



PERSONNEL		311.00		
 PUNTA GORDA POLICE OFFICER ENDOWMENT FUND 				
ISSUED: 09-04-2019	EFFECTIVE: 10-01-2019	REVISED: 10-01-2024	REVIEWED: 07-25-2024	PAGES: 5

CONTENTS

This procedure consists of the following numbered sections:

- I. GENERAL PROCEDURES
- II. LAW ENFORCEMENT TRAINING CENTER OR POLICE ACADEMY
- III. CERTIFICATION OR SPECIALTY TRAINING COURSE
- IV. COLLEGE OR UNIVERSITY ACADEMIC EDUCATION
- V. APPLICATION PROCESS

PURPOSE

The purpose of this directive is to provide guidance to the full time sworn members of the Punta Gorda Police Department regarding the Punta Gorda Police Officer Endowment Fund.

SCOPE

This procedure shall apply to all full time sworn Punta Gorda Police Department personnel.

DISCUSSION

The Punta Gorda Police Department Officer Endowment Fund provides funds to assist current Punta Gorda Police Department officers in obtaining education or training in subjects and fields that are directly related to their job, increase effectiveness in their work and prepare them for career advancement with the department. The fund may also be used to assist recruits seeking Equivalency of Training (EOT) certification, to offer student loan repayment assistance for recruiting and retention purposes and to provide scholarships to qualified individuals preparing for a career as an officer with the Punta Gorda Police Department.

The Designated Fund Agreement is between George and Mary Chapoutot Trust and Charlotte Community Foundation, Inc. This fund was established with a gift from George L. Chapoutot who retired in 1978 as Deputy Chief of Police after nearly 30 years of distinguished service with the metropolitan Police Department of Washington, D.C.

Charlotte Community Foundation may also receive additional contributions of cash and/or marketable securities from the donor(s) or other individuals or businesses as well as distributions of cash and/or marketable securities from trusts, wills, private foundations or donor advised funds to either initially fund or add to this fund. Funding cycles operate between October 1st and September 30th each year.

PROCEDURE

I. GENERAL PROCEDURES

- A. Full time sworn law enforcement officers of the Punta Gorda Police Department are eligible to participate in this program.
- B. Qualified individuals preparing for a career as an officer with the Punta Gorda Police Department means individuals who meet the minimum qualifications for hiring by the Punta Gorda Police Department and who upon completion of their education and training should be able to meet the requirements for officer certification in the State of Florida. Age requirements shall be met by the time the education and training is to be completed. Further, the individual must have expressed a desire to work for the Punta Gorda Police Department and must be someone that the Punta Gorda Police Department has expressed an interest in hiring.
- C. Education and training may include (but is not limited to) tuition, fees, materials and equipment required to attend a law enforcement training center or police academy, a certification or specialty training course or a college or university in a field of study leading to a career in law enforcement such as criminal justice, public safety administration, forensics and legal studies.
- D. At the beginning of each fiscal year, an annual distributable amount will be provided to the Punta Gorda Police Department by the Charlotte Community Foundation. The Punta Gorda Police Department will determine and monitor its progress for officers to apply and receive funding in accordance with the grant purpose outlined in the discussion section of this policy,

II. LAW ENFORCEMENT TRAINING CENTER OR POLICE ACADEMY

- A. An Officer may apply to the Punta Gorda Police Officer Endowment fund for full or partial expense reimbursement associated with tuition, fees, materials and equipment related to the academy.

- B. An Officer seeking reimbursement must have graduated from a full law enforcement academy, an Equivalency of Training (EOT) law enforcement academy, or a Corrections to Law Enforcement Crossover academy making them eligible for certification as a law enforcement officer as defined by [Florida State Statute 943.10](#). The Officer must have successfully passed the Florida Law Enforcement Officer state examination.
- C. The Officer must be selected for full time employment as a law enforcement officer with the Punta Gorda Police Department within 12 months of graduating from the academy.
- D. Reimbursement available through another funding source shall take precedent over the Punta Gorda Police Officer Endowment fund. The City of Punta Gorda Education Incentive Program (PRR 27.08) does not qualify for reimbursement for this expense.
- E. Officers are not eligible to apply for the Police Officer Endowment fund until they have successfully completed their probationary period.

III. CERTIFICATION OR SPECIALTY TRAINING COURSE

- A. An Officer may apply to the Punta Gorda Police Officer Endowment fund for full or partial expense reimbursement associated with tuition, fees, materials and equipment related to a certification or Specialty Training Course.
- B. An Officer seeking reimbursement must have completed the certification or Specialty Training Course within the last 3 months.
- C. Reimbursement available through another funding source shall take precedent over the Punta Gorda Police Officer Endowment fund.

IV. COLLEGE OR UNIVERSITY ACADEMIC EDUCATION

- A. An Officer may apply to the Punta Gorda Police Officer Endowment fund for full or partial expense reimbursement associated with tuition, fees, materials and equipment related to College or University Academic Education.
- B. The College or University must be accredited by a recognized regionally or nationally accrediting body such as the Southern Association of Colleges and Schools Commission on Colleges.
- C. An Officer seeking reimbursement must have completed their coursework with a grade of “C”, or its equivalent, or better, or a “pass” when the course is a “pass/fail” course.
- D. Officer must submit the application for reimbursement within two (2) weeks after the class is completed or as soon as grades are made available.

- E. Reimbursement available through another funding source, such as the City of Punta Gorda Education Incentive Program (PRR 27.08), shall take precedent over the Punta Gorda Police Officer Endowment fund. However, in some circumstances both funding sources may be applicable. For example, if the City of Punta Gorda Education Incentive program only reimburses 50% for the class you took you may submit a request through the Punta Gorda Police Officer Endowment fund for reimbursement of the other 50%.
- F. Please note that the City Of Punta Gorda Education Incentive Program (PRR 27.08) has different application and procedural requirements than the endowment fund.

V. APPLICATION PROCESS

- A. Interested applicants shall complete a Punta Gorda Police Department Endowment Fund Application which shall be submitted to the Support Services Division Commander for processing. Receipts validating costs and payments along with any other necessary supporting documentation such as grades shall be submitted with the application.
- B. Application shall include a certification that:
 - 1. The officer meets the minimum qualifications for hiring by the Punta Gorda Police Department.
 - 2. Is certified by the State of Florida as a Law Enforcement Officer.
 - 3. Meets all necessary age requirements to perform the job of a law enforcement officer.
 - 4. Expenses would not be covered by any other employee benefit program or the current Punta Gorda Police Department operating budget.
- C. The Punta Gorda Police Department Endowment fund application shall be signed by the requesting officer and submitted to the Support Services Division Commander and the Chief of Police for approval.
- D. Based upon available funding for the fiscal year or the current number of applications the funding may be declined, partial funding may be provided, or full funding will be provided.
- E. The Charlotte County Community Foundation shall transfer funding to the city of Punta Gorda at the beginning of each fiscal year. The City of Punta Gorda will provide appropriate disbursement to eligible employees in their next paycheck after all qualifications are met and receipts are provided to the department.
- F. At the end of each fiscal year, the Punta Gorda Police Department will issue a simple annual statement of how the fund has been used to the Charlotte Community Foundation.

APPROVED

A handwritten signature in black ink that reads "Pamela R. Smith". The signature is written in a cursive style with a large initial "P" and "S".

PAMELA R. SMITH, CHIEF OF POLICE

STAFF REVIEW DATES: 07-13-2021, 08-12-2022, 07-25-2024

REVISION DATES: 07-13-2021, 08-12-2022, 07-25-2024, 10-01-2024