

EXTENDED INVESTIGATIONS (Use of Sacramento account)

9425

(No. 13 January 2011)

A Sacramento based budget account (Index 5922, PCA 91103) has been established to support and operate those resources needed for wildland arson investigations. For extended investigations, out-of-unit resources can, when authorized by the Assistant Deputy Director of Fire Engineering and Law Enforcement, Deputy Chief of Law Enforcement, or their designee, charge their first 48 hours of operations to the Sacramento law enforcement account. Use of this fund is by prior authorization only. The Regions may access the funds by submission of an Executive Summary request through the Deputy Chief of Fire Prevention in each region and approved by the Region Chief or his/her designee. The request to use the 91103 fund is then forwarded to the Deputy Chief of Law Enforcement by the Deputy Chief of Fire Prevention for authorization to use the account. All expenditures from the Sacramento law enforcement account must be approved by the Assistant Deputy Director of Fire Engineering and Enforcement, Deputy Chief of Law Enforcement, or their designee.

An Executive Summary should be prepared and submitted with as much lead time as possible.

A copy of each approved Executive Summary shall be forwarded to the Sacramento Deputy Chief of Law Enforcement prior to implementation.

Sacramento law enforcement account funds will not be used to pay for cover behind personnel in the Unit or Region.

EXTENDED INVESTIGATIONS (Use of Emergency Fund)

9425.1

(No. 13 January 2011)

Extended investigations with an approved Executive Summary associated to normal Emergency Fund type of incidents can charge operational needs to the Unallocated Emergency Fund after the first 48 hours of out-of-unit resource operations have occurred. This includes out-of-unit resources and unit resources. Access to the Unallocated Emergency Fund is by authorization of the Region Chief or his/her designee.

Use of the Unallocated Emergency Fund for extended investigations will follow all normal policy for expenditures, procurement, etc.

EXPENDITURE CODES

9425.2

(No. 13 January 2011)

The proper Object, PCA, and related codes shown in the Accounting Handbook will be used on all purchase and pay documents and time sheets.

Authorized expenditures charged to the Sacramento law enforcement account will be coded to Index 5922, PCA 91103, with the appropriate incident number. This includes pay documents and time sheets. PCAs for the employee's base salary will not be changed.

Authorized expenditures charged to the Emergency Fund will be coded to the appropriate Region Index (1001 or 4001), PCA 00900, with the appropriate incident number. This includes pay documents and time sheets. PCAs for the employee's base salary will not be changed.

Other than normal salary, charges for approved law enforcement extended investigations are not to be charged to Unit indexes or PCAs. Documentation of support charges (i.e. purchases) and overtime charged to PCA 91103 must come to Sacramento Fire Prevention for audit. Region Fire Prevention shall audit all costs to PCA 00900 or other related Region accounts prior to the end of the calendar year.

EXPENDITURE DOCUMENT SUBMISSION

9425.3

(No. 13 January 2011)

The Incident Commander or designee is responsible for all expenditures made during the extended investigation. The Deputy Chief of Fire Prevention or designee in whose Region the extended investigation occurs is responsible for review, auditing, and submission for payment of all expenditure documents.

Fiscal documents will be submitted for payment through Region Fire Prevention. After auditing by the Deputy Chief of Fire Prevention or designee, Region finance will submit the paying documents to Sacramento Accounting for payment. A copy of any document with coding to Index 5922, PCA 91103 will be forwarded to the Deputy Chief of Law Enforcement for entry into the field accounting system.

Completed packages of Unit copies of financial documents shall be submitted to the appropriate location at least every 14 days for the duration of the incident. Vendor financial documents will be promptly submitted to ensure payment.

Completed cost estimates shall be submitted to the appropriate location at least every 14 days for the duration of the extended investigation. Vendor financial documents will be promptly submitted to ensure payment.

EMERGENCY FUND EXPENDITURE REPORT

(No. 13 January 2011)

9425.4

An Emergency Fund Expenditure Report is required for incidents that exceed \$50,000 in Emergency Fund expenditures. See Chapter 3800, Incident Fiscal Management Handbook, for procedures and submission requirements.

[Next Section](#)

[HB Table of Contents](#)