

**CITY OF LIBERTY LAKE
SPOKANE COUNTY, WASHINGTON
RESOLUTION NO. 05-84**

**A RESOLUTION OF THE CITY OF LIBERTY LAKE, WASHINGTON CITY
COUNCIL RECOGNIZING THE CREATION OF THE LIBERTY LAKE POLICE
OFFICERS' BENEVOLENT ASSOCIATION**

WHEREAS, the Liberty Lake Police Officers have voluntarily decided to form the "Liberty Lake Police Officers' Benevolent Association" for the general purpose of promoting positive public relations, providing for sponsorship of activities, making charitable donations, aiding the needs of police officers and providing for other matters as may be determined by the police officers;

WHEREAS, the Benevolent Association, comprised of the city police officers, have developed and agreed to policy and procedures that relate to the establishment of the Benevolent Association checking account (the "Benevolent Account"), including authorizing the City of Liberty Lake Finance Director to assist in managing and disbursing the funds in the Benevolent Account;

WHEREAS, the City Finance Director will perform limited services to include assisting in the deposit and withdrawal of monies from the Benevolent Account and, as necessary, reconciling the Account balances;

WHEREAS, the police officers recognize that the provision of limited services is a fringe benefit that enhances their employment with the City;

WHEREAS, in consideration for providing the limited services, the police officers agree that the City, its officers and employees, shall be held harmless with respect to responsibility for loss, liability or claims made against the Benevolent Account, except for the willful or intentional misconduct of the City, its officers and employees; and

WHEREAS, upon the terms generally set forth herein and those stated in the attached "Liberty Lake Police Department Benevolent Association Policy and Procedures", the City is willing to provide limited services for the above stated purpose.

NOW THEREFORE, it is hereby resolved by the Liberty Lake City Council as follows:

1. The City Council of the City of Liberty Lake recognizes the establishment of the Liberty Lake Police Department Benevolent Association and its stated purposes.
2. The City will not contribute to the Benevolent Account pursuant to Article VIII, Section 7 of Washington State Constitution.

3. The City will provide the limited services set forth herein and in the Policy and Procedures upon the stated terms and conditions.

Adopted this 16th day of August, 2005.



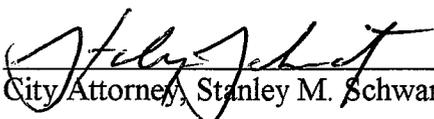
Mayor, Steve Peterson

ATTEST:

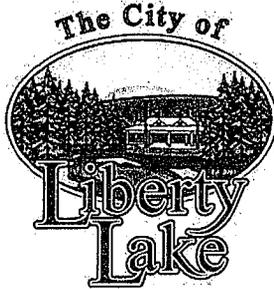


City Clerk/Treasurer, Arlene Fisher

APPROVED AS TO FORM:



City Attorney, Stanley M. Schwartz



LIBERTY LAKE POLICE DEPARTMENT

LIBERTY LAKE POLICE DEPARTMENT BENEVOLENT ASSOCIATION POLICY AND PROCEDURES

1. Purpose

To establish a policy and procedures for voluntarily funding and withdrawing monies from the Police Department's Benevolent Association checking account (the "Benevolent Account") set up for the sole use of the Liberty Lake Police Officers in the manner described below.

2. Policy

US Bank Checking Account # _____ has been established to set aside funds for the specific use of the Liberty Lake Police Officers as described below. The account is to be funded through payroll deductions authorized by the Police Officers who choose to participate. Withdrawals will be made by the custodian(s) of the account who will be authorized to sign checks. Checks in the amount of \$25.00 or greater will require two authorized signatures. Without assuming any responsibility or duty, the City of Liberty Lake Finance Department reserves the right to audit and reconcile the account on a quarterly basis or when the account custodian responsibilities are turned over to another Police Officer. The Benevolent Account is not a City of Liberty Lake account or fund.

The Police Officers shall determine and direct when payments shall be made from the Benevolent Account. The Police Officers shall establish a procedure, such as a meeting with a majority vote, for determining when a payment shall be made from the Benevolent Account. The Police Officers shall provide a written instruction to the Finance Director regarding any request for payment stating the amount and payee.

