



Office Of The Sheriff
Allegany County
Maryland

GENERAL ORDER NO: **99-000.00**

TO: All Patrol and Judicial Personnel

REFERENCE: **Allegany County Sheriff Grant Policy**

PURPOSE: To establish policy for applying for grants to benefit the department.

EFFECTIVE DATE: 2010

REVISION DATE: 3/1/2016

99-001.00 Reimbursement Grants

- .01 For grants that reimburse for purchase of equipment, supplies, etc. – The Sheriff would review and approve any purchase order attributed to the grant. A purchase order shall be submitted to the Finance Office along with any reimbursement requests and reports that are submitted to the granting agency.

99-002.00 Scheduling

- .01 Grants come in many forms and have specific requirements. In cases where grants worked will allow prior scheduling, a copy will be forwarded to the Finance Office, with the understanding that due to personal emergencies, that can also change at the last minute.
- .02 The Sheriff's Office shall complete the grant check-off forms and provide any additional documentation and/or justification to the County for the utilization of funds available pertinent to its operation. An overtime schedule would be submitted to the Finance Office with the dates and times the deputy has worked during that pay period. This would allow a correct and accurate list of activities. Duties executed under the grant agreement will be verified by the Sheriff or his designee prior to payroll submission.

- A. All scheduling will be reviewed by the Sheriff or command staff Office Associate who will maintain all records. The Office Associate will be the Grant Coordinator.

99-003.00 Compliance

- .01 The Sherriff's Office will meet on a quarterly basis with the Finance Office to discuss any issues to grant activity and reporting requirements to ensure compliance of the granting agency.

By Authority Of:

Craig A. Robertson, Sheriff