



Roll Call Training Bulletin

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Sam Somers Jr., Chief of Police

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November 11, 2016 IMPACT TEAM RESOURCES (UPDATED)

RETURN TO RESIDENCE (RTR)

The Return to Resident Program, allows officers to assist citizens to return "home" as long as they meet the following criterias:

1. The person must have actually been a resident of the city/state in which they trying to travel to.
2. There must be someone on the receiving end who is willing to take responsibility for that person once they arrive. This would involve you obtaining a name and phone number for that individual. Please verify that the name and phone number is for a real person who actually knows the individual trying to return home.

If a citizen meets these criteria they are good to go!

MOTEL VOUCHER PROGRAM

Impact has been given Hotel Vouchers by the County Department of Human Assistance. There is a purpose and a process for how they must be used. It's important we follow that process or we may risk losing the vouchers from the DHA.

The goal is to provide emergency sheltering to a person who has exhausted all of their financial resources, are **literally homeless**, have nowhere else to go, and has a significant need for sheltering. For example, an elderly person with health issues, has no money, no family or friends in the area, is literally homeless and needs sheltering, would be a great candidate. Or a homeless mother, with children, who has no friends or family, is literally homeless, no car, in need of sheltering.

The second part of the voucher program is that it is intended to be used as an **entrance into services and housing**. The person has to be willing and wanting to work with housing services, like the housing navigators. Also they have to be willing to agree to the terms of the voucher, which includes no guests, no parties, don't destroy the hotel, and be of sound mind. Make sure the officer ensures the person understands what they are signing.

If officers come across someone who qualifies, the following is required:

1. Contact the patrol sergeant to "vet" the person and their history.
2. If approved, get a voucher and a "Participants Code of Conduct" form from the Impact Sergeant's Cubicle. They are in the bottom drawer in an envelope.
3. Have an officer get the voucher. They can check the list of available hotels on the Hub (AMS / Impact). There is also a 'how too' on filling out the vouchers on there.
4. Once the officer fills out the voucher and has the person sign the rules of conduct form they can take the person to the hotel. Make sure they bring the yellow copy and leave it on the Impact Sergeant's desk.
5. The approving sergeant must send the Impact Sergeant an email that night with a brief synopsis of the incident and the person's name / DOB. We are required to get housing services out to them the next business day.
6. It's important to follow all of the above steps. Any issues we may have to suspend the program to make corrections so we don't lose access to our vouchers. If you take a voucher but do not use it, **please return it ASAP. They are a serialized controlled document.**



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COMPLETING A VOUCHER

Please fill out the top section (Section 1) on the voucher completely. This includes all of the information for the person you are placing in the hotel, the payment information, dates, and your information. Each voucher is good for up to four nights. It is recommended that you make it for all four nights because that gives the IMPACT a little time to set everything up. After you fill out the Section 1, present the voucher to the hotel and they will review it. The rest of the voucher will be filled out by the hotel when the subject checks out.

When the hotel accepts the voucher they only get the top two copies. There will also be a return envelope with the vouchers. Provide the envelope to the motel so they can use that to mail their copies back to DHA.

Use attached hotel list below to call ahead of time and see if hotels have room available. It is best not to tell them your purpose. Simply ask them if they have a room and let know you are on your way.

Bring this entire packet with you

**SACRAMENTO COUNTY DEPARTMENT OF HUMAN ASSISTANCE HOMELESS OUTREACH
VOUCHER**

TOTAL # OF DAYS; (MAX # OF DAYS IS 4; OFC. SHOULD MAKE IT FOR MAX # OF DAYS)

Section 1 – Worker Authorization

TO: TRANSIENT NAME TRANSIENT SSN (If Obtained) TRANSIENT DOB (If Obtained)

Payee TOTAL AMT. AUTH. Payee SSN Total cost for # of days Payee DOB

Sacramento County authorizes \$ ↓ per day for ↓ days for a total of \$ ↓ for you to use to pay for Housing. The dates covered by this voucher are TODAY'S DATE through DATE TRANSIENT WIL LEAVE

TODAY'S DATE OFFICER NAME (PRINTED) N/A

Date Issued Worker Name (Printed) Phone

TRANSIENT SIGNATURE OFFICER SIGNATURE OFFICER BADGE #

Signature of Client Worker Signature Worker Code

Section 2 – Important Vendor Information DISREGARD FOR HOTEL USE ONLY

This Voucher has been issued to cover only the cost of housing. The County is not responsible for any cost of shelter over the amount shown above. This voucher is non-transferable. Payment will only be made for housing costs for the person to whom it is issued. We recommend you ask the client for some type of identification. The County does not take responsibility for any landlord/tenant problems.

