

MN Chapter of Concerns of Police Survivors

Hands-On Program Policy

The Minnesota Chapter of Concerns of Police Survivors will pay transportation & baggage expenses only with a maximum reimbursement of \$600 person. Additional funds may be available to a family with special circumstances, if funds are available and approved by the Chapter Executive Board. Priority will be given to First Year Survivors (January 1 to December 31st of the previous year) and First Time survivors (those from previous years who have never attended Hands-On Program activities). It is the expectation of the Minnesota Chapter of Concerns of Police Survivors that they attend the entire Hands-on Program, sessions, and lunches. **All this is predicated if the Minnesota Chapter of Concerns of Police Survivors has adequate funds available and that the request for approval form has been completed and approved by the Minnesota Chapter of Concerns of Police Survivors Executive Board prior to travel.**

Upon return from the Hands-on Program, it will be required to complete a Travel Expense report form, including all receipts as well as a completed questionnaire. *No travel funds will be given prior to Hands-on Program attendance and only upon receipt of stipulated questionnaire, receipts and reimbursement forms.*

Survivors eligible for reimbursement of travel funds are the following: Spouse, Parents/Step Parents of the Officer, Children/Step Children (if adult, including spouses), siblings (if adult, including spouses), surviving spouse's parents (Mother and Father-in-law) and others with special circumstances. Affected Co-Workers may be eligible upon approval by the Board of Directors.

One person from the Chapter shall be appointed to work with the family/survivors to make sure all necessary paperwork for Hands-on Program registration is completed and submitted. That person shall also be responsible for explaining our Chapter's reimbursement for transportation expense policy and will make sure each person requesting reimbursement fills out the appropriate paperwork from the Chapter prior to the Hands-on Program for approval. Once returning from the Hands-on Program, the survivor shall submit proof of transportation expenses on the Travel Expense Report form and complete the Hand-on Program questionnaire, Payment will be sent only if all the criteria have been met.

Adopted, January 23, 2011

Revised: 1/9/2013

Updated 2/3/2015