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## **Purpose**

The Salvation Army provides funds to assist people in need of emergency food, shelter or other necessities. As such, the Bemidji Police Department has agreed to help distribute funds for emergency situations.

## **Policy**

It is the policy of the Bemidji Police Department to administer the Salvation Army Funds at the discretion of a supervisor within the mission of the Salvation Army.

### **A. Disbursement of funds –**

- a. The request for Salvation Army Emergency Funding must be made in person. The requestor must provide a full name and date of birth.
- b. A case for public assistance must be created. A report will be completed documenting the requestor and any family members, scope of background investigation and any other action taken to provide alternate means of funding.
- c. Salvation Army funds may only be used when other agencies or organization cannot take care of the needs for the requestor.
- d. Only an officer-in-charge, sergeant, captain or chief may provide funds to the requestor after assessment of needs and successful completion of a background investigation. Background investigation may include criminal history, local involvements, warrant checks and social service involvement.
- e. Funds may only be provided to the requestor in the form of a voucher for fuel, batteries, transportation tickets, lodging and meals. Cash dispersal is not allowed.
- f. Officers will complete the appropriate Salvation Army documentation and provide the forms to the BPD Administrative Assistant for processing.
- g. A requestor may be declined funding at the discretion of the BPD upon failure of any background investigation.

### **B. Collection of funds –**

- a. During fundraising campaigns sponsored by the Salvation Army (bell ringers) officers or supervisors may be requested to collect money from the bell ringing buckets.
- b. These funds should be collected into a single container and immediately delivered to the Bemidji Police Departments Administrative Assistant.
- c. The BPD Admin Assistant will deposit the funds with the Salvation Army in a timely manner.

## **Reference or Revision Date(s):**

### **A. Reference**