

5.06
CRAIG POLICE DEPARTMENT
Office of Chief of Police
General Order

Date Issued: November 1, 1997
Subject: Needy Assistance Program
To: All Employees

Revision Date: September 30, 2008
Reference: None

I. POLICY:

United Way grants and individual donations generally fund the Needy Assistance Fund. The Craig Police Department operates this program and has the authority to either refuse or agree to assist person(s) in need. The purpose of the program is to provide non-local (indigents and transients) people in desperate need with food, shelter, gasoline and other services in the Craig area. The Department also has the authority to deal with the flexibility of the guidelines set forth. In all cases, use common sense in determining what assistance will be given. Remember, our funds are very limited and we must make the best use possible out of what we have. Please be reasonable with requests and help people get on their way in the most economical way possible.

II. PROCEDURE

A. Officer Responsibilities:

1. This program CCIC/NCIC checks on all persons and vehicles involved. Prior to granting a Needy Assistance Request, a check of the person in the in-house computer system, and the NAP folder located in the evidence prep room, for prior assistance should be made. A person may only receive assistance once in any 12 month period. Based on the officer's judgment, if it appears that they are "using the system" give them the very minimum assistance to send them on their way and advise them that they will not receive further assistance from this program. If there are any questions whether or not the person qualifies for NAP call a supervisor and note the supervisor's name on the voucher.
2. No cash will be dispersed. All funds will be dispersed on a voucher system only. The Craig Police Department NAP Coordinator will be responsible for the bank account and will issue checks for payment to the local merchants after the merchant has submitted their bill to the program.
3. Other than the exception listed in section D. below, assistance is available for transients only.

B. Gasoline Requests:

1. Check the gas gauge to determine amount of gas in vehicle.
2. Check age and general condition of vehicle. Vehicles less than three years old generally are not eligible for funds unless there are extenuating circumstances.

3. Number of vehicles involved - If more than one vehicle, second and subsequent vehicles are not eligible for funds.

4. Maximum gasoline allowance is \$30.00.

C. Food Requests:

1. Maximum food allowance is \$20.00 per person, with \$40.00 maximum per group at Safeway.

2. Food items only!! Vouchers are not valid for alcoholic beverages, cosmetics, or tobacco products.

D. Housing Requests:

1. Weather - Below freezing constitutes eligibility.

2. Health – If sleeping in vehicle may constitute a health hazard to anyone (young children, elderly, sick, etc.).

3. Domestic Violence – if one of the parties involved in a domestic violence incident needs to leave the premises for the night, and has no other place to stay, a room may be provided for that person for the night. This exception is for the safety of each party.

4. Call housing location to verify availability and cost.

E. Other

Other types of assistance (medical, clothing, etc.) are available through other agencies in Craig; Interfaith Food Bank, Community Budget Center, Love Inc., Hospital, etc. The Visiting Nurses Association has means to provide medicines and can be contacted at 824-8233. If you receive requests from local people for housing assistance, food, etc, refer those requests to the Love Inc. at 826-4400.

Approved By:



**Walter K. Vanatta
Chief of Police**