



CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE
**Soliciting and Receiving In-Kind or Cash Donations
and Applying for Grant Funding**



Eff. Date 03/08/2018

Purpose

The purpose of this SOP is to codify distinct processes to solicit and receive cash, check or in-kind donations and to apply for grant funding.

People and organizations in the community have provided the Department with funds and/or in-kind donations to further the mission of the Department. These funds and gifts have provided the Department with opportunities to increase operational capabilities and to solidify our commitment to community policing. Without these donations, the Department would not have the funding to support various activities and programs in the community.

Procedures

Soliciting and Donation Record Keeping

Prior to soliciting (asking) for any donation (cash, check or in-kind), individual officers or civilian employees must first seek approval from a commander.

All donations received shall be reported to the Grant Program Manager in order to compile an annual report for the City Finance Committee. Donations must be reported to the Grant Program Manager at the time they are received.

In-Kind Donations

All in-kind donations (goods and services other than cash or check) relating to community outreach activities (events, community meetings, youth programming, etc.), should be approved by a commander and must be documented through the MPD outreach database. This includes donations from the Madison Community Policing Foundation. The MPD CORE Team will be responsible for tracking all in-kind donations relating to community outreach initiatives (includes food donations).

Other in-kind donations (goods and services other than cash or check and not relating to a community outreach initiative) should be approved by a commander and must be reported to the Grant Program Manager as they are received. Donations from the Capital K9s and Friends of Madison Mounted Horse Patrol organizations are the only donations that can be reported to the Grant Program Manager on a quarterly basis.

A donor legally does not have to assign a cash value to donated goods and services, but if provided, the amount will be included in the annual report compiled by the Grant Program Manager to be presented to the City Finance Committee.

Cash or Check Donations

Individual officers or civilian employees should never accept cash donations (including checks and/or money orders). Situations where an officer or civilian employee may wish to personally purchase an item or service for an event or community outreach initiative and then receive reimbursement by a cash or check donation are also not permitted -- there are no exceptions to this rule.

Police employees must work with the Grant Program Manager if individuals or organizations wish to donate cash or a check to the Department. Checks and cash must go directly to the Grant Program Manager for processing. The Grant Program Manager will keep a record of all cash or check donations for the annual report to be presented to the City Finance Committee.

Applying for Grant Funding

Individual officers or civilian employees who learn of a grant opportunity or who wish to apply for grant funding must seek approval from a commander and work directly with the Grant Program Manager. Grants are treated differently than donations by law, financial standards, and by city ordinances and therefore the Grant Program Manager must review and submit all grant applications. The Grant Program Manager has a defined process for applying for grants and receiving awarded funds – this process is routinely shared with commanders and must be followed.

Original SOP: 03/16/2017
(Revised: 03/08/2018)