



Policy 1717

Subject

FRANK BATTAGLIA SIGNAL 13 FOUNDATION, INC.

Date Published

21 March 2017

Page

1 of 9

By Order of the Police Commissioner

POLICY

Employee Support. It is the policy of the Baltimore Police Department (BPD) to promote the benefits and support offered by the Frank J. Battaglia Signal 13 Foundation, Inc., (Signal 13 Foundation) and to facilitate the efforts of BPD personnel in applying for assistance during times of family or financial need.

GENERAL

1. The Signal 13 Foundation was founded in 1983 at the encouragement of former Police Commissioner Frank J. Battaglia to organize a group of civilians and outside resources to assist active members of the BPD who experience personal financial hardships or family emergencies.
2. The Signal 13 Foundation is guided by a Board of Directors that consists of 39 civilians, each of whom operates independently from the BPD. The Police Commissioner serves *ex officio* as Chairman or Chairwoman of the Board, but neither the Police Commissioner nor any other active member of the BPD may participate in the process of evaluating or approving/denying any application for assistance.
3. The Police Commissioner's sole involvement with any application will be limited to providing members of the Board with information the Board believes is relevant to its deliberations.

Applications for Emergency Assistance

1. The Signal 13 Foundation provides emergency financial assistance in the form of grant monies to active members of the BPD, both sworn and civilian, who have at least one year of service with the agency.
2. Any member of the BPD who meets these eligibility requirements may apply for help. Grants are generally awarded to applicants who have encountered an unexpected situation of extreme distress.
3. Applications from qualifying members of the BPD seeking emergency financial assistance or material support (e.g., clothing or shelter provided in the immediate aftermath of a residential fire) are reviewed and decided upon by the Foundation's Grant Assessment Committee, a group drawn from the Board which considers the member's request and determines whether or not it can be fulfilled.

4. Typically, the Grant Assessment Committee requires at least one week to render a decision on any given application, though in certain time-sensitive circumstances faster responses are possible.

REQUIRED ACTION

Member

1. Whenever faced with an emergency crisis or other compelling hardship which could be lessened or resolved through financial assistance, obtain and complete Form 210, "Signal 13 Foundation Confidential Application Package."
 - 1.1. Form 210 may be obtained directly from your command, by download, from the Foundation's website (www.signal13foundation.org), or via electronic download from the "Forms & Reports" icon within the BPDnet Applications window.
 - 1.2. The package contains a four-page application and a cover letter which provides necessary information and instructions.
2. Submit the completed Form 210 to your Commanding Officer for his or her signature. The Commanding Officer must be a permanent-rank supervisor holding the rank of Captain or above.
 - 2.1. Civilian members may substitute the signature of their BPD supervisor in cases where they do not work for a sworn, permanent-rank supervisor holding the rank of Captain or above.

NOTE: Once completed, Form 210 is considered a confidential document and may be delivered by the submitting member directly to his or her Commanding Officer. Approval by intermediate supervisors, or forwarding through Official Channels, is not required.

3. When signed by your Commanding Officer, fax all four pages of the application package, along with any supporting documentation (e.g., work estimates, billing statements, etc.), directly to the Foundation at 410-335-1056.

NOTE: Members must also submit a full copy of their most recent paystub, including the attached Earning Statement, which lists itemized deductions.

Applications for College Scholarship Assistance

1. Applications for college scholarship assistance may be submitted by any child of an active sworn or civilian member of the BPD. This includes a member's own child, a child by virtue of adoption or marriage, a child living in the member's home, or a child living elsewhere but being financially supported by the member.
2. An application may be submitted to the Foundation by a student in any of these categories between October 1 and April 15 each calendar year. The Foundation's Scholarship Committee will review the application and render its decision in writing to the applicant.

