Policy Management Bureau and the Information Technology Management Bureau.

1. Fiscal and Policy Management Bureau

The Fiscal and Policy Management Bureau consists of the following areas: financial management, budget development, revenue, expenditures, audit, accounting services, CIP, compensation and benefits, personnel actions related to compensation and benefits, payroll, purchasing, accounts payable, grants administration, planning and research, strategic and long-range planning. The duties of this Bureau include, but are not limited to:

- a. Oversees agency’s financial management, budget development, accounting, expenditures, revenues, audit, internal controls and related reporting processes;
- b. Development of alternative approaches, policies, and procedures for a variety of business and administrative activities; developing short and long-range departmental plans and goals;
- c. Oversees preparation and update of the County’s multi-year strategic and fiscal plan, which shall include operational goals and objectives, anticipated workload and population trends, workforce levels, and anticipated personnel, equipment, and capital improvement needs, coordinates strategic and long-term planning with various internal and external stakeholders and community organizations, coordinates annual review and updates of strategic and long-term plans;
- d. Oversees federal, state and local grants management and administration for the Department including researching and evaluating potential grant programs and making recommendations to Command Staff based on Department priorities and needs;

- e. Serves as liaison with other County agencies on policies, practices, and new programs related to compensation, purchasing, grants administration and financial requirements;
- f. Acts as the Department's internal auditor entity for all financial, matters and oversees financial internal controls within the Department;
- g. Review, write and coordinate all Department BOCS agenda items and presentations;
- h. Manages the Department's procurement and contract administration in compliance with federal, state and local requirements to facilitate the acquisition of needed services, equipment and supplies for routine and emergency situations;
- i. Develops and disseminates financial, accounting, revenue and expenditure reports to appropriate organizational components;
- j. Reviews, updates and secures approval of Department MOUs/MOAs to include coordination with the County Attorney and other County stakeholders and affected organizations;
- k. Assists in the development, review and implementation of departmental policies, procedures, and programs;
- l. Serves and liaison with the Office of Management and Budget in all matters regarding budget preparation, financial management, expenditure, performance measures and prepare budget deliverables as required during the budget development period;
- m. Manages and processes all Department invoices ensuring compliance with County Finance Department rules and regulations;
- n. Manages and processes payroll and pay exceptions for Department members;
- o. Manages and processes travel requests and return travel reconciliations for Department members;
- p. Serves as liaison to County and outside organization committees as directed by the Chief of Police;
- q. Coordinates with contractors and County agencies related to police facility construction, infrastructure and security related projects;
- r. Coordinates and develops administrative analytical research, data collection and analysis, evaluation, survey design and implementation, using various methods in support of Department needs;
- s. Analyzes raw data received from CAD and RMS in order to compile complex analysis for departmental staff on various issues;
- t. Reviews site plans, comprehensive plan amendments and rezoning submissions from County Planning Department to assess impact of future development plans on Department staffing, facilities and equipment resources;
- u. Manages the development and updating of the County CIP on an annual basis to include; planning, design and construction of Department facilities, developing and updating facility master plans, coordinate build-out of leased facilities, and oversee the coordination of facility maintenance;

- v. Oversees planning and research activities to include; active participation in national, state and regional law enforcement planning organizations, survey design and implementation, performs special planning, evaluation and research initiatives as directed by the Chief of Police and Sr. Command Staff in regards to allocation and distribution of patrol personnel and scheduling, staffing/workload and calls for service analysis, data collection, evaluation and analysis; liaison and collaboration with research institutions for evidence based policing and crime initiatives.

2. Information Technology Management Bureau

The Information Technology Management Bureau consists of the following areas: mobile data/wireless hardware and application support, cellular systems support, systems analysis/development services, desktop and software support services, RMS, crash reporting and other database management and reporting, Public Safety Radio Systems equipment management and inventory; evaluation, project management and installation of applications sought within the Department, and GIS applications services. The duties of this Bureau include, but are not limited to:

- a. Serves as the Department's liaison with the County Department of Information Technology (DoIT);
- b. Manages the care, operations, maintenance and replacement of the Department's computer systems in coordination with the County's DoIT;
- c. Manages the care, operations, maintenance and replacement of computer peripherals, including but not limited to printers, scanners, monitors and other devices connected to desktop, laptops and mobile data computers;
- d. Provides technical services to the Department for Mobile Data, RMS, network infrastructure, and software applications to ensure optimal operation and availability to members;
- e. Works with the Fleet Manager, DoIT's Radio Shop and/or County Fleet Maintenance to assess specialized equipment needed to mount mobile data computers, printers, 800MHz radio and various other technology within police vehicles;
- f. Assesses and implements all software and hardware systems utilized by the Department in coordination with County's DoIT;
- g. Manages the Department's cellular phone program including inventory management, technology replacement and billing and payment administration;
- h. Implements (and in rare instances, designs) applications, systems and servers for departmental use as required;
- i. Ensures that all departmental personnel are kept abreast of all modifications and enhancements to the computer systems and related hardware and software;
- j. Responsible for the generation of statistical data and reports as required;

- k. Manages and assigns member(s) to technical projects and RFPs managed by the Department and County's DoIT;
- l. Acts as the Department's representative for 800MHz Public Safety Radio System issues as well as Mobile Data System issues through the OPSC and County's DoIT;
- m. Ensures that the Department's information technology resources are up-to-date and being used to enhance daily operations;
- n. Represents the Department and its interests and needs regarding the Public Safety Radio System with the County's Public Safety Radio Team;
- o. Represents the Department at the MWCOG level regarding the Police Technical Subcommittee and the Police Radio Subcommittee;
- p. Represents the Department and its interests through regular meetings with various vendors, resellers and manufacturers;
- q. Assists other units within the Department to include, but not limited to CID Digital Forensics Unit and Special Investigations Bureau with the budget, acquisition and maintenance of their technology needs.