3-02-140 South Facility Employee Fund

REFERENCE: MPP 3-05/090.00 through 3-05/090.15

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for the administration of the South Facility Employee Fund.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to, and working at Pitchess Detention Center (PDC) South Facility.

ORDER:

South Facility has established a nonprofit employee fund. The objective of this fund is to provide a ready source of revenue to assist employees with personal needs and to provide benefits not available from other sources. The South Facility employee fund shall be governed by ~~all sections of~~ the Department Manual of Policy and Procedures (MPP), ~~Chapter 3,~~ sections 3-05/090.00 through 3-05/090.15~~, entitled "Employee Maintained Funds.”~~

All employees assigned to South Facility shall be eligible to participate in activities sponsored by the fund. Participation in the South Facility employee fund shall be strictly voluntary and without cost.

Revenue for the fund will be generated from fund raising projects and donations.

The fund will be administered by the employee fund board of directors. The board will consist of one lieutenant, ~~two~~ one sergeant~~s~~, ~~two~~ three deputies (one from each shift), one custody assistant, and one professional staff member. The lieutenant shall be a non-voting member, except in the case of a tie.

All members of the board of directors will be elected for a one year term, beginning in January. Notice of the election will be posted and petitions for the elections will be filed in December of the appropriate year. A special election will be held to fill vacancies.

The fund will be audited each month by the operations lieutenant. The unit commander, who has ultimate responsibility for the fund, will also review the fund monthly.

All monies collected will be deposited in the [REDACTED TEXT] where a non-interest bearing checking account is maintained. The bank account is titled [REDACTED TEXT] Employee funds shall not be mixed with

county funds.

Checks will be written for all withdrawals made from the account. All withdrawals require two signatures. All checks will be countersigned by the operations lieutenant, operations sergeant or the operations assistant (OA) III.

Expenditures not in excess of $50 may be authorized by the fund administrator (operations sergeant) without additional approval. Expenditures over $50, but not in excess of $100, may be authorized by the fund administrator with the approval of the unit commander. Expenditures in excess of $100 may not be made without the approval of a two-thirds majority of the board of directors and the unit commander.

The South Facility employee fund by-laws are a part of this order. A copy is available for examination with the fund ledger in the operations office.