

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	11.5 Administration and Support Services			
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ADMINISTRATIVE AND SUPPORT SERVICES

The Administrative and Support Services Bureau will be assigned responsibility for:

1. Supervision of administrative and clerical support.
2. Budget preparation and execution.
3. Maintaining a liaison with Joint Services Records, Joint Services Fleet Maintenance and Building Maintenance and Repair.
4. Purchasing, Inventory and Maintenance of Police Department equipment.
5. Preparation and coordination of applications for funds from outside agencies for personnel, equipment and new and innovative projects.
6. Enforcing all laws, ordinances, and policies and procedures of the department.
7. Managing the department's information technology.