



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. Except for 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 may meet at the direction of the Chair for a specific purpose, however, minutes shall be kept of these meetings and shared with the Board at the next regularly scheduled meeting.

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 Executive Director on all qualified participant status changes. Although not required, it is recommended that this committee includes 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.



**OPERATING PROCEDURES
HEARTS OF GOLD
POLICE FAMILY OUTREACH FOUNDATION**



ARTICLE III –Participant Assistance Program

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 of receipt of an application for assistance, confirm that the applicant is a qualified participant and:

- a) That the 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 of the participant or vagaries of the economy; including assistance for non-traditional therapies, and for current employees, that the circumstance which caused the need occurred while they were employed as a member of the Tucson Police Department. The last stipulation does not apply to retired participants.
- 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 for whom the participant is financially responsible. On a case-by-case basis, 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 financial hardship for the qualified participant and the application for assistance thoroughly 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 five assistance grants in one year for five 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. Annual: \$25,000
 - ii. Lifetime: \$50,000



OPERATING PROCEDURES HEARTS OF GOLD POLICE FAMILY OUTREACH FOUNDATION



- b) The following are the current maximum amounts for distribution of funds for retirees and their family members:
 - i. Annual: \$10,000
 - ii. 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 provided by the receiving qualified participant within 45 days of the disbursement of funds. If disbursement of funds is contingent upon the qualified participant providing documentation, such documentation shall be returned to the Executive Director within 45 days of approval of application. 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 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 Qualified Participant Death. Upon the death of a qualified participant, 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. All assistance applications relating to the death of a qualified participant must be submitted in writing within six months of the qualified participant's death.



OPERATING PROCEDURES HEARTS OF GOLD POLICE FAMILY OUTREACH FOUNDATION



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 90 days and is currently in contributing status.
2. Any past Tucson Police Department employee whose employment was transferred to another City Department through no fault of their own because of City Departmental restructuring, who has been contributing to the Foundation for a minimum of 90 days and is currently in contributing status. That individual may remain a qualified participant as long as they continue making contributions.
3. In the event of a layoff, a qualified participant who has been contributing for the previous twelve consecutive months before separation shall remain eligible for Hearts of Gold benefits for a period of three 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 90 days immediately prior to their retirement effective date. Retirees shall remain eligible qualified participants for a period of five 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 because of Family Medical Leave or Military Leave will still be in current contributing status.



OPERATING PROCEDURES HEARTS OF GOLD POLICE FAMILY OUTREACH FOUNDATION



- d) **Immediate Dependent Family Member:** Spouse, brother, sister, mother, father, child, stepchild, 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. May also include events that have had an unusually negative impact due to a cumulative effect. The Board maintains the final authority in determining whether an event is catastrophic.
- 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. Disabled shall also mean the psychological or physiological incapacitation of a qualified participant's immediate dependent family member as defined above.
- g) **Killed or Disabled in the Line of Duty:** Death or incapacitation of a qualified participant, Tucson Police Department Member or service dog, or other agency law enforcement officer 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, Tucson Police Department Member or service dog, or other agency law enforcement officer because of a catastrophic event occurring at times other than when the qualified participant is on duty with the Tucson Police Department or other law enforcement agency, or engaged in activity directly related to fulfilling the primary mission of the Tucson Police Department or other law enforcement agency.
- 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, Chair of the Development Committee, or the City of Tucson Human Resources Department who will coordinate with the City of Tucson Payroll Section 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.



OPERATING PROCEDURES HEARTS OF GOLD POLICE FAMILY OUTREACH FOUNDATION



Section 6: Application

The applicant agrees to complete an Application for Assistance Form. The Executive Director will request documentation that supports the Application for Assistance; failure to provide the requested documents within 45 days of the request will 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, including removal from participation in the Foundation, at the discretion of the Board. The applicant agrees to thoroughly document how their situation has caused financial hardship including any other avenues they have pursued for assistance.

Section 7: Reports

The Executive Director shall present all Applications for Assistance to the Board of Directors once per month at the regularly scheduled Board meeting. 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. In urgent circumstances, the Board may review applications for assistance outside of the regularly scheduled Board meetings.

Section 8: Notifications

The Executive Director shall notify the applicant in writing of the Board's decision on the applicant's request for financial assistance within one week of the decision. If the Executive Director is unavailable, a member of the Executive Committee will be responsible for receiving and making notifications on assistance requests.

- 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 Board 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 Board of Directors.



OPERATING PROCEDURES HEARTS OF GOLD POLICE FAMILY OUTREACH FOUNDATION



ARTICLE IV – Scholarship Grant Program

Section 1: Purpose and Eligibility

The Hearts of Gold Scholarship Program exists to provide current Hearts of Gold Participants and their dependents with financial assistance for higher education. The program is available to any current Hearts of Gold Participant or their immediate family member for whom the participant is financially responsible, with a financial need for assistance.

