

STOCKTON POLICE DEPARTMENT

GENERAL ORDER

GRANTS  
SUBJECT

DATE: March 1, 2005

NO: A-9

FROM: CHIEF ERIC JONES

TO: ALL PERSONNEL

INDEX: Grants  
Correspondence  
Federal Grants  
Processing Grant Purchased Items

I. POLICY

The Planning and Research Section and Fiscal Affairs Section are responsible for the coordination of all Grants.

II. PROCEDURE

- A. Personnel who receive correspondence or reports relating to a grant will immediately forward a copy to the Assistant Chief of Administrative Services.
- B. All correspondence or reports written by a member of the Stockton Police Department relating to a grant will be forwarded to the Assistant Chief of Administrative Services for review and approval.
- C. All personnel involved in grant purchasing will coordinate the purchasing of materials through the Planning and Research Section.
  - 1. All materials purchased by grant funds will be received and processed by the Planning and Research Section or the Fiscal Affairs Section before they are distributed to the proper personnel.