JOPLIN POLICE DEPARTMENT	1-05 STANDARD OPERATING GUIDELINE
SUBJECT: Grants	**REVIEW DATE: Annually - January**
EFFECTIVE DATE: February 14, 2017	**ACTION DATE:**
AMENDS/SUPERSEDES: 1-05 December 3, 2007	**AMEND DATE: February 14, 2017**
ACCREDITATION INDEX:	**APPROVED:** Richard A. Pearson **Chief of Police**

I. POLICY

The City of Joplin encourages the utilization of funding sources from various Federal, State, and Local agencies in order to provide financial assistance towards the provision of services and the completion of capital improvement projects.

II. PURPOSE

To establish guidelines for the application, acceptance, reimbursement and reporting of Police Department grants.

III. PROCEDURES

A. Applications

1. Grant applications are completed by the department and a project director or coordinator named by the Chief of Police.

2. The grant application will then be forwarded to the Bureau Commander for review and approval prior to being submitted to the Finance Department.

3. Completed applications are then forwarded to the Finance Department for review of financial information and verification of the availability of matching funding sources.

4. The Finance Department will initial the grant application and forward it to the City Manager for final approval.

B. Acceptance

1. Upon notification from the grantor agency that funding has been awarded by the applicable agency, the initiating department will prepare an ordinance for City Council approval.

2. The ordinance shall contain the following:

   a. Name of the agency providing the grant funds;

   b. Name of the City department requesting funds;

   c. Total cost to complete the project or provide the service;

   d. Total amount of funding provided through grant proceeds;

e. Total amount of City funding required and its source;

f. Expected starting and completion dates of project or service;

g. Amendment to the approved City budget for anticipated grant proceeds and total project costs.

3. Final approval is obtained from the City Council through the ordinance before the project or services are bid or work commenced.

C. Request for Reimbursements

1. Financial reports will be prepared 20 days after month end or quarter end, based on the specific grant requirements, by the Finance Department to ensure that all information provided to the grantor agency is in agreement with the City's accounting records.

a. Milestone Progress Reports will be completed by the department grant coordinator within the same time period as required by each specific grant. A copy of each milestone progress report will be provided to the Finance Department.

2. Agencies will be instructed to make all checks payable to "THE CITY OF JOPLIN" and remitted directly to the attention of the Finance Department. Remittances should reference the project or program for which they apply.

3. Checks received will be matched with copies of correspondence and/or requests for reimbursements on file and then deposited against the appropriate general ledger code in the City's bank account.

D. Financial Reporting and Accounting

1. All grant expenditures must be recorded in a properly segregated account code and project number to ensure that financial records are accurately maintained.

a. Prior to the expenditure of grant funds, the Finance Department will establish a unique set of account numbers and project numbers to properly segregate the expenditure and receipt of monies related to the grant.

2. The Finance Department will complete all financial reports required by each grant.

3. The Police Department Grant Coordinator will complete all portions of grant reports requiring data not related to grant financial information.

4. All completed grant reports and applications will be forwarded to the City Manager for final approval prior to submission to the agency.

5. All grant information will be retained by the Finance Department and the receiving department for five years after the completion of the grant.

6. Any fixed assets purchased with grant proceeds shall be properly identified in the fixed asset computer system. The disposal of any of these assets will follow the requirements of each specific grant.

IV. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules, or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies shall comply with this policy.

V. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in any evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only inform the basis of a complaint by this department, and then only in a non-judicial administrative setting.