REQUIRED ACTION**Member**

1. Whenever any child in your care (and meeting the eligibility requirements described above) wishes to apply to the Foundation for college scholarship assistance:
 - 1.1. Direct the student to express his or her interest in a letter addressed to the Foundation's Scholarship Committee.
 - 1.2. This letter should:
 - 1.2.1. Indicate which college or university he or she wishes to attend;
 - 1.2.2. Contain a statement expressly authorizing the indicated college or university to release need-analysis information from the "Free Application for Federal Student Aid" (FAFSA) to the Foundation's Scholarship Committee, and;
 - 1.3. Submit the letter to:

Chairman, Scholarship Committee
Personal and Confidential
Frank J. Battaglia Signal 13 Foundation, Inc.
P.O. Box 24801
Baltimore, Maryland 21220 - 0801

Commanding Officer (Captain and Above)

1. Ensure members under your command have access to BPD Form 210, "Signal 13 Foundation Confidential Application Package."
2. Ensure that subordinate supervisors within your command understand that a completed Form 210 is a confidential document that does not require forwarding through Official Channels.
3. Upon receipt of a member's Form 210, complete Item 14 on page 4 in its entirety. Include or attach any comments, supporting documents, or other materials that may be helpful to the Foundation's Grant Assessment Committee when it considers the member's application.

APPENDIX

A. Signal 13 Foundation Confidential Application Package, Form 210

RECISSION

Remove and recycle/destroy General Order Q-17, *Frank J. Battaglia Signal 13 Foundation, Inc.*, dated 1 April 2011.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A

Signal 13 Foundation Confidential Application Package, Form 210, Summary page



The Frank J. Battaglia Signal 13 Foundation, Inc.

The Frank J. Battaglia Signal 13 Foundation provides emergency financial assistance in the form of grant monies to active members of the Baltimore Police Department, both sworn and civilian, who have at least one year of service with the agency.

Although any member of the Department who meets these eligibility requirements may apply for help, Foundation grants are generally awarded to applicants who have encountered an unexpected situation of extreme distress where circumstances are well beyond their control, such as a house fire, a sudden loss of income due to injury or sickness, or emergency travel arrangements for the family of an injured member.

Individuals who may have allowed their financial obligations to exceed their income are not the Foundation's intended focus unless some sort of personal or family tragedy is responsible for the debt. In situations where this may be the case, applicants will need to furnish evidence that unexpected circumstances rather than personal financial mismanagement have created the need for assistance.

Whenever an eligible member submits a grant application package, the Foundation's Grant Assessment Committee will review the circumstances along with any relevant financial documentation provided by the applicant. The Committee will not only give consideration to the grant application itself, but also to the applicant's potential ability to secure a loan, draw from existing personal assets such as a deferred compensation account, or even negotiate with creditors.

Foundation resources are limited, and these limitations will bear on the Committee's deliberations. Denial of an application for assistance does not mean that the Grant Assessment Committee considers it to be unworthy, only that it is beyond the scope of the Foundation's program. Grant applications that are approved by the Committee will be paid directly to the creditor(s) or merchant(s) associated with the application. Typically the Committee requires at least one week to render a decision on any given application, though in certain time-sensitive circumstances faster responses are possible.

Grant Application Procedure

The Foundation's Grant Application Form is a four-page document to be completed and submitted by the applicant. The information it contains will be held in the strictest of confidence and used only by the Grant Assessment Committee during its deliberations.

Page three of the Application Form contains a section entitled "Monthly Income and Expense Form." Applicants must complete this section in its entirety and to the greatest level of accuracy possible. Documentation is required to show a need for assistance, so copies of work estimates or billing statements should be submitted whenever available.

Finally, prior to submission, both the applicant and his/her Commanding Officer (holding the rank of Captain or above) must sign the document. Civilian members may substitute the signature of their Department supervisor in cases where they do not work for a sworn, permanent rank member of the Department holding the rank of Captain or above.

Completed applications must be faxed to 410-335-1056.

APPENDIX A

Signal 13 Foundation Confidential Application Package, Form 210, page 1

Form 11/210
"Signal 13 Foundation Confidential
Application Package"

**The
Frank J. Battaglia
Signal 13 Foundation, Inc.**

P.O. BOX 24801 • BALTIMORE, MARYLAND • 21220 - 0801

TELEPHONE: 410-335-1056 • FAX: 410-335-1056

www.signal13foundation.org

CONFIDENTIAL APPLICATION FOR ASSISTANCE

CASE NUMBER: _____

For Foundation use only.

