

Pasco Sheriff's Office

General Order

Title: Member Assistance Program

General Order:

Effective:

Supersedes:

Accreditation Standards:

Pages:

Contents: This order consists of the following numbered sections:

- I. Funds
- II. Use Of Funds
- III. Requests
- IV. Approval
- V. Disqualifiers
- VI. Member Assistance Committee
- V. Approval
- VI. Disqualifiers
- VII. Program Awareness
- VIII. Special Exemptions

Purpose: To define the program and establish guidelines for members.

Scope: This order applies to all members, civilian and sworn, except where otherwise noted.

Discussion: Members in good standing with the Pasco Sheriff's Office may apply for limited financial assistance through the program, which is governed by the Pasco Sheriff's Charities Board.

Procedure:

- I. **FUNDS:** Members may elect to contribute to the Member Assistance Program via payroll deductions on a bi-weekly basis by completing a Payroll Deduction Form (PSO #10149) and submitting it to Finance. Donations begin at a minimum of \$.50 with no maximum limit. The funds will accrue on the Pasco Sheriff's Charities balance sheet. A member may discontinue participation at any time by providing written notice to Human Resources and Finance. Additional donations may be made by agency members, and citizens and/or organizations by accessing the Pasco Charities website.
- II. **Use of Funds:** This program is intended to provide financial assistance to individual members who are in temporary need of funding due to, but not limited to, medical bills related to their own or an immediate family member's serious injury or illness, military deployment of the member or an immediate family member, or the death of a member or their immediate family member.
- III. **Requests:** A Member Assistance Program form should be completed by the member or Supervisor and submitted to the Secretary of the Pasco Sheriff's Office Charities.
- IV. **Member Assistance Committee:** The Member Assistance Committee is comprised of current voting board members of the Pasco Sheriff's Charities. The board responsibilities are as follows:
 - A. Establishing written guidelines.
 - B. Review of applications for consideration in aiding our members.
 - C. Once the form is submitted, it will be brought before the Pasco Charities Board for consideration. If it is an urgent request, the board shall have (24) twenty - four hours for consideration. Non urgent requests will be given a (72) seventy - two hour window for approval.
 - D. Determine maximum financial assistance award amount for members. This excludes donations specifically earmarked for that member made by agency members or citizens/outside organizations..
 - E. Delivery of financial assistance award..
 - F. Responsible for tracking financial assistance awards and account balances.
 - G. Funds reporting and program status will be done at each quarterly Pasco Sheriff's Charities meeting.

- V. **Approval:** If the request is approved, the member or member's supervisor will be notified by the Pasco Sheriff's Charities of the award amount..
- VI. **Disqualifiers:** Requests for assistance under this program due to in adequate budgeting of personal expenses, personal debt consolidation, bankruptcy, or criminal acts will not be considered. Additionally, members under Professional Standards investigations are disqualified from receiving an award under this program, except for donations specifically earmarked for an individual.
- VII. **Program Awareness:** The committee will work with the Public Information Officers to establish guidelines for the promotion of the program as well as sharing specific financial assistance request details, with the member's approval. Confidential medical information shall not be released.
- VIII. **Special Exemptions:** The committee holds the right to make special consideration for each individual case, as they deem necessary.