Section 2: Program Guidelines

Generally speaking, the Hearts of Gold Board of Directors will provide no more than five scholarships each academic year. Scholarships may be used for tuition or books toward any post-secondary education institution to include universities, community colleges, or vocational/trade schools. Scholarships must be used for the school year specified in the announcement.

Section 3: Program Requirements

Applications must include the following:

- a) A 2,000-word essay including why the applicant believes they deserve the scholarship, financial need explanation, and how the scholarship will affect their future career opportunities, goals, and aspirations.
- b) Any awards the applicant has received.
- c) Any community service or volunteerism in which the applicant is involved.
- d) Minimum 3.0 cumulative GPA or equivalent.
- e) Two letters of recommendation. Letters may not be from family members and may not be the same letters from previous Hearts of Gold Scholarship applications.

Section 4: Recipient Requirements

Scholarship recipients will be required to maintain a 3.0 cumulative GPA for the classes paid for with the scholarship and provide grade reports to Hearts of Gold within the school year for which the grant was provided. Recipients must provide receipts for how the scholarship was used by the timeframe provided in that year's announcement. Failure to comply with these requirements could result in the recipient being ineligible for future scholarships.



OPERATING PROCEDURES HEARTS OF GOLD POLICE FAMILY OUTREACH FOUNDATION



ARTICLE V – Holiday Hearts Program

Section 1: Purpose and Eligibility

The Hearts of Gold Holiday Hearts Program exists to provide items like food, clothing, and any other helpful items to Tucson Police Department members in need during the holiday season. The program is open to all current Department members regardless of participation in Hearts of Gold. In October each year, Hearts of Gold will announce via email the acceptance of nominations for the program. Any Department member may nominate any other Department member during this time. The Hearts of Gold Board of Directors will review all nominations and make a decision at the November meeting.

ARTICLE VI – Wellness Grant Program

Section 1: Purpose and Eligibility

The Hearts of Gold Wellness Grant Program is dedicated to improving health, morale, and overall wellness for members of the Tucson Police Department. Any current Department member is eligible to submit a grant for this program.

Section 2: Program Guidelines

Grants may be used to provide any items that improve health, morale, and overall wellness for members of the Tucson Police Department. Applications will be accepted year-round; however, grants will be awarded on the following quarterly basis:

- Applications received Jan 1—Mar 31 will be reviewed at the April Board meeting.
- Applications received Apr 1—Jun 30 will be reviewed at the July Board meeting.
- Applications received Jul 1—Sep 30 will be reviewed at the October Board meeting.
- Applications received Oct 1—Dec 31 will be reviewed at the January Board meeting.

Grant recipients will be notified by email no later than two days following the Board meeting at which their application was reviewed. Board meetings are held on the second Tuesday of every month. There will be no more than \$2,500 allocated for grants per quarter and Hearts of Gold will award no more than five grants per quarter. Applicants may request up to \$2,500 per quarter and they may only receive funding for one grant per year.



OPERATING PROCEDURES HEARTS OF GOLD POLICE FAMILY OUTREACH FOUNDATION



Section 3: Program Requirements:

Applications must include the following:

- a) Specific items requested.
- b) Why there is a need for these items.
- c) How the items will fulfill the above purpose.
- d) Other available funding sources or if there are none.

Section 4: Recipient Requirements:

Grant recipients will be required to present a Final Report to the Hearts of Gold Board of Directors after the grant has been utilized. The Report will include a presentation to the Board on how the grant monies were used and should include receipts, photos, and any other supporting documentation. The report shall be completed within six months of when the grant was awarded. Failure to adhere to these requirements will result in the recipient being ineligible to apply for future Hearts of Gold grants.

ARTICLE VII – Memorial Assistance Program

Section 1: Purpose and Eligibility

The Hearts of Gold Memorial Assistance Program provides financial assistance to the next of kin for situations involving line of duty deaths, deaths of current Department members, and line of duty deaths involving service dogs.

a) 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.

b) Tucson Police Department Member Line of Duty Death

1. In the event of a line of duty death of a current sworn 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. All assistance applications relating to the line of duty death of a qualified participant must be submitted in writing within six months of the qualified



**OPERATING PROCEDURES
HEARTS OF GOLD
POLICE FAMILY OUTREACH FOUNDATION**

participant's death.



c) 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.

d) Automatic Disbursement Upon Death of Service Dog

1. Current Tucson Police Department Service Dog Death in the Line of Duty

- a. In the event of a line of duty death of a current Tucson Police Department service dog, the Foundation shall issue an automatic, one-time disbursement in the amount of \$250 to the handler of the deceased service dog.

