

# STANDARD OPERATING PROCEDURES



ADMINISTRATION DIVISION

ACCOUNTING DETAIL

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

ACCOUNTING DETAIL  
STANDARD OPERATING PROCEDURES  
MASTER INDEX

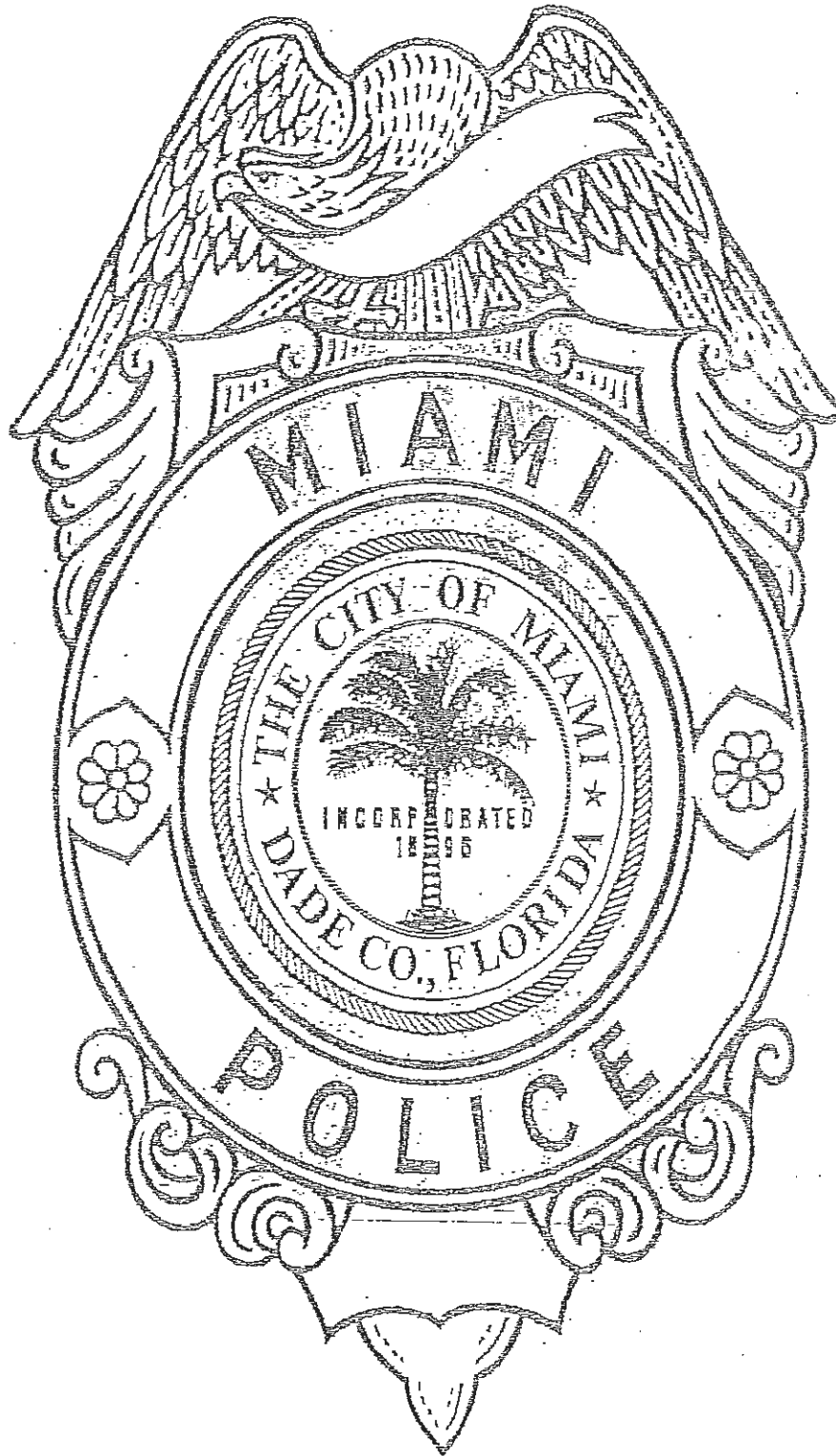
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# City of Miami


