

~~SEATTLE POLICE DEPARTMENT~~
~~EMERGENCY MANAGEMENT SUB-FUNDFUND – GENERAL TRUST FUND~~
~~STANDARD OPERATING PROCEDURES~~POLICIES

PURPOSE: The Emergency Management ~~Fund – General Trust Fund Sub-Fund of the Seattle Police Department~~ has been created for the following specific purposes: to reimburse the City for costs incurred as a result of declared disasters; to reimburse the City for costs incurred for mitigation projects to lessen the impact of future disasters; to compensate the City for administrative costs of recovery efforts; and to assist the City in specialized programs and other disaster management activities.

POLICY: By adopting an ordinance ([Ordinance 118617, amended by Ordinance _____](#)) establishing a separate ~~Sub-Fund~~ and providing for the appropriation of funds received by the ~~Office of Emergency Management-Section of the Seattle Police Department~~, the Mayor and City Council have enabled the department to deposit and disburse non-City funds as noted above. It is the department's policy to ensure that all expenditures are reasonably based, clearly justified, and made in accordance with law.

EXPENDITURE GUIDELINES: Funds not transferred to other City other departments may be encumbered for the full range of emergency management activities including:

1. Training or travel;
2. Operating supplies;
3. Miscellaneous minor or major capital equipment;
4. Miscellaneous computer software or hardware;
5. Emergency expense authorizations as required;
6. Salary costs for temporary positions;
7. Consulting services.

DISBURSEMENT PROCEDURES: Expenditures will conform to existing ~~department~~City fiscal procedures and the requirements of the funding sources. Requests will be initiated for funding from the Emergency Management ~~Sub~~-Fund via a form "1.5" or travel/training request. The request will be submitted to the Director of the Office of Emergency Management ~~Section~~ for approval. The Director of the Office of Emergency Management ~~Section~~ will approve the request if appropriate, and stamp the Emergency Management ~~Sub~~-Fund number on the request. Upon approval by the Director of the Office of Emergency Management ~~Section~~, the request will be forwarded to ~~the Assistant Chief of the Investigations Bureau for approval. Upon approval by the Assistant Chief, the request will be forwarded to the Fiscal Office~~the Department of Finance and Administrative Services and the purchase will be made following standard City purchasing procedures.

REPORTING: ~~In addition to conforming to the reporting requirements of the funding sources, the Fiscal Office will prepare a monthly summary of activities in the Emergency Management Sub-Fund. A copy of the report will be submitted to the Assistant Chief of the Investigations Bureau and to the Emergency Management and Finance, Strategic Policy and Planning Sections. The Fiscal Office will prepare an annual summary of receipts and disbursements from the Emergency Management Sub-Fund. A copy of the annual report will be submitted to the Mayor and City Council by the Finance, Strategic Policy and Planning Section.~~