



MCSCAAA
OPERATIONAL POLICIES AND PROCEDURES

OPP No. 13 – Operation Blue Elf
Revision 0
Date Adopted: June 9, 2024

Operation Blue Elf (“OBE”) is a MCSO charitable program designed to provide gifts/bicycles to needy children and allow them an opportunity to interact with law enforcement in a positive manner. The gifts/bicycles are purchased through donated funds for the Operation Blue Elf Program. Children are selected by the school counselors for those with genuine need. The event culminates with a child being assigned a deputy or police officer to escort them through the Blue Elf winter wonderland and receive their gift/bicycle while having a positive interaction with law enforcement at every turn of the event.

This is a charitable event with an undisclosed budget, limited by donations from the public, corporations and volunteers.

MCSO and the OBE Coordinator are responsible to plan, organize and oversee the OBE Program.

The following guidelines are regarding MCSCAAA involvement in OBE.

1. Provide bank account* to be solely used for OBE activities:
 - Acceptance of public donations.
 - Pay all expenses including, but not limited to: gifts/bicycles given to children, software/apps to organize and track attendee invitations/responses, storage of gifts, etc.
 - MCSCAAA will maintain accounting and provide financial statements monthly.
2. Provide volunteers for the OBE Program as requested by the OBE Coordinator.
 - Examples: assist in grant writing, assist in set-up for event and provide volunteers for event.
3. OBE has a storage unit located at JAG Storage in Conroe. The OBE Coordinator is responsible for:
 - All articles contained in the storage unit.
 - Confirming in writing to MCSCAAA by December 15 each year, that the storage unit is still needed and the annual invoice is to be paid.

** Note: The first year of OBE, MCSO approached the MCSCAAA about helping the agency with the program in a number of ways, and inquired specifically about establishing a new bank account for the program under the umbrella of the existing MCSCAAA bank account structure. MCSCAAA agreed to do that, and all funds in the OBE account have been from monies donated to MCSCAAA specifically for the OBE program by numerous entities/individuals over the life of the program. None of the money in the OBE account is provided by MCSCAAA, nor do the funds in the OBE account belong to MCSCAAA. The Executive Board intends to continue to defer to MCSO leadership on how the OBE program is managed, and how the money in the OBE account is spent. MCSCAAA will continue to support MCSO in the OBE program with banking services, accounting and other assistance as requested by the agency, and will keep MCSO informed of the funds and banking activity in the OBE account on a monthly basis so they can manage the program effectively as they see fit.*