

KERN COUNTY SHERIFF'S OFFICE  
COUNTYWIDE SERVICES SECTION  
POLICIES AND PROCEDURES

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TITLE: DONATIONS/FUNDRAISING ACTIVITIES

NO. B-100

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**EFFECTIVE DATE:** February 1, 1994

**REVISED:** August 27, 2025

**APPROVED BY:** Augustin Moreno, Commander

**REVIEWED:** August 27, 2025

**REFERENCE:** Kern County Sheriff's Office DPPM, Section J-500

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**POLICY**

The Sheriff's Office recognizes that volunteer groups are not funded through the County budget but rather operate solely on funds received through donations from the community and fundraising activities. Therefore, volunteer groups may accept donations or hold fund-raising events that fall within established guidelines, and only with prior approval of the Unit Coordinator.

No donations will be accepted with any promises or guarantees for preferential or specialized service from any Sheriff's volunteer group. Volunteer members accepting donations shall ensure the donor understands this policy and is not expecting anything specific in return for his donation.

No volunteer member shall knowingly accept any donation from any individual who is under investigation by the Sheriff's Office or any other agency, nor will they accept any donation for their individual use.

Any donation valued at \$500.00 or more shall be reported to the Countywide Services Section Lieutenant/Commander, via the chain of command, for approval prior to acceptance.

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**DIRECTIVE A:**

The Countywide Services Section unit coordinators shall establish specific procedures for their units regarding the handling of donations and fundraising activities, since group structure and reporting requirements vary among the volunteer units. Each unit's procedures shall establish a method whereby the unit coordinator must review all donations and fund-raising activities. In assessing the activity or donation, the unit coordinator should take into consideration the following criteria:

- Is the donation being offered without expectations for special treatment from the donor.
- Will the donation or fund-raiser benefit the group.
- Will the item being donated incur any financial obligation to the department.
- Is the fundraising activity in the best interest of the Sheriff's Office; will it cause any embarrassment to or bring adverse attention to the Sheriff's Office.
- Will the activity present any conflict of interest, violation of any agreements or policies of the Sheriff's Office or negatively impact any other volunteer group within the Sheriff's Office.

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**DIRECTIVE B:**

When seeking donations for any volunteer group, members of the group will follow the procedure set forth in their unit policies and procedures manual.