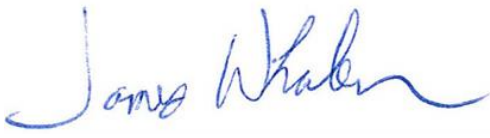


Department of Public Safety
Police Division
Policies and Procedures

<u>Title</u> The UCPD Benevolent Fund	<u>SOP Number</u> 12.4.100
Approval Signature 	
James L Whalen	
Reviewed/Revised by	Pages 4
Last Revision Date April 21, 2021	Effective Date April 21, 2021

The UCPD Benevolent Fund

- I. **Purpose:** The University of Cincinnati Police Division (UCPD) is committed to establishing a positive relationship among its officers and the communities it serves. The UCPD Benevolent Fund was initiated by a group of line employees to enhance public safety team building and community relations. The purpose of this policy is to establish guidelines for managing contributions to and distributions from the UCPD Benevolent Fund and how the fund will be used to support community engagement initiatives.
- II. **Policy:** It is the policy of this agency to maintain and manage a benevolent fund in order to support Public Safety, Community Services, and other local special events.

III. Information:

The UCPD Benevolent Fund, hereafter referred to as “The Fund” or “Fund” for purposes of this policy, will be used to enhance public safety and community relations. Examples of what The Fund can be used for include, but are not limited to:

- Annual holiday Shop-With-A-Cop event for underprivileged children in the community
- Supporting community events for urban youth from area schools
- Supplementing public safety recognition/memorial events
- Team building activities within UC Public Safety
- Providing meals for UC Public Safety on holidays/special occasions
- Supplementing local youth programs
- Supporting events that provide and support public safety efforts (i.e., K-9 units, etc.)
- Supplementing local scholarships
- Supplementing department initiatives such as training and equipment over and above department funding

IV. Definitions:

UC Foundation – Where The UCPD Benevolent Fund is held.

Managing Board – Members of UC Public Safety who have the authority to approve or deny Fund donation recommendations. Also referred to as “The Board” or “Board” for purposes of this policy.

Account Administrator – the individual who administers all account transactions and maintains Fund records.

Explicit Veto – Denying a donation request without requiring a 2/3 vote from the Managing Board. The Director of Public Safety is the only member of the Managing Board who has the authority to execute an Explicit Veto. This veto authority only applies to an approved donation request that in the Director’s judgment would adversely impact the University of Cincinnati Department of Public Safety operations.

The UCPD Benevolent Fund

V. Procedure:

A. Contributions to the Fund

1. Contributions to The Fund are voluntary and can be made by members of UC Public Safety as well as any member of the community.
2. Contributions to The UCPD Benevolent Fund can be made at <https://giveto.uc.edu/>.
3. The Managing Board has the authority to refuse or return a contribution from a source whose mission, vision and core principles do not align with The University of Cincinnati Department of Public Safety and The UC Benevolent Fund.

B. Donations from the Fund

1. Any member of Public Safety can request a donation from the Fund. Donation requests must be submitted to one of the Managing Board members via a Form 5.
2. The donation request must include the following information:
 - a. Name of the individual requesting the donation
 - b. Name of the organization to which the donation will be made
 - c. Purpose of the donation
 - d. Dollar amount requested
 - e. Date the donation is needed
3. The purpose of the donation must be approved by the Account Administrator before the board can vote.
4. Once approved by the account administrator, Fund donations must be approved by at least 2/3 of Managing Board Members.
5. An Explicit Veto can override the 2/3 approval requirement. The veto decision must be accompanied by an explanation of how the approval would adversely impact the University of Cincinnati Department of Public Safety operations.
6. Board members will maintain a record of the following information for all Fund donation requests:
 - a. Name of the individual requesting the donation.
 - b. Organization receiving the donation.
 - c. Donation date
 - d. Donation amount
 - e. Reason the donation was denied if applicable.

C. Managing Board Members

1. Participation as a Managing Board Member is voluntary.
2. Membership is limited to three members of Public Safety consisting of:
 - a. The Director of Public Safety who serves as a permanent member
 - b. One Police Officer, preferably from Community Engagement, who serves for a period of 5 years
 - c. One additional member of Public Safety who serves for a period of 3 years
3. Board members will meet as needed to discuss Fund initiatives as they occur

The UCPD Benevolent Fund

4. Board members have the authority to select new board members when a vacancy occurs. Qualified candidates will consist of members of Public Safety who have previously expressed care or concern for UC and the surrounding community.
5. Board members who wish to resign from The Board may do so at any time by submitting a Form 5 to remaining Board members announcing the date of their resignation.
6. Board members may be removed from The Board at any time at the discretion of the Director of Public Safety.