



WEBER COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURES

BUREAU BUDGET RECOMMENDATIONS

EFFECTIVE DATE: 10/07/03
 AMENDS/SUPERCEDES:
 STANDARD NUMBER: 17.2.2

REVIEW DATE: 08/21/08
 REVISION DATE: 08/21/08
 APPROVED: _____

Sheriff Signature

12.3.1 Purpose

The purpose of this policy is to describe the process for preparing written budget recommendations by Weber County Sheriff's Office Bureau Commanders.

12.3.2 Rationale

The Sheriff's Office Bureau Commanders should provide input for those portions of the Sheriff's Office budget that pertain to their Bureaus' functions, objectives, and goals.

12.3.3 Policy

- A. To facilitate Office budgeting, each Bureau will analyze and make recommendations pertaining to future personnel needs. This process will include an assessment of presently assigned positions to ensure such positions are supporting their intended functions. See also section 12.2.
- B. Bureau budget recommendations should take into account the Bureau's functional goals and objectives.
- C. Final Bureau recommendations will be submitted by the Chief Deputy to the Sheriff/designee for presentation to the County Commission.