

**SAN DIEGO POLICE DEPARTMENT  
PROCEDURE**

**DATE:** December 19, 2016  
**NUMBER:** 1.21  
**SUBJECT:** PURCHASING PROCEDURES  
**RELATED POLICY:** [1.21](#)  
**ORIGINATING DIVISION:** ADMINISTRATIVE SERVICES  
**NEW PROCEDURE:**   
**PROCEDURAL CHANGE:**   
**SUPERSEDES:** DP 1.21 – 03/28/14

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**I. PURPOSE**

This Department Procedure establishes guidelines for requesting, receiving and repairing Department-owned equipment or outside services.

**II. SCOPE**

This procedure applies to all members of the Department.

**III. BACKGROUND**

The following procedures are established to most effectively process requests for materials, services and supplies for Police Department operations. Any questions should be forwarded to Fiscal Operations at 531-2743.

**IV. PROCEDURES FOR REQUESTING MATERIALS OR SERVICES**

A. Stores Requisition

1. To acquire Police Department forms, City forms, fingerprint supplies, and any other items stocked at the Central Stores Warehouse, a “reservation for goods issue” (T-Code MB21) must be completed in SAP. Instructions on how to complete a “reservation for goods issue” can be found on the

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SAP U-perform website or at <http://dpcrcsaptss.ad.sannet.gov/gm/folder-1.11.5179?mode=EU>. All items obtained from the Central Stores Warehouse must be approved by a supervisor. Fiscal Operations and the Chief's Office will receive and review reports for all purchases made at the Central Stores Warehouse.

2. Police Department specific items such as handcuffs, gloves, Streamlight parts and batteries can only be obtained from Operational Support. Contact Operational Support for a complete list of available items.

B. Materials Not Stocked at the Central Stores Warehouse

1. To acquire materials and supplies that are not stocked at the Central Stores Warehouse, complete an Order Form - Fiscal Management (PD-478). This form should be completed, including vendor quotations, approved by Commanding Officer and forwarded to Fiscal Operations. The submission of a PD-478 does not authorize a purchase; purchases can only be made after a Purchase Order is issued.
2. All purchases are subject to the guidelines of the City's Purchasing & Contracting Department. Different requirements are placed on purchases depending on the item itself, availability, purchase price, etc. A few of the requirements are listed in the table below. Contact the appropriate liaison analyst in Fiscal Operations for assistance. Do not contact Purchasing & Contracting regarding your order.

AMOUNT	TYPE OF SOLICITATION
\$3,000,000	Formal Bid Requiring City Council Approval
\$150,001-\$1,000,000	Formal Bid
\$50,001-\$150,000	Written quotes (5 minimum)
\$25,001-\$50,000	Phone/Fax quote (2 minimum)
\$1-\$25,000	Phone/Fax quote (1 minimum)

3. Four approvals are required before Fiscal Operations will process PD-478 orders:
  - a. Commanding officer's approval – Commanding officer is defined as a captain or civilian equivalent, but may also be a lieutenant if there is no captain in the unit's direct chain of command. Commanding officers should discuss these items with the appropriate chief and/or officer(s) prior to signing the PD-478.
  - b. Fiscal analyst approval is required on ALL PD-478 requests.
  - c. Executive Assistant Chief approval is required on ALL PD-478 requests.

d. Administrative Services Manager approval is required on ALL PD-478 requests.

4. The requesting unit will receive confirmation of their order in the form of a copy of a City Purchase Order.
5. All inquiries regarding orders should be made to the assigned liaison analyst in Fiscal Operations.

C. Purchase Orders

1. Department open purchase orders are used for the purchase of goods and services, which are required by the Police Department on an ongoing basis throughout the fiscal year. They are initiated by the submission of a Form PD-478 to Fiscal Operations.
2. Itemized purchase orders are a one-time order of supplies/services. They are initiated by the submission of a Form PD-478 to Fiscal Operations.
3. Supplies/services cannot be ordered until a Purchase Order is issued by the Purchasing & Contracting Department.
4. The requesting unit is responsible for placing order, verifying receipt of goods, checking invoice for accuracy, signing invoice “approved for payment” and sending signed invoice to Fiscal Operations for processing.
5. Invoices must be sent to Fiscal Operations for processing no later than 21 days prior to invoice due date.

D. Printing

Printing requests (reprints, new forms, forms revisions)

Submit print orders on Publishing Services Division online order form located at: <http://intra.sannet.gov/printorder/>.

Large printing jobs over \$1,000 require Fiscal analyst approval.

E. Purchasing Office Supplies

1. The City currently uses one vendor to obtain basic office supplies. This is to avoid the costs associated with large standing inventories.
2. The procedure to obtain office supplies is as follows:

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- a. Each unit should have a designated person that will place orders via the Staples link website ([www.stapleslink.com](http://www.stapleslink.com)). It is recommended that a back-up person be designated, as well. A user account must be set up for each person that will be placing orders.
- b. Once the order is placed, it must be reviewed and approved by the commanding officer or their designee. The commanding officer or designee is automatically notified by e-mail that their approval is needed. A user account must be set up for each commanding officer or designee.
- c. After the commanding officer approves the order, the Fiscal Operations liaison analyst is notified automatically via e-mail and their review and approval is required.
- d. It is requested that items be ordered from the City of San Diego's Best Buy lists. These are deeply discounted items. Any non-essential or high cost items should be accompanied by a justification from the commanding officer. Fiscal Operations has the ability to modify orders and remove questionable items.
- e. Analysts in Fiscal Operations will review orders as promptly as possible; however, a two to three-day turnaround is normal. Orders approved by Fiscal Operations before 5:00 p.m. will usually be delivered the next day. The Purchasing & Contracting Department gives final approval and this may sometimes delay an order by a day, or so.

**V. CONTACTS WITH PURCHASING, OTHER CITY DEPARTMENTS/  
DIVISIONS, OR VENDORS**

To avoid conflicting orders and duplication of effort, units may not initiate contact with Purchasing & Contracting, other City departments, divisions or vendors for obtaining goods or services. Only Fiscal Operations is authorized to contact these entities to obtain goods or services or to determine order status.

**VI. EQUIPMENT REPAIR**

Many times, it is more cost effective to replace equipment rather than repair it. The following units will determine the cost impact and handle items of repair as indicated:

- A. Facilities Management – office furniture, including chairs, desks, cabinets, and bookcases.

- B. Operational Support – cameras, binoculars and flashlights. Complete a Repair Request Form when the equipment is taken to Operational Support.
- C. Fiscal Management – office equipment such as small office machines.
- D. Media Unit – any TVs and DVD players. Complete a Repair Request Form when equipment is taken to the Police Video Unit.
- E. Data Services – computer equipment and telephones.

## **VII. CRITICAL INCIDENT EXPENDITURES**

### **A. Pre-planned Critical Incidents**

Expenses, which can be anticipated in the planning stages for unusual events (e.g., scheduled demonstrations, concerts), should be processed through the normal procedures outlined in Section IV, of this procedure, items A through F.

### **B. Unanticipated critical incidents requiring activation of the Emergency Operations Center**

#### Department Operations Center (DOC)

1. When the EOC is activated, the DOC Logistics Officer, in conjunction with the Fiscal Management liaison, processes all purchases and requests for items (except personnel).
2. The Fiscal Management liaison will assist the DOC Logistics Officer and handle follow-up billings after the incident.
3. The DOC Logistics Officer will follow procedures outlined in the Position Outline provided for that position.