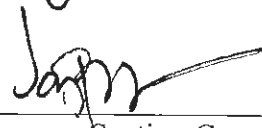



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## ACCOUNTING DETAIL

## STANDARD OPERATING PROCEDURES

## ENDORSEMENT SHEET

First Quarter Inspection:	_____	_____
	Section Commander	Date
Second Quarter Inspection:	_____	_____
	Section Commander	Date
Third Quarter Inspection:		9.20.2018
	Section Commander	Date
Fourth Quarter Inspection:		12.19.2018
	Section Commander	Date
Annual Inspection:		12.19.2018
	Section Commander	Date



# City of Miami

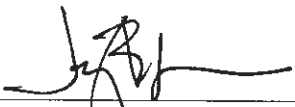
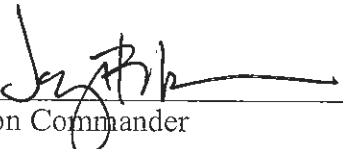
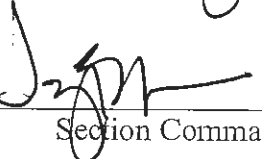


EMILIO T. GONZALEZ, Ph.D.  
City Manager

## ACCOUNTING DETAIL

## STANDARD OPERATING PROCEDURES

## ENDORSEMENT SHEET

First Quarter Inspection:	 _____	<u>MARCH 28, 2019</u> Date
Second Quarter Inspection:	 _____	<u>June 28, 2019</u> Date
Third Quarter Inspection:	 _____	<u>August 27, 2019</u> Date
Fourth Quarter Inspection:	_____	_____
Annual Inspection:	_____	_____



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## ACCOUNTING DETAIL

### STANDARD OPERATING PROCEDURES

#### LETTER OF PROMULGATION

TO: ALL PERSONNEL, ACCOUNTING DETAIL

This S.O.P. is established to provide guidelines for the operation and management of the City of Miami, Police Department, Business Management Section, and Accounting Detail.

Procedures incorporated into this S.O.P. are not meant to supersede, but to supplement published Departmental Orders. The Section Commander in charge of the Business Management Section will arbitrate conflicts between documents.

Personnel assigned to the Accounting Detail are required to read and follow procedures as set forth by this manual, Departmental Orders and any pertinent directives. Conflicts between documents will be reported to the immediate supervisor.

Jorge Blanco  
Section Commander

Effective Date



# BUDGET UNIT

## ORGANIZATIONAL CHART

**Police Budget & Finance Manager**  
Section Commander

### **BUDGET AND FINANCE**

Sr. Budget & Financial Support

Advisor

(Vacant)

#### **Grant Management**

Admin. Asst. I

LETF/Reports

Fiscal Assistant

Inv./Imprest Funds/JAG

### **ACCOUNTING DETAIL**

Senior Accountant

Off-Duty/Towing/Ad-hoc Projects

Senior Accountant

Budget Preparation/CRA

Reimbursements

Special Projects/E-911/Ad-hoc  
Projects

Accountant

Reporting and Reimbursement for  
Grants

### **BUDGET/PURCHASING/AP/TRAVEL**

Budget & Financial Support Advisor

#### **AP/PROCUREMENT**

2 Admin. Aides I

2 Account Clerks

#### **TRAVEL DETAIL**

Account Clerk

### **GRANT COORDINATION**

Contract Compliance Analyst

Administrative Assistant I

BMS Admin./Special  
Projects/Payroll

Admin. Asst. I

Grant Financial

### **LEGISLATION DETAIL**

Admin. Asst. I

Legislation/Contracts and  
Agreements



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## ACCOUNTING DETAIL

### STANDARD OPERATING PROCEDURES

#### MISSION, GOALS AND OBJECTIVES

#### I. MISSION

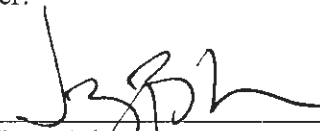
The mission of the Accounting Detail is to maintain financial records; perform analytical, budgetary and billing functions; and monitor the collection of revenues for the Miami Police Department.

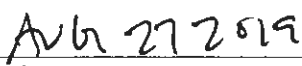
#### II. GOALS

To maintain, monitor and reconcile the department's financial accounts, and assist in the preparation of the annual budget.

#### III. OBJECTIVES

- A. Utilize the City's on-line accounting system (Oracle) and/or other reporting procedures established by the City to bill customer's accounts.
- B. Utilize the City's on-line accounting system (Oracle) and internal/external reports and source documents to reconcile financial accounts.
- C. Prepare any programmatic and/or fiscal reports as required.
- D. Perform ad-hoc projects and market research, and prepare reports as instructed by the Section's Commander.