2. Current Tucson Police Department Service Dog Death Not in the Line of Duty

- a. In the event of a death not in the line of duty of a current Tucson Police Department service dog, the Foundation shall issue an automatic, one-time disbursement in the amount of \$250 to the handler of the deceased service dog.

3. Other Agency Current Service Dog Death

- a. In the event of a death of a current service dog of an agency other than the Tucson Police Department, the Foundation may issue an automatic, one-time disbursement in the amount of \$200 to the handler of the deceased service dog at their discretion.

ARTICLE VIII – TPD Pantry Program

Section 1: Purpose and Eligibility

The purpose of this program is to provide limited, one-time assistance to Tucson Police Department members who are struggling to make ends meet on a short-term basis. All current Tucson Police Department employees are eligible to receive assistance through this program. Department members must request assistance with this program through BSU. BSU will determine the members' financial hardship and contact the Executive Director to make the request directly.



OPERATING PROCEDURES HEARTS OF GOLD POLICE FAMILY OUTREACH FOUNDATION



ARTICLE IX – Financial Support and Contributions

Section 1: Purpose

The purpose of this program is to provide financial support of Department related events that celebrate and acknowledge the hard work of Tucson Police Department employees. Some of these events may include but are not limited to Records Appreciation Week, Forensics Week, Family Day, The Unity Ride, Tucson Roadrunners First Responder Night and more. In addition to this, Hearts of Gold supports other local law enforcement non-profit organizations that give back to the Southern Arizona law enforcement family.

ARTICLE X – Operating Budget

The Board of Directors will allocate no more than 20% 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 XI – 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 years. After seven years they will be maintained for a period to be determined by the Board.

ARTICLE XII – Amendments and Annual Review

Section 1: Proposed amendments and revisions to these Operating Procedures shall be submitted in writing and read at two 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 Board of Directors to determine if any updates are necessary.



**OPERATING PROCEDURES
HEARTS OF GOLD
POLICE FAMILY OUTREACH FOUNDATION**



Issue Date:	July 9, 2019	Initial Adoption of Operating Procedures
Revision:	November 12, 2019	Revision: Added Article III, Section 4 Added Article III, Section 5, Subsection a2, a4, and a5 Removed “communicate with 100 Club” from Article II Section 4 Added “and any interest earned from all Hearts of Gold accounts” to Article IV
Revision:	November 10, 2020	Revision: <ul style="list-style-type: none">• All references to “Assistance Committee” were removed and replaced with “Executive Committee”• Article II, Section 2, added language allowing the Board Chair to add directors to review assistance requests• Article III, Section 2, added clarification that distribution maximums apply to participants, not individual requests• 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• Article III, Section 5, The following Definitions were removed: “Sworn” “Professional Staff” “Unusual Medical Expenses” “Unusual Accident Expenses”• Article III Section 5, Subsection b, added language to cover FML and ML status• Article III Section 5, Subsection g, added language to definition of off duty death• Article IV, “Interest earned” expanded to “Interest and dividends and investment income earned”• Article IV, Removed language regarding transfer of operating budget at the end of year
Revision:	May 11, 2021	Revision: <ul style="list-style-type: none">• Article III, Section 5, Subsection B, Added definition for “Tucson Police Department Member”



**OPERATING PROCEDURES
HEARTS OF GOLD
POLICE FAMILY OUTREACH FOUNDATION**



Revision:	January 11, 2022	<p>Revision:</p> <ul style="list-style-type: none">• Article II Section 4, last sentence removed• Article III Section 1, Subsection B, Clarified that catastrophic event for retired participants does not have to have happened while employed with Tucson Police Department.• Article III Section 5, added section for death disbursements for K-9 partners.• Article IV, changed operating budget from 30% to “no more than 20%”
Revision:	November, 2023	<ul style="list-style-type: none">• Article II, Section 3, Removed language about retirees as they are now eligible to participate.• Article III, Section 3, Added requirement for applicant to provide documentation within 45 days.• Article III, Section 6, Definition of Catastrophic, Added language that cumulative effect of multiple events may be considered at Board’s discretion.• Article III, Section 6, Termination of Participation, Changed notification from Treasurer to City of Tucson Payroll.• Article III, Section 7, Added expectation for thorough documentation.• Article III, Section 9, Added that applicants will be notified within one week of decision and if ED is not available, another Executive Committee member will make notification
Revision:	November, 2024	<ul style="list-style-type: none">• Removed “Executive Committee” in several places and replaced with “Board of Directors”• Added Article IV—Scholarship Program• Added Article V—Holiday Hearts Program• Added Article VI—Wellness Grant Program• Added Article VII—Memorial Assistance Program• Added Article VIII—Pantry Program• Added Article VIX—Financial Support and Contributions• Multiple typo and formatting corrections.