



# Hamburg Township Public Safety Department

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RICHARD DUFFANY, DIRECTOR OF PUBLIC SAFETY



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**TO:** Hamburg Township Board  
**FROM:** Chief Richard Duffany  
**DATE:** August 10, 2023  
**RE:** Agenda Item Topic: **Public Safety SOPs**  
General Ledger #: N/A  
Number of Supporting Documents: 2  
NEW/OLD BUSINESS: **XXX** New Business

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## **Requested Action**

Motion to approve Hamburg Township Public Safety SOP# 100-18: *Department Credit Card Policy* and SOP# 100-19: *Department Fuel Cards*.

## **Background**

As part of the department's state Accreditation process, I am submitting the following two SOPs for review and approval by the Township Board: SOP# 100-18: *Department Credit Card Policy* and SOP#100-19: *Department Fuel Cards*.

Respectfully,

A handwritten signature in blue ink, appearing to read "Richard Duffany".

Chief Richard Duffany  
Director of Public Safety

<b>HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT</b>			
<b>STANDARD OPERATING PROCEDURE</b>			
<b>Title: Department Credit Card Policy</b>			<b>No. 100-18</b>
Distribution: <b>All Personnel</b>	<input checked="" type="checkbox"/> New <input type="checkbox"/> Amended	Rescinds:	MLEAC Standard(s): <b>1.2.1</b>
Effective Date: DRAFT			

## **I. PURPOSE**

The purpose of this policy is to establish guidelines and procedures for the use of Township credit cards that are issued to the Hamburg Township Public Safety Department. This policy is intended to supplement and carry into effect the provisions of the *Credit and Purchasing Card Usage* policy as contained in the Hamburg Township Personnel and Procedures Manual.

## **II. POLICY**

The nature of the operations of the department requires that funds be available for use by members 24 hours a day in order to carry out certain duties and to ensure the uninterrupted and efficient operations of the department. It is the policy of the Hamburg Township Public Safety Department to make Township-assigned credit cards available to members of the department in order to carry out official duties and to follow strict accountability procedures to ensure the proper and lawful use of Township credit cards.

## **III. PROCEDURES**

### **A. Credit Card Authorization**

1. The Director of Public Safety (hereafter, Director) shall monitor all credit card activity. The control and maintenance of the department's credit cards shall be done in conjunction with the Hamburg Township Accounting Department.
2. All purchases using a credit card shall be authorized by the Director. In the absence of the Director, the Deputy Director – Police and Deputy Director – Fire may authorize purchases pursuant to this policy.
3. The Director shall have the authority to unilaterally authorize purchases for up to \$5,000.00 in accordance with the Township's purchasing policy. Purchases between \$5,000.00 and \$10,000.00 require approval of the Township Supervisor and purchases of more than \$10,000.00 require

approval of the Township Board. As a general rule, credit cards shall not be utilized for purchases requiring Township Board approval.

4. Authorization for purchases using a department credit card shall only be given for goods and services necessary to carry out official Township business.
5. The physical credit cards shall be maintained in the Director's office. Access to department credit cards is strictly limited to the Director and two Deputy Directors.

**B. General Credit Card Use Procedures**

1. Members of the department shall obtain authorization to use a credit card from the Director, or Deputy Director in the absence of the Director, prior to making any purchases by submitting a 'Credit Card Purchase Request' form (Attachment I). In emergency situations, a verbal request and authorization is permitted.
2. Upon receiving authorization, members shall be given the credit card information, or actual physical credit card, to make the approved purchases. Purchases should be made as soon as practical after receiving authorization.
3. Receipts/payment confirmations shall be obtained for all credit card purchases and forwarded to the Director along with the original "Credit Card Purchase Request" form.
4. All request forms and receipts shall be forwarded to the Accounting Department.
5. Only goods or services used for official Township business and approved on the "Credit Card Purchase Request" form shall be purchased with a department credit card. Purchases for personal use and/or outside the scope of the "Credit Card Purchase Request" form are strictly prohibited.
6. Use of a credit card shall not be used to circumvent the Township's purchasing policies.
7. Members shall immediately report a lost or stolen credit card to the Director. The Director shall then immediately notify the Director of Accounting.
8. This policy does not apply to department fuel cards. Fuel cards are covered by SOP# 100-19: *Fuel Cards*.

### **C. Emergency Credit Card Use Procedures**

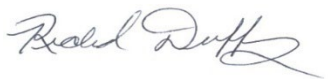
The department recognizes that during times of emergencies and/or where department specialty teams (i.e., SWAT, UAS Team, MABAS strike teams, etc.) are deployed, it may be impractical to follow the general credit card use procedures of this policy or Township purchasing policies. In such instances, the following procedures shall be adhered to:

1. The Director, or designee, may provide a universal authorization to make purchases as necessary to address an imminent or ongoing emergency without regard to the procedures set forth in this policy or Township purchasing policy, provided that:
  - a. All purchases must be for goods and services necessary to address issues related to the emergency situation.
  - b. Personnel who make purchases using a department credit card during an emergency shall obtain receipts for all purchases which shall be forwarded to the Director, or designee, when practical.
  - c. The Director shall then forward an itemized list of purchases made during the emergency, with all receipts, to the Accounting Department.
2. Once the emergency has ended, normal credit card and Township purchasing procedures shall be adhered to.

