

## CID Budget Unit Guidance

In an effort to streamline the task force management process, TITAN is being utilized to provide transparency to the budget process. All fiscal year 2025 task force requests should be submitted and approved via TITAN. The process will be managed by the respective sub-desk and provided to CID Budget Unit at the close of the request period. The TITAN resource planning request will be available starting on July 10, 2024 and will close August 14, 2023.

If any of your task forces are missing in your list contact the TITAN team at HQ\_DIV06\_TFMA\_STAFF\_MBX@fbi.sgov.gov.

- For Fiscal Year 2025, the maximum limits for reimbursements per DOJ guidance are \$1,811.71 per month and \$21,740.50 per year for each officer assigned full-time to the task force. These limits are effective for overtime worked on or after October 1, 2024.
- Funding to outfit TFO vehicles will only be allocated once the field office has taken possession of the vehicle.
- Any contracts should be placed into the most appropriate line item, followed by a note in the comments section.

## Entering the Request

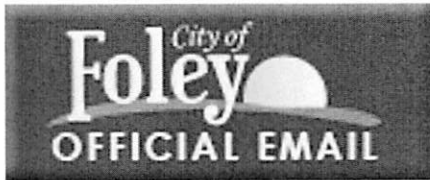
Before beginning, ensure you are in the correct task force by verifying the Task Force name.

- If your task force is not requesting any funding for FY25, then you can check the top box and proceed through the approval process.
- In the first table, you will see a column for "Current Active Count." The numbers in this column should represent what you currently have on your task force. The #TFO Current Active Count reflects the number of "Funded" TFOs.
- If the numbers are incorrect, please update TITAN to ensure accuracy.
- Your FY25 requests in this table should account for TFOs or property you may already have. (For example: if you already have six vehicles on your task force, and still need six vehicles for next year, you should request six in the table.)
- Click the EDIT next to the line you wish to edit in either table.
- Enter/edit the number of items you are requesting and/or the annual cost per an item.
- Click Save after each line entry.

## Approving / Signing Instructions

Before beginning, ensure you are in the correct task force by verifying the Task Force name. After entering in or reviewing the information, locate your assigned role within the approval line. Click "Save" and reaffirm you would like to submit your e-signature for this level of approval. Your name and a timestamp should now appear under the role for which you have signed.

Close



Lisa Meredith <lmeredith@foleypolice.org>

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## SSTF Paperwork

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**Chase Medders** <cmedders@foleypolice.org>  
To: Lisa Meredith <lmeredith@foleypolice.org>

Wed, Oct 9, 2024 at 5:34 AM

Good morning!

Thank you! I attached what the TFO's received about the OT budget guidance. The monthly cap is \$1,811.71 & the yearly cap is \$21,740.50.

Let me know if you need anything else.

V/R,

Det. D. Chase Medders  
Foley Police Department  
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Work Cell: 251-424-5982

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