

## GUIDELINES FOR UTILIZATION OF VOLUNTEER IN PROBATION FUNDS

**AUTHORITY:** Administrative Directive

**RESCINDS:** Procedure Manual Item 1-2-103, dated 04/28/09

**FORM:** VIP Fund Request Form (F0502-8035)(R4/97)

**PURPOSE:** To outline guidelines for the utilization of Volunteer in Probation (**VIP**) Funds.

### I. GENERAL INFORMATION

- A. Monies in the fund are generated by:
  - 1. Donations from individuals and organizations.
  - 2. Fundraising activities by the VIP Coordinator.
- B. All donations made to the Probation Department are deposited within the Probation Officer's Trust Fund. County General Funds are used to make all departmental purchases and when appropriate, transfers are made from the donations held in the Probation Officer's Trust Fund to reimburse the General Fund.
- C. The intended purpose of any donated funds deposited with the Probation Department must be consistent with the authorized uses of County General Funds. Expenditures that are to be offset by donations cannot be for purposes that may be construed as gifts to the various beneficiaries.
- D. All funds are used to assist adult and juvenile probationers with special needs.
- E. Funds are not used for any agency administrative or operating expense.
- F. A request should be submitted and approved prior to expenditure if the requestor is to be guaranteed reimbursement.
- G. General guidelines to follow in determining whether a request for VIP Fund monies is appropriate are:
  - 1. The monies requested will be used to benefit a probationer or group of probationers (i.e. educational, vocational, employment).
  - 2. No other funds or source of funds exist to meet the specified needs. The Volunteer Coordinator is available to assist staff in exploring options and resources to meet the identified need.
  - 3. The expenditure will have a direct and positive effect upon the physical or personal needs of the probationer.

4. Special consideration is given to requests that directly involve **VIP** activities or efforts.

## II. PROCEDURE

If the request meets the general guidelines outlined above, the following steps are necessary for approval:

- A. Complete VIP Fund Request Form F057-8035, obtain supervisor approval and send to the Volunteer Coordinator. The request must include the probationer's name and A/J #/DL # , the exact dollar amount requested (\$100 limit per request), and a specific description of what the money will be used for.
- B. The Training and Volunteer Services Coordinator will review the request and will forward the request to the Division Director for final approval.
- C. Once the request is approved or denied by the Training and Volunteer Services Division Director, the Volunteer Coordinator will notify the requestor within two working days. The Volunteer Coordinator will arrange for the acquisition of funds up to \$999.99 for all approved requests either in the form of petty cash or a petty cash check. The requestor must come to pick up the monies from the Volunteer Coordinator. Money cannot be sent via the County mail system.
- D. The requestor must purchase the requested materials for the probationer and obtain a receipt. The original receipt must be sent to the Volunteer Coordinator within two working days. Under no circumstances should a probationer ever be given cash.
- E. Requests in excess of \$100 must be approved by the Chief Deputy Probation Officer (**CDPO**).
- F. Requests from the institutions are to be routed via the designated Assistant Division Director (**ADD**).
- G. If the requestor is seeking reimbursement for monies already spent, the original receipt must be attached to the request form. The Volunteer Coordinator will obtain Training and Volunteer Services Division Director approval of the purchase and if approved, arrange for reimbursement either in the form of petty cash or petty cash check.
- H. The Volunteer Coordinator may usually be able to obtain petty cash on the same working day if purchase approval is granted by the Division Director or **CDPO**, Operations Support Bureau. One week should be allowed for the issuance of a petty cash check. Typically, petty cash is used for occasions where the total purchase amount is less than \$250. Purchases totaling \$250 to \$999.99 are usually accommodated by petty cash check.

If any purchase requires an expenditure of \$1,000 or more, the Volunteer Coordinator must arrange the purchase with the Administrative and Fiscal Division. Three to twelve weeks may be required to complete such a transaction.

- I. The Volunteer Coordinator, under the direction of the Supervising Probation Officer, is responsible for ensuring all purchases and supporting documentation

