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### ORDERING SUPPLIES, SERVICES, AND FIXED ASSETS

The purpose of this order is to set forth policy and procedures for obtaining supplies, services, fixed assets, and City facility maintenance, repair or modification services.

#### I. GENERAL REGULATIONS AND RESPONSIBILITIES

- A. Supplies and services may be requested as needed and if funds are available. If budget transfers are needed, unit commanders shall advise the Accounting Section how to adjust their budgets.
- B. Unit commanders shall not place orders with any vendor until a Departmental/City Purchase Order or Contract is approved.
- C. Unit commanders shall notify the Accounting Section promptly in writing whenever any supply or service contract should be terminated (e.g. if we need to cancel a professional or service contract, we must give the vendor an official notice, usually 30 days in advance, or as specified in the City contract or purchase order). The commander shall also be responsible for returning unsatisfactory items or equipment, if any, to the vendor and notifying the Accounting Section. Failure to terminate supply and service contracts properly results in continuing charges against the unit's budget.
- D. The Planning and Fiscal Division shall disseminate City instructions regarding year-end purchasing and payment deadlines to unit commanders.

## II. GUIDELINES FOR ORDERING SUPPLIES AND SERVICES

- A. Office supplies are ordered from the designated City vendor. Submit requests on vendor forms through channels to the Deputy Chief for approval.
- B. Certain Departmental forms, City forms, stationery, and miscellaneous supplies are ordered from City Central Stores. Submit City Requisition for Stock Item forms (212-400-002-000) through channels to the Deputy Chief for approval.
- C. Other Supplies and Services

Other supplies and services provided by an outside vendor must be requested on a Supply Order (TF-043). The Accounting Section will coordinate the acquisition process. (See Part II, I, for authorizations required on Supply Order forms.)

1. One-time purchase of supplies, services, equipment, and furniture.
2. Term purchase requests for consumable supplies, food, clothing, safety items, and periodic maintenance and repair services over a specified period of time. Unit commanders shall obtain a release/order number from the Accounting Section before placing an order with the vendor.
3. Computer hardware and software accessories - consult the Information Management Division of the Office of Communications and Information Services (OCIS) before completing a Supply Order.
4. Pager and fax machine purchase and installation - consult the Telephone Section at OCIS before completing a Supply Order.
5. Police Information Network (PIN) equipment rental and teleprocessing services - contact the Planning and Fiscal Division for instructions and availability of access lines.
6. Voicemail - submit request to the Planning and Fiscal Division manager.
7. Police radio repairs - submit repair requests for transceivers, mobile radios and Digi-II terminal/radios to OCIS Electronic Maintenance/ Radio Shop.
8. Cellular telephones - see General Order N-6 for policy and procedures.

II. C. 9. Sole source - requests to purchase goods or services from a particular vendor and to exclude all other vendors from consideration must be justified in writing.

D. Departmental Purchase Orders Under \$500

1. Certain one-time order of supplies, minor equipment, and services may be processed internally as Departmental Purchase Orders (DPO's). The Accounting Section will initiate the process if the requested items meet the City's definition for DPO's as set forth in City Administrative Instruction Number 4322.
2. Unit commanders requesting a Departmental Purchase Order with a recommended vendor shall ensure that all reasonable efforts are made to comply with the City's goal of awarding:
  - a. 30% of DPO contract dollars to minority-owned businesses.
  - b. 5% of DPO contract dollars to female-owned businesses.
  - c. 50% of DPO contract dollars to local businesses.
3. Information regarding whether the recommended vendor is female or minority-owned should be included on the Supply Order.

E. Professional Services

Professional service contracts must be budgeted and approved by the City Manager and City Contract Compliance Office. In some cases, a City Council Resolution is also required.

1. Forms and instructions are available at the Planning and Fiscal Division (P&F).
2. Unit commanders shall ensure that the required contracts and City forms are completed and returned to P&F well in advance of the date the service is needed.

- II. E. 3. Unit commanders shall ensure that all reasonable efforts are made to comply with the City's Professional Services Contract Program goal of awarding:
- a. 40% of professional service contract dollars to minority-owned businesses.
  - b. 15% of professional service contract dollars to female-owned businesses.
4. The P&F Division shall process the contracts and City forms to the Chief of Police and City Manager's Office for approval.
5. The Accounting Section shall establish a professional service purchase order when the completed contract is received.
- F. Requests for temporary workers must be submitted through channels to the Personnel Section Commander. Further approval is needed from the Budget Office and City Manager.
- G. Emergency Confirming Orders
1. The unit commander shall submit an approved Supply Order to the Accounting Section with a notation that the request is for a "confirming order."
  2. The unit commander shall inform the Accounting Section supervisor in writing regarding the reasons for the emergency purchase, item description, costs, funding source, and vendor name and address.
  3. The Accounting Section supervisor will relay the request to the Purchasing Division.
  4. If the Purchasing Division approves the request, the Accounting Section will give the requestor a "confirming order number" to place the order directly with the vendor.
- H. Cash Purchases Under \$100

To request reimbursement for a cash purchase, the requestor shall complete a Supply Order form and attach the original receipt(s). The Accounting Section will call the requestor when the reimbursement check is ready for pick up. Petty cash cannot be used for payment of any dues, membership fees, or subscriptions.

