

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 11/28/2023
Meeting Date: 12/11/2023
Submitted By: Richard Hogan
Department: Sheriff's Office
Signature of Elected Official/Department Head:
Adam King

Court Decision:
This section to be completed by County Judge's Office

COMMISSIONERS COURT

DEC 11 2023

Approved

Description:
Donation from TAPEIT to purchase a storage cabinet.

(May attach additional sheets if necessary)

Person to Present: Sheriff King

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL
(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 1 minutes

Session Requested: (check one)
 Action Item Consent Workshop Executive Other _____

Check All Departments That Have Been Notified:
 County Attorney IT Purchasing Auditor
 Personnel Public Works Facilities Management

Other Department/Official (list) _____

**Please List All External Persons Who Need a Copy of Signed Documents
In Your Submission Email**

MEMORANDUM OF DONATION

KNOW ALL MEN BY THESE PRESENTS:

Comes now TAPEIT hereafter known as Donor and Johnson County, Texas, hereafter known as Johnson County.

Whereas, Johnson County is a political subdivision of the State of Texas within Johnson County; and

Whereas, Johnson County is authorized to act and does act by and through the Commissioners Court of Johnson County, pursuant to V.T.C.A., Local Government Code Section 81.032 to accept donations of property.

THEREFORE:

Donor does hereby donate and transfer to Johnson County the property described below:

Property donated is not subject to return to the Donor by Johnson County.

For a donation to be accepted, such donation, subsequent to being offered, must be accepted and approved by the Commissioners Court of Johnson County in an open session of the Commissioners Court of Johnson County.

Donor, by executing this Memorandum of Donation agrees and understands that this document contains all terms of the donation and this is not a contract.

Item Description	Estimated Value
<u>Check</u>	<u>\$500</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

TAPEIT
Printed Name of Donor (If Company or Business Entity)

Crystal Smith
Printed Name of Donor's Authorized Agent

Crystal Smith
Signature of Donor or Donor's Authorized Agent

11/28/23
Date

Approved and Accepted by Commissioners Court:

12-11-23
Date

CPH Boedeke
Christopher Boedeke, Johnson County Judge

Voted: yes, no, abstained

Rick Bailey
Rick Bailey, Comm. Pct. 1

Voted: yes, no, abstained

Kenny Howell
Kenny Howell, Comm. Pct. 2

Voted: yes, no, abstained

Mike White
Mike White, Comm. Pct. 3

Voted: yes, no, abstained

Larry Woolley
Larry Woolley, Comm. Pct. 4

Voted: yes, no, abstained

ATTEST: *April Long*
April Long, County Clerk





September 11, 2023

The TAPEIT Grant Committee has received your grant application request for the purchase of property room supplies/equipment. As TAPEIT Grant Committee Chairman, I am happy to inform you that we have accepted the proposed grant. This grant will be awarded at our annual conference in San Marcos, Texas in November. Once the grant is accepted and the items purchased, we request that you or your agency please send a copy of the receipt for our records. You can email a copy to our Secretary @ tapeitcgh@gmail.com.

Sincerely,

Linda Roberts

TAPEIT Grant Committee Chairman



Texas Association of Property and Evidence Inventory Technicians (<https://tapeit.net/>)