  
 \_\_\_\_\_  
 Jorge Blanco  
 Section Commander

  
 \_\_\_\_\_  
 Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## ACCOUNTING DETAIL

### STANDARD OPERATING PROCEDURES

#### DUTY HOURS AND DRESS

The Accounting Detail is located in Room 406.

The assignment, days off and duty hours will change when necessary to meet the needs of the Miami Police Department in accomplishing its mission.

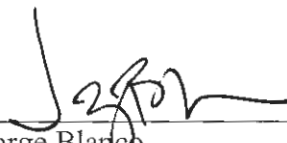
The basic guidelines are as follows:

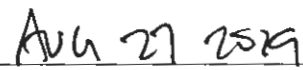
I. DUTY HOURS

- A. Duty hours are between 0730 hours to 1630 hours, Monday through Friday.

II. DUTY WORK DAYS

- A. All personnel assigned to the Accounting Detail shall work Monday through Friday with Saturday and Sunday as days off.

  
 \_\_\_\_\_  
 Jorge Blanco  
 Section Commander

  
 \_\_\_\_\_  
 Effective Date



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DUTY HOURS AND DRESS

(Continuation)

III. OVERTIME

- A. Overtime for non-exempt hourly employees can only be worked if approved in advance by the Section Commander.

IV. VACATIONS

- A. Vacations for personnel assigned to the Accounting Detail will be projected on an annual basis.

V. APPEARANCE

- A. Personnel assigned to the Accounting Detail are expected to dress appropriately for business office assignments, adhering to all Departmental Rules and Regulations and Departmental Orders as to seasonal dress.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## ACCOUNTING DETAIL

### STANDARD OPERATING PROCEDURES

#### DUTIES AND RESPONSIBILITIES OF MEMBERS

- I. Senior Accountant:
  - A. Reconcile and analyze towing data for collection of administrative fees.
  - B. Prepare detailed monthly towing administrative report for billing of towing fees.
  - C. Prepare detailed monthly off-duty administrative report for billing of off-duty administrative fees.
  - D. Monitor towing contractors for contract compliance and render technical assistance.
  - E. Make billing and accounting adjustments.
  - F. To set up new customer accounts as required.
  - G. Perform other special projects work as directed.

  
 \_\_\_\_\_  
 Jorge Blanco  
 Section Commander

Aug 27 2019  
 \_\_\_\_\_  
 Effective Date



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DUTIES AND RESPONSIBILITIES OF MEMBERS:  
(Continuation)

II. Senior Accountant:

- A. Maintain E-911 budget and comply with reporting requirements.
- B. Maintain expenditure control, purchases and revenue collection of E-911 funds.
- C. Prepare monthly report of revenue accounts with accompanying comments and review notes for budget vs actual variances.
- D. Prepare the reimbursements from CRAs for Special Policing services and from the County School Board for the College of Police shared expenses.
- E. Investigate and explain material or unexpected variances for revenues.
- F. Prepare monthly report of expenditure accounts and funds available with accompanying comments and review notes for budget vs actual variances.
- G. Investigate and explain material or unexpected variances for expenditures.
- H. Prepare monthly or quarterly reimbursement packages for amounts to be recovered from other government agencies.
- I. Assist in the preparation of the annual budget.
- J. Make billing and accounting adjustments.
- K. Perform other special projects work as directed.

# City of Miami



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City Manager

## ACCOUNTING DETAIL

### STANDARD OPERATING PROCEDURES

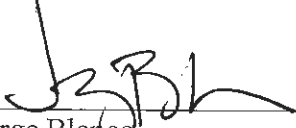
#### PROGRAMS AND PROJECTS

#### I. PROGRAMS

- A. Maintain Imprest Funds reconciliation in up to date status.
- B. Process Transfer of Imprest Fund Custodians as required.
- C. Conduct all departmental audits of investigative funds.
- D. Review fiscal records relating to expenditures and revenues of the Miami Police Department.
- E. Monitor monthly revenue and expenditure transactions
- F. Perform billing functions.

#### II. PROJECTS

- A. Continue close monitoring of Imprest Fund expenditures.
- B. Provide management with concise picture of financial condition.
- C. Utilize Oracle Financial System.
- D. Assist in the preparation of Department's budget.