Please type or print legibly

1. Applicant InformationFull Name: _____
Last First Middle

E.O.D.: _____ D.O.B.: _____

Rank: _____ District / Unit of Assignment: _____

Home Ph: _____ Cell Ph: _____ Work Ph: _____

Email Address: _____

Home Address: _____
*Number Street Apartment Number (if applicable)*_____
*City / Town State Zip Code*Marital Status: ☐ Married ☐ Single ☐ Separated ☐ Divorced ☐ WidowedSpouse's Name: _____
*Last First Middle*Spouse's Address: _____
*Number Street Apartment Number (if applicable)*_____
City / Town State Zip Code

Dependents (if applicable; attach additional page if necessary)

<u>Name</u>	<u>Age</u>	<u>Relationship</u>	<u>Address</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

APPENDIX A

Signal 13 Foundation Confidential Application Package, Form 210, page 2

2. Is this the first Application for Assistance that you've made to the Signal 13 Foundation?

☐ Yes ☐ No

If "No," please give the date of your last request(s) and the outcome: _____

3. Have you requested assistance from any other sources or organizations?

☐ Yes ☐ No

If "Yes," please name or describe the source(s) or organization(s) and describe the outcome: _____

4. What type of assistance are you requesting from the Signal 13 Foundation?

☐ Grant ☐ Other

If "Other," please describe: _____

5. What is the AMOUNT YOU ARE REQUESTING? \$ _____

6. List any insurance coverage that may be available (*health or dental insurance, homeowner's or renter's insurance, automobile policy, etc.*). If your insurance coverage is insufficient, or has been exhausted, include that information here:

7. Have you ever declared bankruptcy, are you now in bankruptcy, or do you plan to declare bankruptcy in the near future?

☐ Yes ☐ No

If "Yes," please provide the date(s). Include as necessary any date(s) of discharge: _____

APPENDIX A

Signal 13 Foundation Confidential Application Package, Form 210, page 3

8. Would you be willing to seek the advice of a consumer credit counseling service?

☐ Yes☐ No

9. Are you currently suspended from duty?

☐ Yes☐ No

If "Yes," is the suspension:

☐ With Pay☐ Without PayExpected date of reinstatement (*if known*): _____

10. Have you applied to the Fraternal Order of Police (FOP) Lodge 3 for assistance?

☐ Yes☐ No

If "Yes," will you grant the Signal 13 Foundation permission to consult with FOP Lodge 3?

☐ Yes _____
Initials☐ No _____
Initials

11. Please complete the chart below and include a copy of your most recent paystub, including the attached Earning Statement (which lists itemized deductions):

Monthly Income and Expense Form				
Monthly Income			Monthly Expenses	
Primary Monthly Income			Mortgage/Rent	
Secondary Job			Car Lease or Payment	
Spousal Income			Utilities	
Alimony/Child Support			Loan Payments (all)	
Social Services			Credit Card Payments	
Foster Child Income			Cable/Internet	
Other			Cell Phone	
			Alimony/Child Support	
Yearly Income			Food	
Total Yearly Income for Entire Family	\$ _____		Clothing	
(Include all sources, such as part time/secondary employment, spousal income, interest/dividends, etc.)			Garnishments	
Total Deposits in Checking/Savings Accounts	\$ _____		Tuition	
(Includes spouse's accounts)			Student Loans	
Total Yearly Obligations	\$ _____		Other	
(Include bills, expenses, and other liabilities)				

12. In the space that follows, please DESCRIBE IN DETAIL the circumstances that have caused you to seek assistance from the Signal 13 Foundation (
- attach additional sheets if necessary*
-):

Continue on Next Page

APPENDIX A

Signal 13 Foundation Confidential Application Package, Form 210, page 4

Continue your information for Item 12 below.

[illegible]

13. APPLICATION DISCLAIMER: Completion and submission of this Application for Assistance in no way guarantees that the Frank J. Battaglia Signal 13 Foundation has agreed to provide financial assistance to the Applicant, or that any financial assistance will be granted. The Applicant acknowledges that the information contained in this application, while confidential, may be shared with members of the Foundation's Grant Assessment Committee during its deliberations as to whether financial assistance will be offered. The granting of any assistance is ultimately within the sole discretion of the Signal 13 Foundation.

I certify that the information on this form is complete and true to the best of my knowledge. This information is provided for the confidential and exclusive use of the Frank J. Battaglia Signal 13 Foundation, Inc.

Applicant's Signature: _____ Printed Name: _____

Date: _____

14. Commanding Officer's Comments: _____

Commanding Officer's Rank and Printed Name: _____

Commanding Officer's Signature: _____ Date: _____

Commanding Officer's Telephone Number: _____