



**Division of State Patrol
Policy and Procedure**

Number 15-10

Subject SALVATION ARMY SERVICE EXTENSION PROGRAM	
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I. POLICY

It is the policy of the Division of State Patrol (DSP) to coordinate efforts with the Salvation Army in an attempt to provide service to those in need.

II. BACKGROUND

The Salvation Army provides necessary services to destitute travelers who become disabled and require immediate assistance in the form of vehicle fuel, emergency lodging, meals, emergency vehicle repairs, and/or minimal financial assistance. The State Patrol has agreed to help the Salvation Army in providing this assistance.

III. OBJECTIVE

The objective of this policy is to provide the necessary guidelines for administration of the Salvation Army/Division of State Patrol assistance program.

IV. PROCEDURE

- A. Sworn employees shall:
 - 1. Determine if a motorist or other person(s) may be in need of lodging, food, fuel, minor repair on a vehicle, etc.
 - 2. Determine the cost of any of the services provided by a merchant(s) and that the cost is reasonable and within the \$150 limit that does not need additional Salvation Army authorization.

3. Complete the Salvation Army Purchase Order and Service Record (white and yellow copy). These vouchers will be issued on the road or in areas where no other help is available.
 4. Print all information except your signature.
 5. Explain clearly and concisely the type of services being rendered.
 - a. Lodging (number of nights, persons, etc.)
 - b. Meals
 - c. Transportation
 - d. Fuel
 - e. Minor repairs to vehicle
 6. Print address of individual receiving assistance only if available/applicable.
 7. Complete a TraCS Contact Summary form when utilizing this program.
 8. Deliver the white copy of the Purchase Order and Service Record to the merchant(s) and may also provide them with the [Salvation Army Letter of Introduction](#).
 9. Send the yellow copy of the Purchase Order and Service Request along with a printed copy of the Contact Summary form to Region/Post Headquarters.
- B. The Region/Post Office Operations Associate or designee will:
1. Determine if the Salvation Army Purchase Order and Service Record are accurately completed.
 2. File a copy of the Purchase Order and Service Record and send the yellow copy on a monthly basis to:

The Salvation Army
Service Extension - WSP
11315 W. Watertown Plank Road
Wauwatosa, WI 53226
 3. Call 1-800-264-6412 if questions arise.
 4. Keep a log of the names of the individual(s) receiving service and type of service received.
- C. The Region Commander or designee will review material for adherence to policy and for reasonableness of charges.