



Ripon Police Department Written Directive System



Department Order: #17-01

Effective Date: July 6, 2017

Index as: Voucher Program

Internal Review: Annual

VOUCHER PROGRAM DIRECTIVE

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I. PURPOSE AND SCOPE:

The primary goal of the voucher program is to assist those in need of temporary assistance. Vouchers should be used to facilitate ongoing travel to a final destination or to mitigate an emergency situation. Generally speaking, those truly in temporary need should not be in a position to use the voucher program more than once. Watch commander approval will be needed for any persons requesting a voucher beyond one instance.

II. PROCEDURE

In the event the debit card is used for a motel stay, staff will create a separate incident as "voucher." We will be using either La Quinta or the Blu-Lite Motel, depending on availability. Stays of more than one night will require watch commander approval.

When the debit card is used to purchase transportation, staff must ensure there is a receiving party in the destination city that is able to provide ongoing assistance (if needed) or acceptance of reunification with the voucher recipient. More than one request for transportation funds must be approved by a watch commander.

Food and gas cards are intended to provide temporary assistance. A second request for

either will require watch commander approval. All gas and food cards must indicate “No tobacco, alcohol or lottery” on each card.

The gas and food cards and the debit card will be stored in the cash drawer in dispatch. The staff member providing the voucher(s) will complete the associated log for each voucher distributed.

An incident will be generated for each voucher request, whether approved or denied.

Please document the relevant information to support the outcome.

III. PROPOSER

Administration Unit.

VI. CANCELLATION

Cancellation of an issued directive will be made by the Chief of Police.

By the order of:

Signature of Agency Authority/Title