

**WINONA POLICE DEPARTMENT**

**NUMBER: 110-01 PAGES: 2**

**EFFECTIVE DATE: July 27, 2004**

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**SUBJECT: SALVATION ARMY VOUCHERS**

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**1.0 PURPOSE:**

It is the purpose of this general order to establish policy and procedure for the use of the voucher system to provide temporary food and shelter to the transient who has an immediate and emergent need for care.

**2.0 POLICY:**

It is the general policy of this department, based on a prior agreement with the Salvation Army, that we will provide emergency shelter and food to any person who is destitute and transient and has no other means for immediately obtaining a place to sleep or a meal.

**3.0 PROCEDURE:**

**3.1** Whenever a transient person comes to the Law Enforcement Center looking for the Salvation Army, or when a person has been referred to the Police Department for emergency food or shelter, the following procedures will be followed:

**3.1.1** If the person comes to the LEC on a weekday between 0900 and 1700 hours, he/she should be referred to Winona Volunteer Services for emergency shelter or food.

**3.1.2** If the person comes to the LEC at any other time during the week, or on weekends, he/she will be referred to the Shift Commander.

**3.1.3** Vouchers have been furnished to the department by the Salvation Army.

**3.1.4** If the person desires a night's lodging, a check shall be made with the various motels to find the most reasonable accommodations possible. The voucher will then be completed to that particular motel/hotel, for the specific amount agreed upon, to cover the night's lodging.

**3.1.5** If the person desires a meal, a check shall be made with the various restaurants to find the most reasonable meal available. Again, the voucher will be made out to the particular restaurant for the amount agreed upon to cover the cost of the meal.

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**3.1.6** At no time should the voucher be completed for cash.

**3.2** In any event, the person should be told that this is only a temporary form of assistance and that, as soon as possible on the day following the issuance of the voucher, he/she should make an attempt to contact Winona Volunteer Services or the Winona County Department of Human Services for additional financial assistance.

**3.3** The responsibility for the issuance of the voucher for emergency food or lodging shall rest with the Shift Commander or the Supervisor on duty. Discretion should be used in the type of assistance that will be provided through the Salvation Army voucher system.