

MANAGEMENT SERVICES BUREAU INDEX

BUDGET & FISCAL SERVICES

PO Box 42602 – Olympia WA 98504

Manuals:

Budget and Fiscal Services Standard Operating Procedures Manual
Desk Reference Manual's (each position)
Purchasing Manual
Time and Activity Report System Manual
Travel Voucher System Manual

Reports:

Strategic Advancement Forum Report (Monthly)
Strategic Plan

PROPERTY MANAGEMENT DIVISION

PO Box 42626 – Olympia WA 98504

Facilities Management Section – PO Box 42626 – Olympia WA 98504

Fleet Section – PO Box 42627 – Olympia WA 98504

Logistics Section – PO Box 42625 – Olympia WA 98504

Manuals:

Blanket Authority for Limited Public
Fleet Section Manual
Logistics Section Manual
Logistics Section Catalog

Reports:

Adjustment Report
Fuel Inventory Reports
Pending Picks Report
Strategic Advancement Forum Report (Monthly)
Strategic Plan

Miscellaneous Records:

Biennial Summary
Charge Back Summary
Citation History
Expense Summary
Fund Summary

RISK MANAGEMENT DIVISION

PO Box 42600 – Olympia WA 98504

Administrative Services Section – PO Box 42600 – Olympia WA 98504

Evidence Section – PO Box 42600 – Olympia WA 98504

Public Disclosure Section – PO Box 42631 – Olympia WA 98504

Strategic Planning and Performance Section – PO Box 42600 – Olympia WA 98504

Manuals:

2007 Public Disclosure Manual

Administrative Services Manual

Awards Manual

Correspondence Procedures Manual

Public Disclosure Section Standard Operating Procedures Manual

Reception Manual

Records Retention Manual

Regulation Manual

Strategic Planning and Performance Deck Manual

Strategic Planning and Performance Standard Operating Procedures Manual

Tape Transcription Manual

The Evidence Section Desk Manual

The Officer's Evidence Handbook

The Property and Evidence Custodian Manual

Tort Claim Desk Reference Manual

Reports:

Commission on Accreditation for Law Enforcement Agencies (CALEA) Annual Report

Commute Trip Reduction (CTR) Annual Report

Government Management Accountability and Performance (GMAP) Quarterly Report

Strategic Advancement Forum Report (Monthly)

Strategic Plan

Washington Administrative Codes (WAC) Quarterly Report

Miscellaneous Records:

Daily Bulletin