  
 \_\_\_\_\_  
 Jorge Blanco  
 Section Commander

*AN 27 2019*  
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 Effective Date



# City of Miami




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City Manager

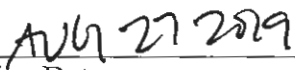
## ACCOUNTING DETAIL

## STANDARD OPERATING PROCEDURES

## POLICIES

- I. The Accounting Detail shall monitor expenditures relating to the Miami Police Department's Budget.
- II. The Accounting Detail shall have the responsibility of tracking, and reconciling all accounts relating to budgetary expenditures of the Miami Police Department.
- III. The Accounting Detail shall have the responsibility of depositing revenues collected.
- IV. All personnel assigned to the Accounting Detail are responsible for complying with these Standard Operating Procedures, Departmental Orders, Rules and Regulations, and all other written policies and procedures relating to their employment.

  
 \_\_\_\_\_  
 Jorge Blanco  
 Section Commander

  
 \_\_\_\_\_  
 Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## ACCOUNTING DETAIL

### STANDARD OPERATING PROCEDURES


S.O.P. 1

SUBJECT: PROCEDURES FOR DEPOSITS

PURPOSE: Amounts are verified by the Accountant in the presence of the employee making the deposit. Any discrepancies are resolved when identified.

An Official City of Miami receipt is issued to the employee.

Cash received is separated by denominations and banded. The front of each check is stamped with City of Miami, Department of Finance Cash Receipts (DR) number on which they will be recorded. The back of each check is stamped with the City of Miami bank endorsement for deposit. An adding machine tape is made listing check amounts with totals.

  
\_\_\_\_\_  
Jorge Blanco  
Section Commander

        AUG 27 2019          
Effective Date





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STANDARD OPERATING PROCEDURES: S.O.P. 1  
(Continuation)

All receipts (cash and checks) are documented on a City of Miami, Department of Finance, Cash Receipts Report, Form jeform.xls, using the appropriate deposit codes.

A separate Deposit Ticket is prepared for cash receipts and for check receipts.

The Cash Receipts, Form jeform.xls, and Deposit Ticket when completed, are then separated and distributed as follows:

ORIGINAL and PINK copies of the Deposit Ticket are placed inside the Deposit Bag with the receipts. NOTE: A separate Deposit Ticket is prepared for cash receipts and check receipts and receipts are placed in separate deposit bags.

ORIGINAL copy of the Cash Receipts Report and YELLOW copy of the Deposit Ticket are banded together with the adding machine tape and placed outside the Deposit Bag. The Deposit Bag is sealed and taken to Property Unit for armored pickup.

The YELLOW COPY of the Cash Receipts Report is retained and filed in the "Deposit Report Journal" maintained in the Accounting Detail. Photostat copies of the Cash Receipts Report are distributed to appropriate personnel, if needed.

Twice a week, on Tuesday and Thursday, receipts are taken to the Property Unit by the Accountant, for armored truck pickup.

Deposits received after the established time for transporting are secured in a locked box.

A manual journal reflecting running totals of deposits is maintained by the Accountant.

# City of Miami



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City Manager

## ACCOUNTING DETAIL

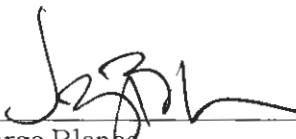
### STANDARD OPERATING PROCEDURES

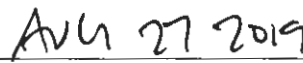
S.O.P. 2

SUBJECT: MONTHLY REVENUE REPORTS

PURPOSE: To provide the Business Management Section with reports of both revenues collected by revenue producing units and revenues recognized that have been recorded in the general ledger by the City's Finance Department.

SCOPE: The Accounting Detail receives deposits of monies from revenue producing units as well as payments from customers for various accounts. However, some payments from customers are made at Miami Riverside Center's facilities where the Special Events Unit is located, and other payments are made directly by customers by debit/credit card using an on-line automated system. Depending on the nature of the activity, revenue recognition occurs either at time of collection/deposit or when the revenue is earned, and the recording of the transaction is entered either by the revenue producing unit's accountant, by an accountant of the Business Management Section's Accounting Detail, or by City's Finance Department staff.

  
\_\_\_\_\_  
Jorge Blanco  
Section Commander

  
\_\_\_\_\_  
Effective Date



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STANDARD OPERATING PROCEDURES: S.O.P. 2

(Continuation)

On a monthly basis, reports of collections made by relevant units, general ledger revenue accounts and other appropriate Oracle reports are generated. These reports are used in conjunction with the budget to perform procedures including but not limited to variance analysis, test of certain deposits vs general ledger entries for accuracy and completeness, and the correct classification of revenue items.

