

CITY OF PARKVILLE, MISSOURI

Policy Title:	Parkville Police Community Assistance Fund		
Policy Number:	200-05	Category:	Administrative
Effective Date:	September 21, 2015	Updates:	

INTRODUCTION

The fund is designed to provide assistance to citizens when a need is identified throughout the year with the primary benefactor being the “Shop with a Cop” program held annually in December.

GOALS

- Promote good community relations between members of the Parkville Police Department and citizens in the Parkville area.
- Provide assistance to citizens at a time of need. Assistance may include, but not be limited to, the provision of goods and services but will not include cash.
 - The primary objective is to fund the “Shop with a Cop” program that provides gifts to children and families in need during the Christmas season.
 - Other assistance programs similar in nature to “Shop with a Cop” may be implemented at the discretion of the Chief of Police.
- Allow department members and other citizen volunteers an opportunity to give back to the community.

FUNDING

- Programs are completely funded by donations made to the Parkville Police Department and City of Parkville.
- All donation proceeds are used for direct assistance. Salaries and other overhead costs are not paid from donations.
- The Parkville Police Community Assistance Fund will be maintained as a separate governmental fund in the City’s accounting software and financial statements. The City may maintain a modest balance in the fund for program continuity but will endeavor to regularly spend donations to accomplish the fund goals. Any interest earned on the fund balance will be reinvested in the fund.

DONATION PROCEDURES

- Donations are normally received through the Chief of Police, or his or her designee, and recorded. The donation is then taken to the City Finance Department and recorded into the City's accounting system.
 - Donations are not taken in the field by patrol staff.
 - Donors are encouraged to donate by check or credit card.
- Cash donations are discouraged but will be handled in accordance with the City's adopted Cash Handling Policy, as may be amended from time to time.
- Online donations may be made through City of Parkville's website.
- Donor information will be obtained, if possible, and recorded for tracking purposes. Donor records will be maintained for a minimum of three (3) years.
- For all non-anonymous donations, the Chief of Police, or his or her designee, will send a written acknowledgment letter to the donor which will serve as a receipt of the transaction and documentation of the City's tax-exempt status per the Internal Revenue Service (IRS).

PARTICIPATION

- Staff participation in the "Shop with a Cop" program is completely voluntary and no salaries are paid from donations.
- Benefactors of the "Shop with a Cop" program are normally identified through the Park Hill School District based on need and proximity to Parkville.
- Benefactors for other programs and assistance may be recommended by Parkville Police Officers or partnering organizations. Assistance is subject to the approval of the Chief of Police, or his or her designee.
- Self-identification to receive assistance is generally not accepted but may be considered.

Police Chief Kevin L. Chrisman

City Administrator Lauren Palmer