

Policy Number: 09-002

Lucas County Sheriff's Office

Policy and Procedure



Approved by Sheriff:

Michael J. Navarre

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

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SECTION: FINANCE

BUDGET AND FISCAL MANAGEMENT

I. POLICY

It is the policy of the Lucas County Sheriff's Office that all Division, Section, and units contribute to the compilation of an integrated departmental budget to be submitted to the Lucas County Board of Commissioners. The Sheriff's Office recognizes that the budgetary process is an essential planning tool which enables the department to organize its financial resources in an objective directed effort to derive the maximum return for tax dollars expended.

Budgeting is a process which is the responsibility of the Sheriff and the Director of Finance & Operations. It involves the identification of needs in all areas of the organization based on the recommendations and data supplied by line staff, section supervisors, and division heads. Final recommendations and decisions are based on a reasonable evaluation of future requirements.

Division and Section Heads communicate their specific organizational needs by the means of Budget Requests. Such requests are the result of needs solicited from line personnel and supervisors within those departments. Such budget requests should be in keeping with the stated goals of the organization and should incorporate reasonable and economically sound objectives.

All funds necessary for the operation of the Lucas County Sheriff's Office are provided by the Lucas County Commissioners out of the Lucas County General Fund based on the final approved budget. **The Sheriff's Office is not dependent on any fee or payments from other sources.**