II. I. Authorizations on Supply Orders (TF-043)

Type/Item Requested on Supply Order	Unit Commander's Approval	Deputy Chief's Approval
Petty Cash Reimbursements	Yes	Yes
Imprest Account Disbursements	Yes	Yes
Eastman/Central Stores Orders on Vendor/City Forms	Yes	Yes
All Other Orders for Routine Supplies	Yes	No
Minor Equipment Orders (except cellular phones) under \$2,500/Item	Yes	No
Service Orders (provided by approved term purchase order or professional contract vendors)	Yes	No
Furniture and Equipment over \$2,500/Item	Yes	Yes
Cellular Telephones	Yes	Yes

III. GUIDELINES FOR ORDERING FIXED ASSETS (\$2,500 or more per item)

- A. Unit commanders shall ensure that they have adequate funds before requesting fixed assets.
- B. Unit commanders shall submit an approved Supply Order for budgeted items to the Accounting Section and attach specifications, quotations, and copies from catalogs as appropriate.
- C. Unit commanders shall contact the Accounting Section supervisor whenever:
  - 1. The request is to trade a budgeted asset for another. For example, a printer is requested in lieu of a budgeted typewriter.
  - 2. The budgeted asset is no longer needed and will not be purchased.
  - 3. The budgeted asset must be purchased through a single/specified vendor.
- D. Information regarding City standard computer equipment is available from the OCIS Microcomputer/Network Support Section.

- III. E. Information regarding police radio equipment is available from the OCIS Electronic Maintenance/Radio Shop.
- F. Unit commanders shall coordinate all vehicle purchases with the Operations Support Division Fleet Coordinator.

IV. PHOTOCOPY SERVICE

- A. Members and employees shall minimize their photocopy usage to the greatest extent possible.
- B. Departmental publications shall be printed by the Training Section's Duplicating shop.
- C. Personal material shall not be photocopied on Departmental photocopy machines.
- D. Operations Support Division machines normally generate less expensive and more rapid copies. With the exception of Bureau of Field Operations' personnel located on the first floor and units located away from the Police Administration Building, all other units shall utilize these machines when printing a large number of copies.
- E. In compliance with state mandated legislation and the City Manager's instructions, personnel shall run two-sided copies if their photocopying equipment is capable of doing so.

V. MAINTENANCE, REPAIR AND MODIFICATION OF POLICE FACILITIES

A. Minor Maintenance and Repair Work

1. Police Administration Building

Requests for routine maintenance and repair work may be made by telephone directly to the Building Engineer or Custodial Foreman. If the job is beyond the capability of the resident repair and maintenance staff, the requestor will be so advised.

2. Other Police Facilities

Requests shall be directed to the assigned custodial staff or shall be made by telephone to the Municipal Buildings Division, Custodial Services.

V. B. Maintenance, Repairs, and Facility Modifications

1. If work needed cannot be performed by custodial or building engineering staff and the unit commander has identified funds to pay for the work, he/she shall:
  - a. Submit a letter to the Deputy Chief, Bureau of Services, explaining the need for work.
  - b. Prepare a letter to the Office of General Services (OGS) for the signature of the Deputy Chief, requesting the work. The letter shall include the name and telephone number of the person in the unit whom OGS may contact and the funding source. A copy of the approved letter shall be forwarded to the Planning and Fiscal Division manager.
2. OGS will return a written estimate and work order(s) to the unit commander after inspecting and evaluating the work requested. If the proposed estimate/work is acceptable, the unit commander shall:
  - a. Ensure he/she has adequate funds.
  - b. Sign the work order prepared by OGS.
  - c. Submit the original OGS letter and work order form(s) to the Planning and Fiscal Division for processing to the Deputy Chief, City Manager and/or OGS. (Work orders with labor charges of \$1,000 or more require Chief of Police and City Manager approvals.)
- C. If funds are not available to perform a major repair or facility modification, the request shall be included in the unit's annual budget request. Emergency requests shall be submitted through channels to the Planning and Fiscal Division for assessment.

VI. REFERENCE

- A. General Order A-15, DEPARTMENTAL BUDGET, sets forth budget responsibilities and procedures for requesting budget changes.
- B. General Order C-3, BUSINESS CARDS, sets forth policy and procedures regarding use of business cards.

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- VI. C. General Order C-6, SAFETY EYEGLASSES, sets forth eyeglass requisition and repair procedures.
- D. General Order N-2, INVENTORY AND CONTROL OF EQUIPMENT AND FURNITURE, defines fixed assets and responsibilities for inventory record maintenance and control.
- E. General Order N-3, CONTROL OF DEPARTMENTAL FORMS, sets forth procedures for adding, revising and reordering permanent and temporary Departmental forms.
- F. General Order N-6, TELEPHONE SERVICE AND REPAIR, sets forth procedures for requesting regular and cellular telephone service and repairs.
- G. General Order I-1, PERSONAL COMPUTERS, sets forth policies and procedures regarding use of Departmental personal computers.
- H. General Order I-2, ASSIGNMENT, SERVICING, AND REPAIR OF POLICE VEHICLES, sets forth procedures for obtaining vehicle repair and maintenance services.

By order of



Joseph Samuels, Jr.  
Chief of Police

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