

	<b>GENERAL ORDER</b>	<b>Effective: 06-24-22</b>	<b># 11-01</b>
		<b>Section: Administrative Orders</b>	<b>Replaces or Modifies: N/A</b>
		<b>Title: Employee Enrichment Fund</b>	
<b>Issued by: Sheriff Eric Fagan</b>			

**Purpose:**

To establish guidelines for receipt and disbursement of funds for the Employee Enrichment Fund

**Policy:**

It is the policy of the Fort Bend County Sheriff’s Office (FBCSO) that, whenever lawful and proper, funds may be received and disbursed by the Sheriff’s Executive Command, to meet the guidelines of the Employee Enrichment Fund.

**Definitions:**

Agency – Fort Bend County Sheriff’s Office

Enrichment – a means to make an achievement, recognition, or retirement more meaningful, substantial, or rewarding.

Employee - An employee or reserve deputy of the FBCSO who is appointed as a Peace Officer, Tele communicator, Jailer, or any member of the civilian support staff.

Executive Office – The office area located at 1840 Richmond Pkwy, Richmond, TX 77469, and adjacent to the Office of the Sheriff. The Executive Office is staffed by Executive Command Assistants to the Sheriff.

Residual Account – line item established under Administration for the purpose of accounting for funds received, deposited, and disbursed from the Employee Enrichment Program.

**Procedure:**

- I. Any funds received by any employee from any lawful source and for the purpose of supporting the Employee Enrichment Program will be provided to the Executive Office of the Sheriff’s Command as soon as possible, but no later than 3 days from the date of receipt.
  - A. Executive staff of the Sheriff’s Office shall document the source of the revenue and deposit the fund into a Residual Account established at a local financial institution.
  - B. Executive staff shall maintain a spreadsheet of all deposits and withdrawals and document the obligations from the Residual Account. Deposits and expenses from this account shall be reconciled each month.
  - C. The County Auditor’s Office may inspect and audit the Residual Account of this agency as needed.
  - D. Only authorized transactions will be allowed from this account, and any discrepancy shall be subject to review for justification or explanation.
  
- II. Enrichment Fund Use
  - A. Funds maintained within the Employee Enrichment Fund’s Residual Account shall be used only in the following circumstances or events:
    1. Retirement or resignation receptions where the employee is in good standing.
    2. Awards and recognition for extraordinary valor, distinguished service,

- conspicuous gallantry, or excellence in leadership.
3. Coffee, juices, refreshments, and/or food, cups, plates, and disposable silverware needed for gatherings of importance, such as community meetings, community events of benefit to the Sheriff's Office, conferences, seminars, and panel presentations.
  4. Purchase of flowers or plants for memorial services (funerals, ecclesiastical, or formal events, such as award ceremonies, etc.).
  5. Plaques, certificates, lapel pins, challenge coins, paperweights, memorials, picture frames, sculptures, or timepieces.
  6. Items needed for the purpose of announcing or promoting the events, such as stamps, stationary, envelopes, and limited office supplies (binder or paper clips, staples, etc.).
  7. Baked goods for holiday or birthday or other approved celebrations.
- B. Approval for receipt and disbursement of these funds is authorized only by the Sheriff or Chief Deputy of the Fort Bend County Sheriff's Office.
  - C. When this account is closed, any remaining funds will be deposited to the Fort Bend County general revenue fund.
  - D. Funds not approved for this Enrichment program will be deposited into the County's general revenue fund with appropriate documentation of funding source and approval by commissioners court.

### III. Funding Sources

- A. Funds may be accepted from individuals, businesses, organizations, and not-for-profit organizations when there is no interest other than for the well-being of employees.
- B. Fundraisers may be established by the Sheriff's Executive Command Assistants as approved by the Sheriff; however, the purpose of such fundraisers must be articulated to be solely for the Employee Enrichment Program.

### IV. Miscellaneous

- A. Employees shall not solicit funds for this program.
- B. Initial funds deposited into this account were provided by vending machine vendors as a percentage of purchases made from vending machines placed within Sheriff's Office common areas. The vending machines have been removed and this funding source is no longer approved.
- C. Funds to promote this program shall not derive from any Sheriff's Office sale.
- D. The Sheriff's Office will not establish any fees for the purpose of funding the Employee Enrichment Program.