



## OPERATING PROCEDURES HEARTS OF GOLD POLICE FAMILY OUTREACH FOUNDATION

### ARTICLE I – MISSION STATEMENT

**Section 1:** The mission of the Hearts of Gold Police Family Outreach Foundation is to provide financial relief and support to qualified participants and their families in times of need and/or distress, as well as to offer philanthropic outreach to the Tucson Police Department community and the greater law enforcement community of Southern Arizona.

### ARTICLE II – COMMITTEES

**Section 1:** In addition to the Nominating Committee - outlined in the bylaws, it is the intent for the following to be standing committees of the Foundation. At the direction of the Chair, some committees may become inactive due to low Board Membership, however, they are to become active as soon as Board Membership allows. Each committee shall be chaired by a voting Board Member. With the exception of the Executive Committee, committee members may include current Department members or community members who are not current voting Board Members.

**Section 2: Executive Committee.** The Executive Committee will consist of the Officers of the Board. The Executive Committee is the ultimate decision-making authority of the Organization. All other committees shall provide recommendations to the Executive Committee for final approval. The Executive Committee is also responsible for coordinating with the Executive Director to receive applications for assistance from qualified participants in need. The Executive Committee will review all applications for assistance and determine if the request qualifies for assistance. The Board Chair may include additional Board members for the purposes of reviewing assistance requests.

**Section 3: Development Committee.** The Development Committee shall be responsible for the overall development of the Foundation. They shall coordinate with the Executive Director to seek and evaluate all proposals for fundraising activities and report such opportunities to the Board. The committee shall coordinate all qualified participant drives and make presentations to employees and employee groups. This committee will work with the Treasurer and Executive Director on all qualified participant status changes. At the Board's direction, this committee would be responsible for evaluating and recommending a process for qualified participation of retirees. Although not required, it is recommended that this committee include a current sworn and professional staff qualified participant.

**Section 4: Scholarship Committee.** This committee is responsible for coordinating and facilitating the scholarship program for qualified participants. This includes advertising and answering questions from qualified participants regarding the Scholarship Program. This committee has been inactive recently, however, it was a primary goal and intent of the original program.



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**ARTICLE III – Financial Assistance**

**Section 1:** The Board is solely responsible for the approval of all requests for financial assistance from qualified participants. The Executive Director shall, within 72 hours from receipt of an application for assistance, confirm that the applicant is a qualified participant and:

- a) Applicant is applying for themselves or an immediate dependent family member.
- b) That the need for assistance has evolved from an incident arising due to death, disability, illness, injury or some other catastrophic circumstance not related to employment status or vagaries of the economy; including assistance for non-traditional therapies, and that the circumstance which caused the need occurred while they were employed as a member of the Tucson Police Department.
- c) That the need for assistance is specifically for the qualified participant or their dependent family member; or that the need is related to the death of another immediate family member. On a case by case basis, if recommended by the Assistance Committee, situations regarding a qualified participant's family that are outside the stated parameters may be considered at the discretion of the Board of Directors.
- d) That the catastrophic circumstance has caused or will cause a financial hardship for the qualified participant and the application for assistance details the hardship.
- e) That the applicant has complied with all requirements for past disbursements if applicable.

**Section 2: Distribution Amounts.** Maximum distribution amounts are applied to qualified participants, not individual requests. For example, a qualified participant who receives 5 assistance grants in one year for 5 different family members at \$5,000 each would reach the annual maximum even if only one of those requests was for the participant.

- a) The following are the current maximum distribution amounts for qualified participants and their family members who are current employees:
  - i. Short-Term: \$10,000
  - ii. Annual: \$25,000
  - iii. Lifetime: \$50,000



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- b) The following are the current maximum amounts for distribution of funds for retirees and their family members:
  - i. Short-Term: \$2,500
  - ii. Annual: \$10,000
  - iii. Lifetime: \$25,000

**Section 3: Disbursement of Funds**

All disbursement amounts must be approved by a quorum of the Board. The Board may authorize payments directly to providers if this facilitates assistance to the qualified participants. If checks are issued to a qualified participant, all certificates, medical receipts, invoices, or other proof associated with the expenditure of disbursed funds will be returned by the receiving qualified participant within 45 days of the disbursement of funds, upon request of the Executive Committee. Should a qualified participant fail to provide the requested documentation, they may be required to return the funds. At the discretion of the Board, the qualified participant may also be restricted from future assistance for a specified period of time and/or be removed from the program entirely.

The Executive Director shall have the authority to issue checks up to \$10,000. For checks over \$10,000 the Treasurer shall be the primary signer, however, the Chair or Vice-Chair may sign in the Treasurer's absence. Two signatures shall be required for checks over \$25,000.

**Section 4: Automatic Disbursement Upon Death.** Upon a death, the Board will determine which of the following categories apply and will issue one disbursement as appropriate.

**a) Qualified Participant Death Not in the Line of Duty**

1. In the event of the death of a qualified participant not in the line of duty, the Foundation shall issue an automatic, one-time disbursement in the amount of \$2,500 to the emergency contact or known next of kin of the deceased qualified participant. This disbursement is separate from any other application(s) that may be submitted or in process on behalf of the qualified participant.
2. Any and all assistance applications relating to the death of a qualified participant must be submitted in writing within six (6) months of the qualified participant's death.