2023 TAPEIT Grant Application - Texas Association of Property and Evidence Inventory Technicians

Texas Association Property & Evidence Inventory Technicians Grant Fund (GF-01) I. Purpose: The purpose of this order is to establish policies and procedures for applying, receiving, and disbursement of funds distributed and received from TAPEIT. II. Policy: It is the policy of TAPEIT to allow agencies to submit an application that shall be reviewed by a Grant Fund Board which is established by the officers and board of TAPEIT. The Grant Fund Board will determine if the submitting agency meets established criteria, that will allow the agency to receive funds that must be disbursed to purchase pre determined equipment, supplies, or other necessities for a working property room. III. Definitions: 1. Agency – shall mean a municipal police department, county sheriff's department, state police department, or other entity as approved by TAPEIT 2. Board of Directors – active members of TAPEIT that are voted for by TAPEIT members to serve on the board of directors for an established number of years as established by the TAPEIT constitution. 3. Grant Fund Board – active members of TAPEIT selected to service along with an officer and board member of TAPEIT to review and determine applications for funds and determine if the submitting agency meets all established criteria to receive funds. 4. Funds – monies disbursed by TAPEIT that shall be spent on pre-determined equipment, supplies, or other necessities requested by an agency to be used in the property room. 5. Officers – active members of TAPEIT that are voted for by TAPEIT members to serve as officers for TAPEIT for an established number of years as established by the TAPEIT constitution. 6. Property Room - a designated room within or outside of the agency that is designed to maintain the integrity, security, and condition of property or evidence until its final disposition. IV. Procedure: It shall be the responsibility of the submitting agency to following all guidelines when submitting an application to receive monies from the Grant Fund. A. Eligible Agency - the submitting agency must have at least one active member of TAPEIT that is in good standing. B. The eligible agency must provide pertinent information on the equipment, supplies, or other products that are requested at the time of grant submission. C. Equipment, supplies, or other products must be used within the property room and not distributed throughout the agency. D. Application – attached along with letter from submitting agency Chief/ Sheriff advising if TAPEIT can only award a portion to the money requested, the agency will be responsible for the remaining balance of the items to be purchased. E. Submittal of all applications shall be forwarded to the Grant Board for consideration. The Grant Board shall approve or deny the request. Approved applications shall be forwarded to the TAPEIT Treasurer for disbursement of funds. Denied requests shall be sent back to the submitting agency with an explanation of why the request was denied. Denied applications may be appealed to the TAPEIT President within (30) thirty days of the denial date. The requesting agency may submit up to (3) three request per calendar year, January 1st through December 31st. Funds will be disbursed by the TAPEIT Treasure for the purchase of all approved applications. Original receipts must be submitted to the TAPEIT treasurer with in thirty (30) days of purchase. Any funds disbursed by TAPEIT shall only be spent on requested supplies, equipment or other products listed on the approved application. If the monies are not spent within sixty (60) days the money shall be forfeited back to TAPEIT. Any funds not spent exceeding fifty (50) dollars will be sent back to the Treasurer for deposit back into the TAPEIT Grant Fund. All disbursed money shall be accounted for no later than ninety (90) days after disbursement from the TAPEIT treasurer. Summary: Texas Association of Property, Evidence, Technicians has established a Grant Fund to help agencies purchase equipment, supplies, or other products that shall be used within a p days of denial.roperty room to help the agency store property or evidence until its final disposition. Requesting agencies shall have at least (1) one active member at time of request. It shall be the final decision of the Grant Board to approve or deny an application. Appeals for denied applications shall be made to the TAPEIT President within (30) thirty.

If you are filling out this form for the first time, please click the New Submission button on the left.

Regina Alcantar

From: Regina Alcantar
Sent: Tuesday, March 21, 2023 11:57 AM
To: Kim Burris
Subject: FW: 2023 TAPEIT Grant Application

From: Texas Association of Property and Evidence Inventory Technicians <GroupMessaging@memberleap.com>
Sent: Tuesday, March 21, 2023 11:52 AM
To: Regina Alcantar <ralcantar@johnsoncountytexas.org>
Subject: 2023 TAPEIT Grant Application

*** External sender - use caution with links or attachments ***

Thank you for submitting your grant application. The application will be forwarded to the Grant committee for review. You will receive notification of our decision after September 1st.

Sincerely,
Linda Roberts
TAPEIT President

Name: Regina Alcantar
Email: ralcantar@johnsoncountytexas.org
Access Code: xe%6E6row
<https://www.memberleap.com/members/form.php?orgcode=TAPE&fid=4153257>

Department/Agency Name:
Johnson County Sheriff's Office/Property

Contact Name and Title:
Regina Alcantar/CSI/Property/Evidence

Department/Agency Address:
1102 E kilpatrick St, Suite A, Cleburne, TX 76031

Phone:
6824591579

contact email:
ralcantar@johnsoncountytexas.org

Number of Sworn:
105

Number of non-sworn:
60

Number of Property Room Personnel:

3

Population:

188,600

Do you have a barcode system in place?

Y

Do you have a Standard Operating Procedure?

Y

Do you have a Packaging Standards Manual?

Y

Do you have an Access Log?

Y

Do you have a regular destruction schedule?

Y

Do you offer a Property Room Tour/Training for new officers?

Y

Request Title and Description:

Property Room Equipment- storage cabinet

How will it be used?

Storing Evidence Room Supplies

Amount requested?

\$500

Did you receive a quote? If yes, from whom?

Yes, Uline/various businesses

I understand the requirements for grant funding as well as what is eligible for funding through TAPEIT. I understand that the maximum amount granted per agency is \$500.00. I understand that I will be notified by written correspondence of either my approval or denial of the grant application.

Y

You must include a letter from your Chief/Agency stating they will cover any expense over the granted amount of monies.

[Chief Letter.pdf](#)