Community Engagement Program Guidelines

Purpose

The Community Engagement Program is established to improve the relationship between the members of the Grapevine Police Department and the citizens of this community.

The program provides resources for Officers to use when, in the course of their day, they encounter a citizen who has a need that can be met with minimal funds. Officers routinely encounter children with worn out shoes, old or homemade sports equipment, torn clothes, or old and barely functional backpacks. Officers are now able to help these children by purchasing the needed items for them.

Guidelines

When an officer encounters a person with a need that can be met under the parameters of the Community Engagement Program, that officer shall contact their Sergeant.

The officer will explain the details of the persons needs and provide an estimate of the expense for the needed items.

If the Sergeant agrees with the officer, the Sergeant will meet the officer and the citizen at an area store to make the purchase.

The Sergeant will make the purchase using their city issued credit card.

The officer will provide the items to the citizen and document the identity of the citizen, the items purchased, the reason for the purchase and the date/time of the purchase. This documentation will be provided to the approving Sergeant.

The Sergeant shall attach the receipt to the officer's documentation and process the transaction as required in the purchasing guidelines. The transaction shall be coded to the Community Engagement Program account.

All documentation shall be forwarded to the Office of the Chief of Police for final review and approval.

The types of items that may be purchased include:

Shoes	Clothing
Backpacks	School Supplies
Helmets	Entertainment/Cultural Events
Sports equipment	Books
Food & non-alcoholic drinks	Fuel
Lodging	

Each purchase is limited to a maximum of $100.00. The funds will not be used for operating expenses or salaries related to the Community Engagement Program.