

Donation

Version 1.9 released on 8/3/21

Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



CITY COUNCIL USE ONLY Date Received: _____ Committee Date: _____ 1 st Agenda Date: _____	Tracking #: _____ Committee: _____ Hearing Date: _____ 2 nd Agenda Date: _____	CITY CLERK USE ONLY <input type="checkbox"/> Scanned Date: <u>04.01.2026</u> <input type="checkbox"/> Posted Item #: <u>2604-00822</u>
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All department items requiring Council approval must be submitted through the Mayor's Office.

Primary Details

Board Approval _____	Other Board Name _____	City Council Approval <input checked="" type="radio"/> Yes <input type="radio"/> No
Department Police	Contact Name Malcolm Williams	Email mwilliams@cityoftulsa.org
Bid/Project Number _____	Project Title _____	Donator Tulsa Police Foundation
Travel Event Title CorCon 2026	Traveler's Name Captain Malcolm Williams	Event Date <u>06/07-10/2026</u> <u>Dallas, Texas</u>
		Phone 9185270095
		Type of Donation Travel
		Donation Amount/Value \$1,467.00 <i>City Council requires a dollar value</i>

Budget

Funding Source(s)

ICRA CoRCon (Co-Responder) Conference 2026 Registration:	\$750.00
Lodging - Conference Hotel - 3 Nights:	\$717.00
TOTAL:	\$1,467.00

Enter the funding source(s) using the appropriate Munis funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount (144104.AbstrTitle5413102.6001-4043122-541102-\$30,000.01)

Approvals

Department: <u>Jennifer R. Perry</u> Legal: <u>NR</u> Board: _____ Mayor: _____ Other: _____	Date: <u>03-23-26</u> Date: _____ Date: _____ Date: <u>APR 01 2026</u> Date: _____
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Policy Statement

Background Information

The Tulsa Police Foundation has donated funding to the Mental Health Unit. There has already been approval for utilization of the funds. We are interested in utilizing the funds to pay for registration and lodging for the 2026 ICRA (International Co-Responder Alliance) CoRCon (Co-Responder Conference).

Provide background information on the requested action.

Summation of the Requested Action

The funds would be utilized to pay for Event Registration and Lodging for event.

Summarize the pertinent details of the requested action

Other Pertinent Details

Attendees will be seeking COT/TPD on duty pay, mileage to destination, parking, and Per Diem for the dates of the conference.

Provide any additional information that should be considered when considering approval of this contract document

Processing Information for City Clerk's Office

Post Execution Processing

- Mail vendor copy (add'l signature copies attached)
- Must be filed with other governmental entity
- Add'l governmental entity approval(s) required

Additional Routing and Processing Details



INTEROFFICE CORRESPONDENCE

Travel Request Form

Date Submitted: 03/13/2026

MSS Claim Number: _____
(Enter after travel approved.)

To: Chief Larsen

From: Captain Malcolm Williams

Print Name/Payroll ID #: Malcolm Williams/101199 Division: Support Division

Employee Signature: [Handwritten Signature]

Destination: Dallas, Texas

Dates of Travel:

Start: 06/07/2026 End: 06/10/2026 Event: International Co-Responder Alliance Annual Conference

Is it mandatory in order to maintain a certification? Yes No

If yes, what certification: _____

Is this travel related to law enforcement training functions? Yes No

Trip Justification:

The National Co-Responder Conference (CorCon) is in Dallas, Texas, June 7-10, 2026. The conference, in its seventh year, is expected to bring more than 1000 co-response, first response and crisis response professionals together to learn and network.

The International Co-Responder Alliance (ICRA) hosts the conference, which is designed to enhance the support and services we offer our community. Our participation would also continue to demonstrate our commitment to leading the way in thoughtful co-response and crisis response practices on a national level. The Tulsa Police Department Mental Health Unit supervisors and co-response team members will be attending this conference along side our Tulsa Fire Department and Family and Children Services mental health professional partners to enhance our combined knowledge, skills and abilities to better serve the citizens of Tulsa.

Lodging and registration will be paid for by the Tulsa Police Foundation. I am requesting permission to attend the conference and the department pay my per diem.