To get paid, follow these guidelines:

- Do not alter the voucher. If it is altered in any way, it will not be honored.
- You and the person giving you this form must sign the voucher in Section 3 and 4.
- Return this form to: DHA, 1725 28th Street, Sacramento CA 95816, Attn: AF30.
- The original voucher must be received by our department within 30 days after the issue date. If it is received beyond 30 days, it will not be honored. The goldenrod is your copy to keep for your records.
- Income in the form of rent is subject to 1099 reporting. You must provide your Tax Identification Number below. We may contact you for further information if needed before the voucher can be paid.

Section 3 – Vendor Certification HOTEL NEEDS TO FILL OUT THIS SECTION COMPLETELY

I certify housing COST PER NIGHT has been provided for the client for the time period authorized. DATE TRANSIENT WIL LEAVE Payment is now due in the amount of \$ ↓ for 1-4 (# of days) from TODAY'S DATE to ↓. I declare under penalty of perjury that the above information is true and correct to the best of my knowledge and was executed on TODAY'S DATE day of DAY OF THE WEEK at SACRAMENTO, California.

SIGNATURE OF HOTEL EMPLOYEE

Signature

ADDRESS OF HOTEL

Print Name of Vendor or Firm

NAME OF HOTEL EMPLOYEE (PRINTED)

Print Name of Person Signing

HOTEL TAX ID NUMBER

Address where client stayed (include city, state, zip code)

PHONE NUMBER OF HOTEL

Phone Number (if we have any questions)

HOTEL TAX ID NUMBER

Tax Identification Number

Section 4 – Client Certification HAVE TRANSIENT SIGN AND DATE THE FORM

I certify my family and I did get housing for the number of days and the dates shown on this voucher. I declare under the penalty of perjury that the above information is true and correct to the best of my knowledge and was executed on _____ day of _____ at _____, California.

Signature of Client

Date

Copies: Make sure they are completely filled out and writing is legible on all 4 copies.

White and Pre-address envelopes: leave with hotel

Yellow: Goes to transient (or with hotel if they insist on keeping it.)

Pink and Goldenrod: Place back in this envelope, fill out your name and drop in inner-office mail.

DONE!

DHA Homeless Motel Voucher Program

Payee	Address	Phone #	Nightly
COURTYARD INN	3425 Orange Grove, N. Highlands, CA 95660	488-4100	\$65
MEGA INN	4600 Watt Ave, North Highlands, CA 95660	779-5790	\$65
BEST SIX MOTEL	5969 Stockton Blvd., Sacramento, CA 95824	455-8392	\$65
DEVILLE MOTEL	2756 Stockton Blvd., Sacramento, CA 95817	457-9803	\$65
ROADWAY INN	6610 Stockton Blvd., Sacramento, CA 95823	399-8077	\$65
ROYAL 8 INN	6448 Stockton Blvd., Sacramento, CA 95823	427-5841	\$65
SKY RIDERS MOTEL	6100 Freeport Blvd., Sacramento, CA 95822	421-5700	\$65
TRADEWINDS MOTEL	2844 Auburn Blvd., Sacramento, CA 95821	481-0767	\$65
TRAVELODGE	9646 Micron Ave., Sacramento, CA 95827	361-3131	\$65
VINCE'S MOTEL	9515 Folsom Blvd., Sacramento, CA 95827	362-1331	\$65
JOHNSON'S GREENBRIER MOTEL	4331 Stockton Blvd, Sacramento, CA 95820	451-2861	\$65