

Donation / Gift Acceptance Policy

221.1 PURPOSE AND SCOPE

From time to time, civic minded citizens, service groups and businesses offer gifts and donations to the Sheriff's Office. Such gifts and donations can help expand important services and programs that we can provide to the community. These gifts and donations take many forms including cash with or without a designated purpose, or new or used equipment.

221.1.1 POLICY

All requests to receive a gift or donation shall be forwarded through the chain of command to the Office of the Sheriff for review and approval. The decision to accept donations or gifts rests with the Sheriff. Acceptance of the gift or donation shall result in a clear benefit, and be consistent with priorities, goals and objectives of the Sheriff's Office.

If approved, the gift or donation shall not be automatically construed to result in publicity, advertisement, or promotional use. Any decision to publicize the donation shall be examined on the individual circumstance. The Sheriff will screen all donation proposals for potential conflicts of interest and the possibility of negative publicity. A letter shall be prepared acknowledging receipt of the donation and expressing gratitude on behalf of the Sheriff's Office.

This policy applies to all areas and divisions of the Sheriff's Office, including volunteer groups, specialized sections, support organizations, or any other group associated with the Sheriff's Office or which would be the source funds, equipment or any other items contributed to any Sheriff's Office operation. Accepting a gift or donation without proper approval is grounds for discipline.