These monthly reports are used by the Section's management to control and monitor the activity, and provide relevant information for the compilation of other monthly and yearly reports.

# City of Miami



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City Manager

## ACCOUNTING DETAIL

### STANDARD OPERATING PROCEDURES

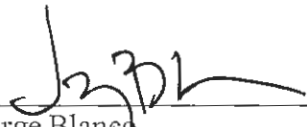
S.O.P. 3

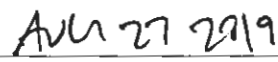
SUBJECT: MONTHLY EXPENDITURES AND FUNDS AVAILABLE REPORT

PURPOSE: To provide the Business Management Section with a report of actual operating expenditures incurred and appropriations made and recorded per minor object and division versus budget.

SCOPE: The senior accountant generates a report of actual expenses, appropriations, and funds available for operating accounts as of the close of the prior month. Such report obtain in Oracle is exported to Excel and organized to perform procedures including but not limited to variance analysis, project tracking, and annual projections.

These monthly reports are used by the Section's management to control and monitor the activity, and provide relevant information for the compilation of other monthly and yearly reports and for the preparation of the next fiscal year's budget.

  
\_\_\_\_\_  
Jorge Blanco  
Section Commander

  
\_\_\_\_\_  
Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## ACCOUNTING DETAIL

### STANDARD OPERATING PROCEDURES

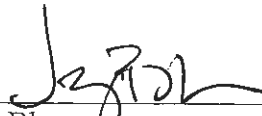
S.O.P. 4


SUBJECT: TRANSFER OF FUNDS REQUEST

PURPOSE: To outline the procedures for requesting the transfer of funds from one account code to another.

SCOPE: Notification of the need to transfer funds and the affected codes is presented to the Commander of the Business Management Section or his/her designee. After approval by the Section Commander or designee, the request form is prepared. A copy is kept by the Accounting Detail and the original is forwarded to the Office of Budget and Management Analysis. The Budget office will verify fund availability and approve the transfer by signing it. The transfer of fund is recorded in Oracle. If the request is disapproved, Management and Budget Department (MBD) will not process the request and return the form.

The Section Commander is notified of the disposition of transfer and the request is then filed in the Accounting Detail's files.

  
\_\_\_\_\_  
Jorge Blanco  
Section Commander

  
\_\_\_\_\_  
Effective Date



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STANDARD OPERATING PROCEDURES: S.O.P. 4  
(Continuation)

As per Section 8, page 9 of the Anti-Deficiency Ordinance, the City Manager has the authority to adjust line items in an amount not to exceed ten percent (10%) of a department's budget so long as the total annual **projected expenditures** of a department do not exceed the department's current budget and said adjustment is verified by the Department of Management and Budget.

During the fourth quarter of the fiscal year, any changes or deviations in excess of \$5,000 per transaction from the current approved budget for those departments under the authority of the City Manager shall require the City Manager's approval, with the advice and written concurrence of the member of the City.

The fourth quarter of the fiscal year begins July 1 and ends September 30. In addition, \$5,000 per transaction means either into an account or from the account for the quarter. For example, a department requests to transfer \$5,000 from minor object 270 to 335, and \$3,000 from 270 to 670. In this example, minor object 270 has \$8,000 transferred out and that is not all allowed unless the City Manager signs off on it.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## ACCOUNTING DETAIL

### STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: WITNESS FEES

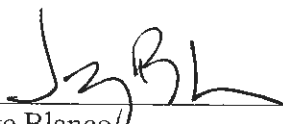
PURPOSE: To outline the procedures for submitting witness fee checks to the Accounting Detail for deposit.

SCOPE: On all checks received for deposition, the employee shall endorse the back of the check and forward same to the Accounting Detail, Room 406, as soon as possible.

ENDORSEMENT: PAY TO THE CITY OF MIAMI POLICE DEPARTMENT  
"JANE DOE"

Checks dated more than ninety (90) days will not be accepted.

The officer accepting the check should make certain the check is signed by the payee.

