

BERKELEY POLICE DEPARTMENT

DATE ISSUED: August 23, 1995

GENERAL ORDER D-18

**SUBJECT: PROCEDURES GOVERNING THE PURCHASE OF MATERIALS,
SUPPLIES AND SERVICES**

PURPOSE

- 1 - The purpose of this General Order is to explain procedures governing the purchase of materials, supplies and services.

POLICY

- 2 - The purchase (including lease or rental) of materials, supplies or services can be complex. Employees are expected to follow the guidelines of the City of Berkeley Administrative Regulation 3.14 and to work closely with the Bureau of Inspection and Control, the Administrative Division of Fire and Emergency Services, and the Management Services Agency, Purchasing Division, when procurement of items is required.

PROCEDURES

- 3 - The proper procedure will often depend upon one or more of the following:
 - (a) The item(s) or service(s) needed.
 - (b) The expected total cost.
 - (c) The existence of a formal or informal working relationship between the City and a vendor.
 - (d) Special procedures and/or policies which may be in effect because of conditions within the City (e.g., warehouse, out-of-stock or buying freeze).
- 4 - To initiate a purchase, complete a Request for Services/Supplies form, obtain Division Commander approval, and transmit it to the Public Safety Accounting Office.
 - (a) The requisition should state specifically what is required and may reference a brand name, model or catalog number, when appropriate.
 - (b) A sample may be necessary for certain types of requests to maintain uniformity, e.g., a copy of a printed form.
 - (c) If a specific brand or vendor is requested, a full justification must be attached to the Request for Services/Supplies explaining why no other brand or vendor would be acceptable.
- 5 - Purchasing for the City of Berkeley is the responsibility of the Purchasing Division, and contact between the operating departments and vendor should be

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limited to researching product information and obtaining such estimates.

- (a) Information, which would be helpful to the buyer such as volume discounts or impending price changes, should be recorded on the Request for Services/Supplies form.
 - (b) Addresses and telephone numbers for vendors should also be included on the Request for Services/Supplies form, if available.
- 6 - Upon receipt and review of the Request for Services/Supplies, the Public Safety Accounting Office will prepare a Departmental Requisition (FN-002) and forward the completed requisition, along with supporting documentation on materials (such as samples) to the Purchasing Division.
- 7 - After the order is processed through the Public Safety Accounting Office, a pink copy of the Departmental Requisition will be returned to the initiating division.
- (a) This copy should be checked for accuracy and completeness.
 - (b) If the requesting division does not receive a pink copy within five working days, the Public Safety Accounting Office should be contacted to verify that there is no problem with the order.
- 8 - In cases of actual emergency when Public Safety Accounting Office personnel are not available, goods and services can be procured with the authorization of the Chief of Police (i.e., the on-duty Staff Officer).
- (a) A memorandum explaining the action will immediately be directed to the Chief of Police, along with a detailed description of the actions taken and the costs involved.
 - (b) Failure to provide adequate justification or to follow proper procedures may result in the Purchasing Division holding the individual who acquired the goods or services responsible for paying for them.

Stated City policy is not to honor commitments made to vendors by unauthorized persons.

ISSUANCE AND ACCOUNTABILITY/CITY OWNED OR LEASED PROPERTY

- 9 - Distribution, issuance and accountability of agency owned/leased equipment and property is part of the management responsibility of the following units:
- (a) Traffic **Division*** Agency owned/leased vehicles **assigned to traffic division*** and all special equipment needed for the vehicle (i.e., measuring device, first-aid kits, etc.), portable radios, and radar units.

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- (b) Patrol Division: Agency owned/leased vehicles assigned to the Patrol Division, and all special equipment needed for the vehicles (i.e., measuring device, first-aid kits, etc.), and portable radios.***
- (c) Administrative Division: Agency owned/leased vehicles assigned to the Administrative Division, and all special equipment needed for the vehicles (i.e, measuring device, first-aid kits, etc.), and portable radios.***
- (d) Support Services Division: Agency owned/leased vehicles assigned to the Support Services Division, and all special equipment needed for the vehicles (i.e., measuring device, first-aid kits, etc.), portable radios, computers, printers, and all office equipment, (i.e., desks and file cabinets.)***
- (e) Personnel and Training: Officer safety equipment, i.e., safety vest, police leather, baton, service weapon, munitions, rain gear, helmets, Departmental keys, briefcases, citation book holders, General Orders, and badges.***
- (f) Property Room Officer: All expendable warehouse office supply items, flares, and evidence storage material.***

10 - Each unit shall maintain agency owned or leased equipment in an "operational readiness" state.

References: CALEA Standards
City of Berkeley Purchasing Manual
Administrative Regulation 3.14