



HEADQUARTERS MEMORANDUM 25-01

File With: FC 0272

Distribution: All

Date: 07-28-2025

Subject: Montgomery County Police Foundation

The Montgomery County Police Foundation (MCPF) is a private organization dedicated to constantly improving the quality of police service in Montgomery County, and to strengthening the relationship between the police and the community. The Foundation is a 501(c)(3) non-profit organization that receives funding through charitable contributions made by Montgomery County businesses, individuals who reside in Montgomery County, and other interested parties.

Community Engagement Division Responsibilities

The Community Engagement Division (CED) Director, or designee, will be the point of contact for the MCPF. The CED will work with the MCPF to ensure ongoing dialogue about the needs of the department and the foundation.

The CED Director, or designee, will be responsible for ensuring all MCPF requests (approved or denied) are logged into a repository. Furthermore, the CED Director, or designee, will ensure the requestor is kept apprised of the status of their request.

Memorandum Format

Any officer may make a request of the MCPF via their respective chain of command to the Chief of Police. The following will be presented in a memorandum format for funding consideration:

1. The scope of the project and how this project will enhance the department's ability to affect positive change in the community and/or the department.
2. The exact name, type, and quantity of the item the requestor is seeking to be funded.
3. A quote for said item(s).
4. The name, address, phone, email address (if possible) of the vendor.
5. The MCP Form 272 will be filled out and attached to the memorandum.

Supervisory and Executive Review

1. Supervisors and Executives should review each request noting how this request will assist the department and/or community.
2. Reviewers should be cognizant of the cost and long-term potential costs of requested items.
3. Reviewers should explore the potential for departmental cost absorption, rather than MCPF funding depending on the length and scope of the request.
4. Reviewers can deny any request, but must add their comments to the requestor's memorandum and forward them through the chain-of-command.

- a. Reviewers must clearly document any grammatical or content issues/errors in the memorandum and return it to the original requestor for necessary revisions. These memorandums will not proceed through the chain of command until the required edits are made. This process ensures clarity and maintains the quality of communication between all parties involved.
5. The requestor's Bureau Assistant Chief, the Assistant Chief of the Management Services Bureau (MSB), and the Director of the Budget and Capital Management Division (or designee) will discuss the request prior to sending it to the Chief of Police for review.
 - a. If the decision is made to utilize departmental funds for the request, the reasoning will be documented on the memorandum and transmitted to the Budget and Capital Management Division Director and the CED Director.
 - b. This will end the MCPF request process.

Chief of Police Review

1. If the MSB Bureau Chief and the requestor's Bureau Chief agree that the Montgomery County Police Foundation (MCPF) should be requested to fund the project, then the two Bureau Chiefs will indicate their support and transmit the memorandum to the Chief of Police for review.
2. The Chief of Police will review and can make the determination to:
 - a. Request more information from the requestor
 - b. Send to the Budget and Capital Management Division Director, for the MCPD to fund the project
 - i. If it is determined that the funding cannot be appropriated for the project, the Budget and Capital Management Division Director will indicate as such on the memorandum and transmit to the Chief of Police.
 - ii. If the request can be funded by the department, the Budget and Capital Management Division Director will indicate as such on the memorandum and transmit said memorandum to the Chief of Police and CED for dissemination.
 - c. Request Montgomery County Police Foundation assistance.
 - i. The Chief of Police will indicate their approval on the memorandum and forward to CED.
 - ii. CED will manage the request and discuss with MCPF.

Montgomery County Police Foundation Review

1. The Chair of the Montgomery County Police Foundation (MCPF) will only receive, and review MCPF funding requests approved by the Chief of Police and transmitted by the CED Director or their designee.
2. If anyone other than the Chief of Police, or the CED Director (or CED designee) contacts the MCPF directly for funding, the MCPF will advise the requestor of this directive and re-direct them to CED for further assistance.
3. If the MCPF approves the funding the requestor will be notified of the approval.
 - a. The requestor, CED, and MCPF will work to ensure the project is funded appropriately.
 - b. It is the responsibility of the requestor to ensure the correct item(s) are paid for utilizing these funds.
 - c. The requestor will send copies of all invoices and/or receipts to the CED Director (or designee) and MCPF in a timely fashion.
4. If the MCPF denies a funding request, the CED Director (or designee) will notify the requestor, and no further action will be taken by CED or MCPF.

Donation Requests

On occasion, officers may be contacted by residents expressing a desire to donate money, equipment, goods, or services. Officers may provide them with a Montgomery County Police Foundation brochure or the Montgomery County Police Foundation telephone number which is (301) 670-2425. In addition, the Montgomery County Police Foundation also maintains a website at: <http://www.mcpf-md.com>.

This HQ Memo cancels Headquarters Memorandum 17-01 Montgomery County Police Foundation, dated May 1, 2017.

A handwritten signature in black ink, appearing to read 'Marc R. Yamada', is positioned above a solid horizontal line.

Marc R. Yamada
Chief of Police