

Public Safety Institute

presents

Effective Budgeting for Law Enforcement Agencies

Length: 5 Days (40 hours)

Designed for police administrators and supervisors, this course will teach you how to justify, prepare and manage the budget process in ways that are advantageous to you. You will learn about the various types of budgetary systems used in today's government organizations and their applications within the law enforcement environment.

As personnel costs are usually the largest budget item of any agency, you will learn the most common manpower formulas and manpower availability calculations. You will also examine some of the budget issues facing today's law enforcement agencies, including recruitment and retention costs, civilianization, and more.

You will take part in individual and group exercises throughout the course. You will also be required to develop a full departmental budget and present it to the class at the conclusion of the course.

Topics include:

- Contemporary budgeting and fiscal needs
- Budgeting as a management tool
- Budget priorities and strategies
- Line item, zero base, program and performance budgets
- Budget justification process
- Program evaluation process
- Trend line analysis
- Levels of service, minimum staffing and costs per capita
- Presenting budgets and/or requests for new officers

Note: You will be required to bring a hand-held calculator to class with you.

• BRING OUR TRAINING TO YOUR AGENCY •

The Public Safety Institute (PSI) can assist you in presenting classes at your agency or training facility. By holding classes at your facility you reduce your training costs while maintaining the same high quality, professional training you have come to expect from PSI.

The Public Safety Institute provides:

- Highly qualified instructors who are experts in their given specialties
- A certificate of completion for each student who successfully completes the course
- Technical assistance required to prepare, conduct and evaluate each program
- All student reference materials

In most cases, your agency need only provide:

- A classroom capable of seating the attendees
- Audio and visual equipment for our instructors

All programs can be presented at your location. For details on cost-effective, co-sponsored programs call us at:

(407) 660-8255

• CONTINUING EDUCATION CREDITS •

Continuing Education Units (CEUs) are available for a \$7.00 fee through the Institute of Police Technology and Management, a division of the University of North Florida. One unit is awarded for each ten contact hours. Forms will be provided in class for interested participants.

• HOW TO ATTEND •

Workshops will be presented at the Sheraton Orlando North Hotel, 600 N. Lake Destiny Drive, Maitland, Florida. For your pleasure, the hotel welcomes you to enjoy the special room rates three days prior to or three days after the workshop. Room reservations must be confirmed at least 14 days prior to arrival to guarantee rates and availability.

Before placing airline reservations, PLEASE call our office 21-30 days in advance to verify status of class!

• HOTEL INFORMATION •

Please contact: SHERATON ORLANDO NORTH HOTEL
600 N. Lake Destiny Drive, Maitland, Florida 32751

Toll Free: 1-888-625-5144

Local Phone Number: (407) 660-9000; Fax: (407) 551-7535

• REGISTRATION FORM •

Course Title: _____

Course Date: _____

Course Location: _____

Course Tuition: _____

Name _____

S.S.N. _____

Position/Title _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone (_____) _____

Fax (_____) _____

E-Mail _____

• Authorizing Official •

Name _____

Position/Title _____

Send Invoices to _____

Payment: P.O.# _____ Fee Enclosed

Visa MasterCard American Express
(Credit card payment form will follow by fax or mail.)

**Please make check(s) payable to:
Institute of Police Technology & Management (or IPTM)**

Please register early by fax: (407) 660-8165

Mail Payment(s) to:

Public Safety Institute, IPTM

University of North Florida

P.O. Box 3071; Orlando, Florida 32802-3071

For further assistance, please call: (407) 660-8255

e-mail: psi@iptm.org ~ website: psi.iptm.org

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