3. Procedure

Authorization of Payroll Deductions

Participating Officers are required to complete a "Payroll Deduction Authorization" form in order to begin withdrawals from their paychecks. By mutual agreement of the Police Officers, the monthly deduction amount will be \$10.00. By executing a payroll request form, Participating Officers agree to the policies and procedures herein and as amended.

A payroll request may be withdrawn at any time. All contributions are only through the officer's approved payroll deductions. No public funds or donations will be accepted.

Depositing Funds to the Checking Account

The Finance Department will issue a monthly check for the total deductions and deliver the check to the custodian of the account. The custodian will deposit the check into the US Bank Account #_____.

Eligible Expenditures

Generally, eligible expenses will include:

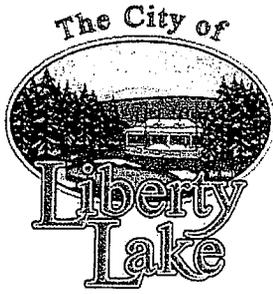
1. Costs incurred while promoting good public relations with the citizens of Liberty Lake through the sponsorship of activities and charitable donations.
2. Costs incurred for the mutual benefit of the Police Officers, for their aid when in need and for the improvement of their mental and physical condition through social and intellectual interaction.

Documentation of Expenditures and Reimbursement

All actual expenses will be documented with original receipts and attached to a City of Liberty Lake check request. The check request must be signed and approved by the Chief of Police. The completed check request will be submitted to the custodian of the Benevolent Association checking account who will issue a check. A schedule for processing checks will be set by the custodian.

Convenience and Responsibility

The City of Liberty Lake is providing the limited services of the Finance Department as a convenience to the Police Officers. The limited services are provided without compensation from the Benevolent Account and are considered a fringe benefit from the City. In the performance of the limited services herein, the City, its officers and employees do not accept responsibility for loss, liability or claims made against the Benevolent Account nor endorse any payments from the Benevolent Account. By accepting the services, the Police Officers and the Benevolent Fund does hereby agree to hold harmless the City, its officers and employees from and against any and all liability, loss, damage or claim that is not caused by the willful or intentional misconduct of the City, its officers and employees.



CITY OF LIBERTY LAKE
PAYROLL DEDUCTION AUTHORIZATION

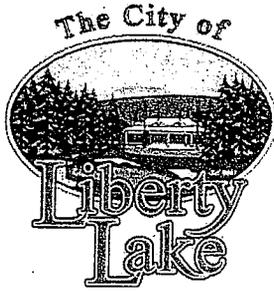
Employee (Please Print) _____

I hereby authorize the City of Liberty Lake to deduct \$ _____ from my paycheck(s) to be deposited into the Liberty Lake Police Department's Benevolent Fund.

Payroll deductions will begin on _____ and I understand it is my responsibility to notify the City when I choose to terminate the above deduction.

Employee Signature: _____ Date: _____

Received By: _____ Date: _____



Police Department
22710 E. Country Vista Dr.
Liberty Lake, WA 99019

**BENEVOLENT ASSOCIATION
DESIGNATION OF CUSTODIAN**

Date: _____

I, Officer Erin Lance, agree to be appointed Custodian of the Benevolent Association's US Bank Checking Account # _____.

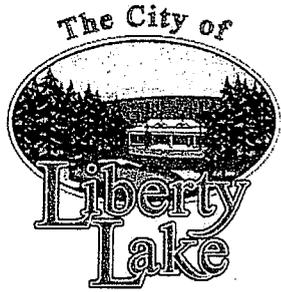
I understand that it is my responsibility to deposit funds into the account and to prepare checks to reimburse expenditures. I understand that only eligible expenses with proper documentation and authorization will be reimbursed. I agree to balance the checking account monthly and make available to the Finance Department all records relating to the Benevolent Association fund when requested.

Police Officer Signature

Date

Chief of Police

Date



Liberty Lake Police Department
Benevolent Association
22710 E. Country Vista Dr.
Liberty Lake, WA 99019

CHECK REQUEST

Date: _____ Check Amount: \$ _____

Payee: _____

Address: _____

City: _____ State: _____ Zip: _____

Reason for Check: (attach original receipts/documentation)

Requested By: _____

() Mail check to above address () Return check to requestor

Approved - Chief of Police