

Procedure
11.26

**EFFECTIVE
DATE
11-30-18**

**Eugene
Police Department**



Community Cares Fund

11.26.1 PURPOSE AND SCOPE

The Community Cares Fund (CCF) is a privately donated fund that allows police employees to assist those who are in an immediate crisis. Community members recognize that front line employees are uniquely positioned to be able to help people at the edge of a crisis with temporary funding. This fund was created to fill that need.

11.26.2 PROGRAM USE

The CCF was designed to help people who are experiencing a single crisis where one time funds will help push them through the crisis. The CCF should not generally be used to help people who are in perpetual crisis, and one time funds are unlikely to make a long term difference.

11.26.3 PROCESS

- a. An employee recognizes a CCF opportunity, and contacts their supervisor.
- b. They develop a plan for what level of CCF assistance is required.
- c. The specific request for CCF funding is then made to the Watch Commander, who is responsible for approving/denying the request.

11.26.4 ADMINISTRATION

- a. A CCF debit card holder completes the purchase as approved by the Watch Commander. Each card is allowed up to \$300 per day.
- b. The cardholder retains the required itemized receipt, and completes the tracking form (located in the forms room), submitting both to the Watch Commander for review/approval.
- c. Watch Commander signs the tracking form, and submits it to the program administrator.
- d. A CCF debit card may be loaned to another employee for the purpose of a CCF purchase. The cardholder is ultimately responsible for the charge.

- e. Use of personal funds and P-Cards for the purpose of the Community Cares Fund is prohibited.

Chris Skinner
Chief of Police