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**b) Current Tucson Police Department Member Death Not in the Line of Duty**

1. In the event of a death not in the line of duty of a current member of the Tucson Police Department who is **not** a qualified participant of Hearts of Gold, the Foundation shall issue an automatic, one-time disbursement in the amount of \$500 to the emergency contact or known next of kin of the deceased Tucson Police Department member.

**c) Tucson Police Department Member Line of Duty Death**

1. In the event of a line of duty death of a current member of the Tucson Police Department, the Foundation shall issue an automatic, one-time disbursement in the amount of \$5,000 to the emergency contact or known next of kin of the deceased Tucson Police Department member.
2. Any and all assistance applications relating to the death of a qualified participant must be submitted in writing within six (6) months of the qualified participant's death.

**d) Line of Duty Death of Other Agency Law Enforcement Officer**

1. In the event of a line of duty death of a law enforcement officer of an agency other than the Tucson Police Department, the Board may issue a one-time disbursement of \$500 at their discretion.

**Section 5: Definitions**

The following definitions shall control matters relating to financial assistance:

**a) Qualified Participant:**

1. Any current Tucson Police Department employee who has been contributing to the Foundation for a minimum of ninety (90) days and is in current contributing status.
2. Any past Tucson Police Department employee whose employment was transferred to another City Department through no fault of their own as a result of City Departmental restructuring, who has been contributing to the Foundation for a minimum of ninety (90) days and is in current contributing status. That individual may remain a qualified participant as long as they continue making contributions.



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3. In the event of a layoff, a qualified participant who has been contributing for the previous twelve (12) consecutive months before separation shall remain eligible for Hearts of Gold benefits for a period of three (3) months after the date of separation.
4. Any retired member of the Tucson Police Department (PSPRS eligible or medical) who was a contributing participant at the time of their retirement and who had been in current contributing status at least ninety (90) days immediately prior to their retirement effective date. Retirees shall remain eligible qualified participants for a period of five (5) years after retirement or until age 65 whichever comes first.
  - b) **Tucson Police Department Member:** Any current full-time or part-time, Sworn, or Professional Staff employee of the Tucson Police Department. This includes Sworn Reserve Police Officers but does not include Volunteer members of the Department. The Board may, at their discretion, make an exception to this definition for the purpose of including volunteer members depending on circumstances.
  - c) **Current Contributing Status:** Contributing to the fund through payroll deduction (current employees) or automatic payment (retirees) for at least 90 days, or has paid for one full year of membership (minimum \$130) and at least 90 days has elapsed since payment was made and participant application was approved.
    1. Qualified participants who are not contributing due to being on Leave without pay status as a result of Family Medical Leave or Military Leave will still be considered to be in current contributing status.
  - d) **Immediate Dependent Family Member:** Spouse, brother, sister, mother, father, child, step-child, adopted child, mother-in-law, father-in-law, grandparent, grandparent-in-law, or other family member of the qualified participant living in the same home as the qualified participant or for whom the qualified participant is financially responsible.
  - e) **Catastrophic:** Death, severe accidents, and severe illness requiring prolonged hospitalization or recovery; usually involves high costs for hospitals, doctors and medicines or a natural or man-made disaster that is unusually severe.
  - f) **Disabled:** The incapacitation of a contributing sworn or professional staff member of the Department. They are unable to perform the duties for which they have been educated or trained, and their ability to so perform shall be determined exclusively by the Board from factual, competent medical evidence presented by the Executive Committee. Disabled shall also mean the psychological or physiological incapacitation of a qualified participant's immediate dependent family member as



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defined above.

- g) **Killed or Disabled in the Line of Duty:** Death or incapacitation of a qualified participant occurring as a direct result of injuries sustained while in the performance of an activity directly related to fulfilling the primary mission of the Tucson Police Department.
- h) **Death or Disability Not in the Line of Duty:** Death or incapacitation of a qualified participant as a result of a catastrophic event occurring at times other than when the qualified participant is on duty with the Tucson Police Department or engaged in activity directly related to fulfilling the primary mission of the Tucson Police Department.
- i) **Termination of Participation:** Any qualified participant of Hearts of Gold Police Family Outreach Foundation may voluntarily withdraw from the Foundation by written notice to the Executive Director, or the Chair of the Development Committee who will coordinate with the Treasurer to stop automatic payments. Any qualified participant of the Hearts of Gold Foundation may be removed for cause based on any act of misrepresentation or any other cause shown to be detrimental to the Foundation. Qualified participants who discontinue their contributions will be removed from participation in the Foundation. Any funds collected prior to the above are not refundable to the qualified participant.

### **Section 6: Application**

The applicant agrees to complete an Application for Assistance form. The Executive Director and/or Executive Committee may request documentation that supports the Application for Assistance; failure to provide the requested documents within the specified period of time may result in the application being denied. Strict confidentiality will be adhered to. The applicant will not provide false or fraudulent claims or misleading information. Doing so may result in civil or criminal penalties, to include removal from membership in the Foundation, at the discretion of the Board.

