



*Kern County Sheriff's Office*

**Policies and Procedures**

<b>TITLE: GIFT ACCEPTANCE POLICY</b>		<b>NO: J-500</b>	
<b>APPROVED: Donny Youngblood, Sheriff-Coroner</b>			
<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 06/01/2018	<b>REVISED:</b> 03/01/2007	<b>UPDATED:</b> 06/01/2018

**POLICY**

There are times when organizations, businesses, or individuals wish to donate items of value to the Sheriff's Office. This policy defines the process to be followed by all members of the Sheriff's Office when offered a gift.

No member shall knowingly accept any gift from any individual who is under investigation by the Sheriff's Office or any other agency, nor will they accept a gift for their individual use or any gratuity as defined in this section.

Gifts of perishables, such as candy or produce, will be placed in a location accessible to all employees and will be shared to the extent possible.

Only the Sheriff-Coroner, Undersheriff, or a Chief Deputy may accept a gift of nonperishable goods or services. Perishable items may be accepted by a commander or above provided due consideration is given to the provisions of this section. Such donations of perishable items should be delivered to an appropriate Sheriff's facility or station. They should never be transported in patrol vehicles. Appropriate transportation may be arranged for large quantity items as necessary.

**DEFINITION**

**GRATUITY:** An item or service given in return for, or expectation of, special treatment or other consideration not afforded to all persons.

**PROCEDURE**

Any member who is offered a gift or nonperishable goods, or services, for use by the Sheriff's Office, will:

- Report the offer via the chain of command to the Sheriff-Coroner, Chief Deputy or appropriate Division Commander, including:
  - Nature of gift or donation;
  - Estimated value;
  - Condition, if applicable;

- The intended use.
- Notify the person wishing to give the gift or donation of this policy.

If the person offering the gift insists the member take possession of the gift immediately, the member will:

- Prepare an incident report and forward to the appropriate commander or other superior;
- Book the item into the Property Room;
- Inform the giver that the items(s) will be held pending approval.

**DIRECTIVE**

The Sheriff-Coroner may accept a gift valued at less than \$2,500.00. Upon acceptance or rejection of the gift, the Sheriff-Coroner will notify the donor by letter of acceptance or rejection. A copy of the letter will be filed with the Clerk of the Board.

If the donated item constitutes a fixed asset, a copy of the acceptance letter will be provided to the Auditor-Controller.

Gifts valued at over \$2,500.00, or where the donor specifically requests recognition by the Board of Supervisors, shall be referred to the Board agenda for consideration by the Board of Supervisors.

The Sheriff-Coroner will request evaluation by the County Administrative Officer and County Counsel of any conditions placed on a gift by the donor. Such evaluations shall be made prior to placing the item on the agenda.

The Sheriff’s Office will review any potential maintenance costs with General Services prior to placing the item on the agenda.

J-500-2

<b>EFFECTIVE:</b> August 1, 1990	<b>REVIEWED:</b> 06/01/2018	<b>REVISED:</b> 03/01/2007	<b>UPDATED:</b> 06/01/2018
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