  
 \_\_\_\_\_  
 Jorge Blanco  
 Section Commander

Aug 27 2019  
 \_\_\_\_\_  
 Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## ACCOUNTING DETAIL

### STANDARD OPERATING PROCEDURES


S.O.P. 6

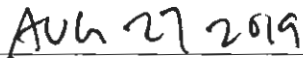
SUBJECT: LAW ENFORCEMENT TRUST FUND DEPOSITS

PURPOSE: To outline the procedures for the deposits of revenues collected from administrative charges, restitution's, and court awards to the Law Enforcement Trust Fund.

SCOPE: The Law Enforcement Trust Detail submits collections to the Accounting Detail. The Accounting Detail verifies the amounts, issues an Official City of Miami Receipt and then prepares the Deposit Report for deposit, except for the U.S. Department of Treasury who electronically wires Equitable Sharing Revenues directly to the City's bank.

Twice a week the Accounting Detail takes the revenues collected to the Property Unit where an armored truck picks up and transports the deposit to the bank.

  
\_\_\_\_\_  
Jorge Blanco  
Section Commander

  
\_\_\_\_\_  
Effective Date





# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## ACCOUNTING DETAIL

### STANDARD OPERATING PROCEDURES

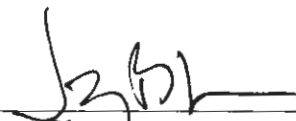
S.O.P. 7

SUBJECT: Towing Billing and Administrative Fees

PURPOSE: Pursuant to City Ordinance # 11858 effective November 16, 1999, collection of towing Administrative surcharges. Towing Companies will provide towing services for public and private vehicles as per Florida Statute No. 42 and stated in the City of Miami Towing/Wrecker Agreement.

SCOPE: The Budget unit receives a monthly download data from CAD system providing detail tow information. The Budget Unit from the Police Department will be sending the monthly disposition report to the towing companies in order for Budget Unit to accurately charge released vehicles.

The Finance Department receives a monthly towing report from Budget Unit every 15<sup>th</sup> of the month; also, Budget Unit will provide invoices and/or adjustments of Towing Administrative Fees. The Towing Companies shall pay to city the administrative charges on a monthly basis.

  
\_\_\_\_\_  
Jorge Blanco  
Section Commander

AUG 27 2019  
Effective Date



-2-

STANDARD OPERATING PROCEDURES: S.O.P. 7  
(Continuation)

**Description**

Towing Administration Fee-- City and Private      \$30.00

Senior accountant reconciles and analyzes billing process for collection of Towing Administrative fees. Prepare detailed monthly administrative fees report and monitor Towing Companies with contract compliance and render technical assistance.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## ACCOUNTING DETAIL

### STANDARD OPERATING PROCEDURES

S.O.P. 8

SUBJECT: Billing and Collection of Off-Duty Administrative Fees

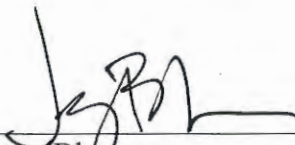
PURPOSE: Pursuant to City Ordinance # 11423 effective January 1, 1997, outside employers of police officers who provide an off-duty police service will be required to pay an administrative surcharge to the City of Miami.

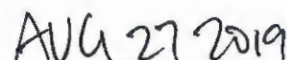
SCOPE: The Administrative Fee will be \$3.00 per hour per officer through June 1, 2017; and \$4.50 per hour commencing on June 2, 2017; with a minimum charge of three hours per day for each officer.

Off-Duty jobs that patrol residential neighborhoods will be charged an administrative fee of \$10.00 per officer, per day.

Motorcycle escorts will be charged an administrative fee of \$25.00 per officer. Marine Patrol service is charged at \$30.00 per officer and traffic permit fees are \$120.00 each.

Monies received hereunder by the City shall be placed in the general fund except for \$5.00 collected per day per officer that shall be placed in the City of Miami self-insurance trust fund.

  
\_\_\_\_\_  
Jorge Blanco  
Section Commander

  
\_\_\_\_\_  
Effective Date



# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## ACCOUNTING DETAIL

### STANDARD OPERATING PROCEDURES

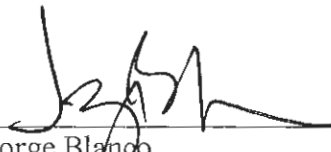
S.O.P. 9

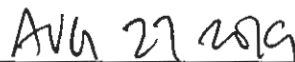
SUBJECT: PROCEDURE FOR EMERGENCY MOBILIZATION OF PERSONNEL

PURPOSE: To outline the procedures for implementing emergency mobilization to provide whatever resources may be necessary to adequately support operationally mobilized personnel.