### **Section 7: Reports**

The Executive Director shall present all Applications for Assistance to the Executive Committee once per month at the regularly scheduled Board meeting or at a meeting specifically called by the Executive Chair for this purpose. The Board shall decide, by a majority vote of its members in attendance, to approve or deny the application. All applications discussed at any meetings of the Board of Directors are confidential and shall not be discussed or disclosed outside the purview of the Hearts of Gold Foundation.

### **Section 8: Notifications**



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The Executive Director shall notify the applicant in writing of the Board's decision on the applicant's request for financial assistance.

- a) In the case of approval, the written notification shall include a check for the approved distribution and any requirements for documentation.
- b) In the case of denial, this notification shall include the reason(s) the request was denied.

**Section 9: Emergent Situations**

In urgent situations, or in cases where assistance provided in a timely manner will result in cost-effectiveness, the Executive Director, with the approval of the Executive Chair or any other officer in the absence of the Chair, is authorized to expend funds up to \$2,500 per assistance request, not to exceed a total of \$5,000 prior to the next regular Board meeting. An application will be completed as soon as possible for the qualified participant, with follow up verification by the Executive Committee. The expenditure will be reported to the Board at the next regular Board meeting.

**ARTICLE IV – Operating Budget**

The Executive Committee will allocate 30% of the annual contributions to the Foundation and any interest, dividends and investment income earned from all Hearts of Gold accounts, to an operating budget. The operating budget will be used for administrative costs associated with operating the Foundation.

**ARTICLE V – Records**

All Financial records and other files pertaining to the operation of the Foundation shall be maintained in hard copy format or electronically for a minimum of seven (7) years. After seven years they will be maintained for a period time to be determined by the Board.





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**ARTICLE VI – Amendments and Annual Review**

**Section 1:** Proposed amendments and revisions to these Operating Procedures shall be submitted in writing and read at two (2) consecutive regular meetings of the Board of Directors. Final action shall be taken on the second reading. Upon adoption by a majority of the Board of Directors present at the second reading, provided such meeting shall have in attendance a quorum as provided by the Operating Procedures, the proposed amendment or revision shall become effective.

**Section 2:** Operating Procedures will be reviewed formally once per year by the Executive Committee to determine if any updates are necessary.

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|-------------------|----------------|--|----------|
| <b>Chair</b>      | Tom Vetrano    |  |          |
| <b>Vice-Chair</b> | Kate Calhoun   |  | 11/12/19 |
| <b>Secretary</b>  | Rachel Cramton |  | 11/12/19 |
| <b>Treasurer</b>  | Joel Johnson   |  | 11/12/19 |
| <b>Director</b>   | Amy Devins     |  | 11 12 9  |
| <b>Director</b>   | Natasha Herzig |  | 11 12 9  |

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| <b>Issue Date:</b> | July 9, 2019      | Initial Adoption of Operating Procedures   |
| <b>Revision:</b>   | November 12, 2019 | Revision:<br><br>Added Article III, Section 4<br>Added Article III, Section 5, Subsection a2, a4, and a5<br>Removed “communicate with 100 Club” from Article II Section 4<br>Added “and any interest earned from all Hearts of Gold accounts” to Article IV  |
| <b>Revision:</b>   | November 10, 2020 | Revision:<br><br><ul style="list-style-type: none"> <li>• All references to “Assistance Committee” were removed and replaced with “Executive Committee”</li> <li>• Article II, Section 2, added language allowing the Board Chair to add directors to review assistance requests</li> <li>• Article III, Section 2, added clarification that distribution</li> </ul> |





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|           |              |   |
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|           |              | <p>maximums apply to participants, not individual requests</p> <ul style="list-style-type: none"> <li>• Article III Section 4, outlined disbursement amounts for line of duty deaths, participant deaths, non-participant TPD member deaths, and other Arizona agency line of duty deaths</li> <li>• Article III, Section 5, The following Definitions were removed: “Sworn” “Professional Staff” “Unusual Medical Expenses” “Unusual Accident Expenses”</li> <li>• Article III Section 5, Subsection b, added language to cover FML and ML status</li> <li>• Article III Section 5, Subsection g, added language to definition of off duty death</li> <li>• Article IV, “Interest earned” expanded to “Interest and dividends and investment income earned”</li> <li>• Article IV, Removed language regarding transfer of operating budget at the end of year</li> </ul> |
| Revision: | May 11, 2021 | <p>Revision:</p> <ul style="list-style-type: none"> <li>• Article III, Section 5, Subsection B, Added definition for “Tucson Police Department Member”</li> </ul>   |

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| <b>Vice-Chair</b> | Amy Devins     |  |  |
| <b>Secretary</b>  | Rachel Cramton |  |  |
| <b>Treasurer</b>  | John Lebbs     |  |  |
| <b>Director</b>   | Jessica Ganz   |  |  |
| <b>Director</b>   | Natasha Herzig |  |  |
| <b>Director</b>   | Haley Horton   |  |  |
| <b>Director</b>   | MaRico Tippett |  |  |