

August 17, 2001

DEPARTMENT MEMORANDUM NO. 01-15

SUBJECT: POST Fund Expenditure Requests

I. INTRODUCTION

The timely and adequate training of personnel is one of the most important goals of the Kansas City, Missouri Police Department. POST (Peace Officer Standards and Training) funds for training and training-related expenses may be available to complement other resources available to department elements to assist in meeting this goal.

II. PURPOSE

- A. To ensure compliance with the State of Missouri guidelines governing permissible expenditures of POST funding, while promoting the efficient use of these funds for training of department members.
- B. To ensure adherence to proper procurement procedures in order to maintain internal controls established to achieve compliance with generally accepted accounting principles.

III. PROCEDURES

- A. All requests to expend POST funds for travel and/or training will be forwarded through the chain of command to the Executive Services Bureau for review by the Accounting and Payroll Section. Submissions should include any available documentation (e.g. brochures announcing the training opportunity) as to the POST certification of the requested training.
- B. If the request is deemed to be compliant with POST guidelines, approval for the expenditure will be in accordance with the purchasing approval limits set forth in Procedural Instruction 01-02, Fiscal Procedures, Section IV-Procedures, Annex A-Purchasing Approval, paragraph D.

- C. If the request is approved, the Accounting and Payroll Section will do the following:
 - 1. Acquire and retain all necessary documentation to justify the expenditure of POST funds.
 - 2. Immediately process the request.
 - 3. Forward a copy of the approved request to the Training Division for information.

- D. The Training Division will review the approved request to determine if a more efficient or effective option for delivering the training exists (e.g. in-house training, bringing in an outside instructor to train numerous department employees at one time, etc.). If the Training Division determines the requested training should be provided through an alternative method, or should otherwise be disapproved, the Training Division will submit a memorandum through the chain of command to the Accounting and Payroll Section setting forth justification for recommending rescission of the previously approved request.

- E. The Accounting and Payroll Section will be responsible for notifying the originally submitting bureau commander when a request to expend POST funds for training has been disapproved. Additionally, the Accounting and Payroll Section will determine if the affected bureau commander desires to have the training funded with element specific discretionary funds and/or travel and training funds, if available.

- F. Any questions as to the potential eligibility of various training opportunities for POST funding should be directed to the Accounting and Payroll Section.

Richard D. Easley
Chief of Police

DISTRIBUTION: All Department Personnel
All Department Elements
Post on all bulletin boards for two weeks