



Roll Call Training Bulletin

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Sacramento Police Cares Program

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Background:

"Sacramento Community Cares" was established in 2012 by the Sacramento Police Department and its employees **to provide non-monetary assistance to people in immediate need**. It was renamed "Sacramento Police Cares" in 2014 to reflect those who founded and operate the program.

With the intent to help good people down on their luck, the primary focus is to allow opportunities for SPD employees to assist people who are stranded in Sacramento or in need of a bus ticket, hotel room, fuel, food, etc.

Sacramento Police Cares is made possible through generous private donations. As such, funds are limited. To ensure funds for the most vulnerable people we encounter, **we encourage employees and supervisors to seek assistance from other resources first** (see Rollcall Training Bulletin Vol. 55 - Outreach & Engagement Resource Card).

Sacramento Police Cares criteria:

- 1) Non-monetary emergency needs (i.e. food, shelter, baby formula, diapers, etc.) up to \$150 dollars;
- 2) No funds, family, or friends who are immediately available to assist;
- 3) All other resources have been exhausted;
- 4) Any purchases **over \$150.00** shall be approved by a Field Operations Lieutenant prior to purchase;
- 5) Must submit the itemized copy of a receipt to the program coordinator for reimbursement.

Reimbursement of employees who assist people with funding from Sacramento Police Cares will follow these guidelines:

- 1) Employees who make the purchase should forward the receipt (itemized copy) to the program coordinator in the Office of the Chief via headquarters@pd.cityofsacramento.org
- 2) Briefly summarize the details of the event to include the incident number
- 3) Once the program coordinator receives the receipt and the summary of the event they will process a reimbursement request to the Sacramento Police Foundation.
- 4) Reimbursement will be in the form of check sent by the Sacramento Police Foundation to the employee directly if a mailing address is provided, or to the program coordinator for pick up.

Questions or clarification of the Sacramento Police Cares program should be directed to the program coordinator in the Office of the Chief at headquarters@pd.cityofsacramento.org or at 916-808-0817.