### **D. Violation of Policy**

Personnel found to be in violation of this policy shall be subject to strict discipline, up to and including termination of employment.

Issued by:



Richard Duffany  
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT

## **CREDIT CARD PURCHASE REQUEST**

REQUEST DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

P.O. (IF APPLICABLE): \_\_\_\_\_

G.L. NUMBER(S): \_\_\_\_\_  
\_\_\_\_\_

VENDOR: \_\_\_\_\_

PURCHASE AMOUNT: \_\_\_\_\_

EMPLOYEE REQUEST: \_\_\_\_\_  
Name

\_\_\_\_\_  
DEPARTMENT HEAD APPROVAL SIGNATURE

\_\_\_\_\_  
DATE

HAMBURG TOWNSHIP PUBLIC SAFETY DEPARTMENT			
STANDARD OPERATING PROCEDURE			
Title: <b>Department Fuel Cards</b>			<b>No. 100-19</b>
Distribution: <b>All Personnel</b>	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended	Rescinds: <b>300-37 (10/22/22)</b>	MLEAC Standard(s): <b>1.2.1</b>
Effective Date: DRAFT			

## **I. PURPOSE**

The purpose of this procedure is to establish guidelines for the use of department fuel cards in the fueling of Hamburg Township Public Safety vehicles.

## **II. POLICY**

It is the policy of the Hamburg Township Public Safety Department to provide each police officer of the department with a fleet fuel card to be used in fueling Hamburg Township police vehicles and to assign a fleet fuel card to each fire vehicle.

## **III. PROCEDURES**

### **A. Issuance of Department Fuel Cards**

1. Each sworn police officer of the department shall be individually issued a department fleet fuel card with their name on the card.
2. Each fire vehicle shall have a fleet fuel card assigned to it with its apparatus designation on it and the card shall be kept in a secure location within the vehicle at all times.
3. Members of the department are responsible for the proper care and use of the fuel card assigned to them or their assigned vehicle.
4. If a member's fuel card is lost or stolen, the member shall immediately notify a supervisor. The supervisor shall have the member complete an incident report outlining the circumstances surrounding the missing card and immediately notify the Director of Public Safety.
5. Upon notification of a lost or stolen department fuel card, the Director of Public Safety shall immediately notify the Director of Accounting who shall see that the lost/stolen fuel card is cancelled in accordance with Township policy.
6. The Director of Public Safety shall be responsible for issuance of department fuel cards and shall maintain an up to date list of all

department fuel cards issued to department personnel and vehicles along with the date of issuance.

7. Department fuel cards and accounts are the exclusive property of Hamburg Township and remain the exclusive property of Hamburg Township upon issuance. Issuance of a department fuel card to an individual officer in no way conveys any ownership rights or property rights or interests of any kind whatsoever in the fuel cards/accounts.
8. Department fuel cards shall immediately be surrendered to the Director of Public Safety, or designee, upon the suspension, resignation, retirement or termination of a member or upon order of the Director.

B. Use of Department Fuel Cards

1. Department fuel cards shall only be used to purchase fuel for Hamburg Township Public Safety vehicles and fuel needed for small equipment.
2. No other goods or services of any kind shall be purchased using the department fuel cards. If other goods or services are needed (such as windshield wiper fluid, oil, car wash, etc...) members shall purchase the items in accordance with Township purchasing policy and procedures.
3. Under no circumstances shall members use the department fuel card to make any purchases of fuel, goods or services for personal use.
4. Under no circumstances shall members use the department fuel card to purchase fuel for vehicles of other Hamburg Township departments or any other non-Hamburg Township vehicle.
5. Members using their personal vehicle for Township business (such as to attend training) shall not use the department fuel card but shall seek mileage payment in accordance with Township mileage policy and rate.
6. Except in an emergency, officers shall only use the fuel card specifically issued to them when fueling their police vehicle and shall not at any time use any other officer's fuel card.

7. Post-Fueling Procedure

a. Police

- i. After using the department fuel card to fuel their police vehicle, an officer shall obtain a receipt for the fuel purchase, sign the receipt with their officer ID number and place the receipt in the location designated by the Administrative Supervisor at the police station.
- ii. The department's Administrative Supervisor, or designee, shall be responsible for reconciling the receipts with the monthly fuel purchase invoice.

b. Fire

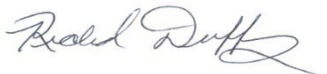
- i. After using the department fuel card to fuel a fire vehicle, firefighters shall log the purchase into the *Vector Check It* Fuel Log. A receipt is not necessary.
- ii. The department's Administrative Supervisor, or designee, shall be responsible for reconciling the Vector fuel purchase records with the monthly fuel purchase invoice.

8. Any discrepancies or suspicious activity found during the monthly reconciliation shall be immediately brought to the attention of the Director of Public Safety by the Administrative Supervisor, or designee.

C. Misuse of Department Fuel Cards

1. Members of the department using department fuel cards in violation of this policy shall be subject to discipline, up to and including termination of employment.
2. The Director of Public Safety shall have the authority to suspend or revoke the use of a department fuel card by any member of the department found in violation of this policy.

Issued by:



Chief Richard Duffany  
Director of Public Safety

Approved by Hamburg Township Board of Trustees: DRAFT.