SCOPE: I. Alert Notification Procedures

A. The Business Management Section shall maintain updated emergency mobilization lists. These lists shall contain current addresses and phone numbers of all personnel assigned to the Section. These lists are confidential in nature and shall not be posted or placed in any unsecured area.

  
\_\_\_\_\_  
Jorge Blanco  
Section Commander

  
\_\_\_\_\_  
Effective Date



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STANDARD OPERATING PROCEDURES: S.O.P. 9

(Continuation)

- B. By the 5<sup>th</sup> day of each month the Commander of the Business Management Section shall submit an Emergency Mobilization List of both sworn and civilian personnel under their command to the Commander of the Office of Emergency Management (OEM).
- C. Upon notification by the Business Management Section Commander to mobilize, each Unit Supervisor of the Business Management Section will notify their subordinates to report to their designated area of responsibility.
- D. Civilian personnel will be notified to commence preparation for procurement of food, equipment, supplies, and services that will be needed during the mobilization.
- E. The Commander of the Budget Unit will coordinate all purchases and maintain a log of all actions taken during mobilization relative to those purchases.
- F. Training needs relative to mobilization will be identified and personnel will be scheduled for appropriate training on an as needed basis.
- G. For additional information regarding responsibilities during mobilization, refer to Departmental Order 10, Chapter 1.

# City of Miami



EMILIO T. GONZALEZ, Ph.D.  
City Manager

## ACCOUNTING DETAIL

### STANDARD OPERATING PROCEDURES

S.O.P. 10

SUBJECT: HURRICANE OPERATIONS

PURPOSE: To outline the procedures which will be utilized by Business Management Section personnel should a hurricane threaten the City of Miami.

SCOPE: All Business Management Section personnel will be available for duty during a hurricane threat. Personnel will be advised of emergency work schedules when hurricane warnings are issued. Select personnel designated as "essential" will be assigned according to the Emergency Mobilization Assignment List.

I. General Responsibilities: Refer to Departmental Order 10, Chapter 3. (Hurricane & Severe Weather Response Plan)

A. Business Management Section Supervisors will assign sufficient personnel under their command to secure and protect property and records in their areas of responsibility.

Jorge Blanco  
Section Commander

Effective Date



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STANDARD OPERATING PROCEDURES: S.O.P. 10  
(Continuation)

- B. Each Unit/Detail assigned to the Business Management Section will establish a roster and time schedule for personnel (under their command) who will remain on duty or be available for duty.
- C. Following a check list, Supervisors from each Unit/Detail will ensure that their areas of responsibility have been secured. (Annex #1)
- D. As soon as feasible or (operating strength permits), on-duty personnel will be relieved to secure their homes. The number of hours granted and the work status of employees permitted to secure their homes will be determined by the City manager.
- E. Personnel who have not been designated to work during the hurricane will be notified when the City Manager has authorized their release.

II. After Hurricane Has Passed

- A. When notified that the hurricane has passed the Miami area, the Business Management Section Commander will take the following actions:
  - 1. Determine personnel needs and call in off-duty personnel.
  - 2. When appropriate, relieve personnel who worked during the hurricane.
  - 3. Prepare and submit a report of emergency purchases to the E.O.C. Commander.
  - 4. Prepare an After Action Report for the section.

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STANDARD OPERATING PROCEDURES: S.O.P. 10  
(Continuation)

Annex #1

HURRICANE PREPARATION CHECKLIST

- \_\_\_\_\_ 1. Remove files or boxes from the floor.
- \_\_\_\_\_ 2. Lock all file cabinets.
- \_\_\_\_\_ 3. Secure all nonstationary items (e.g., papers, books, etc.).
- \_\_\_\_\_ 4. Unplug all electrical equipment (e.g., computers, calculators, etc.).
- \_\_\_\_\_ 5. Close all doors to offices with windows.
- \_\_\_\_\_ 6. Store all computer media (e.g., floppy disk, etc.) inside file cabinets.
- \_\_\_\_\_ 7. Desktop items (e.g., staples, calendars, etc.) will be placed inside file cabinets.
- \_\_\_\_\_ 8. Wall hangings (e.g., bulletin boards, pictures, etc.) will be placed inside file cabinets.
- \_\_\_\_\_ 9. The department will not assume responsibility for damaged personal items.