



<b>G.O. Number:</b> 12.6	<b>Subject:</b> Non-Monetary Gift/Donation Agreement Policy	
<b>Chapter:</b> Discipline and Conduct	Number of Pages: 4	
<b>CFA Standard(s):</b> N/A	<b>Effective:</b> 12/27/2023	
<b>By Order of Chief of Police:</b> Reo Hatfield III Chief of Police		<b>Revised:</b> N/A <b>Status:</b> New

**SECTIONS:**

- 12.6.1**      **Definition**
- 12.6.2**      **Procedures/Restrictions**
- 12.6.3**      **Policy Violation**

**RESCINDS:** All existing orders in conflict.

**PURPOSE:** The purpose of this policy is to outline guidelines and procedures for accepting non-monetary gifts/donations to the South Miami Police Department. This policy ensures fairness, transparency, safeguards the integrity of the department, and prevents conflicts of interest.

**SCOPE:** This policy applies to all employees of the South Miami Police Department.

**POLICY:** The South Miami Police Department shall establish a policy for the acceptance of non-monetary gifts/donations, that have been vetted through the Internal Affairs Unit and approved by the Administrative Captain.

**12.6.1 DEFINITION**

- A. **Non-monetary gift(s)/donation(s):** Refers to tangible or intangible items, such as merchandise, services, or experiences, provided to or accepted by the South Miami Police Department without the exchange of money.

## 12.6.2 PROCEDURES

### 1. Prohibited Gifts/Donations:

- a. The South Miami Police Department is prohibited from accepting gifts/donations that would violate applicable laws, rules, or regulations that may reasonably be perceived as attempting to influence the department's decision-making process involving investigations or actions.

### 2. Approval Process:

- a. Any gift/donation in excess of \$100.00 must be approved in writing using the **Gift/Donation Agreement Form** which will be kept on file by the Administrative Captain.
- b. The approval process will involve reviewing the nature and value of the gift, assessing any potential conflicts of interest, and considering legal and ethical implications. This will be done through the Internal Affairs Unit.
- c. Approval will be documented in writing, including the reason for acceptance or refusal of the gift/donation.

### 3. Reporting Obligations:

- a. Employees must promptly report any non-monetary gift(s)/donation(s) they receive for the police department.
- b. Report should include details of the gift/donation, its value, and the circumstances in which it was given. It shall be documented on a **Gift /Donation Agreement Form. (Attached to Policy)**
- c. This reporting obligation allows for transparency, accountability, and assessment of potential conflicts of interest. Any doubts or concerns regarding the propriety of accepting a non-monetary gift/donation should be discussed with a supervisor.

### 4. Restrictions on Gift/Donations:

- a. The department shall not accept gifts/donations offered with the intention of influencing investigations, decisions, or actions.
- b. Gifts/Donations from individuals or entities that are involved in current or potential legal matters involving the South Miami Police Department will not be accepted.

## **5. Recognition:**

- a. Non-monetary gifts/donations given in the context of recognition programs or within customary business protocols may be allowed, provided they are proportionate, reasonable, and consistent with organizational values.
- b. Recognition should not result in an undue burden or favoritism towards individuals or groups.

### **12.6.3 VIOLATIONS**

#### **1. Policy Violation**

- a. Violation of this policy may result in disciplinary action, up to and including termination of employment. In cases where violations involve potential legal or ethical issues, the appropriate level of investigation will be conducted.

