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17-118
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Protocol for Gifts, Compensation and Rewards (Amends DB 15-256, Updates portions of DGO 2.01)

No officer or employee may receive, accept or solicit gifts from anyone other than the City for the performance of a service or act the officer or employee would be expected to render or perform in the regular course of his or her City duties. Normally, an officer or employee may not accept a gift in exchange for doing their job.

If a member or employee wishes to accept money or a gift offered, which he/she believes is different from the above circumstances, a memorandum shall be submitted to their Commanding Officer. The memorandum shall include a request for permission to accept the money or gifts, along with the date the offer was made, the name and address of the donor and a brief description of the reason for the gift. The Donor Disclosure/Gift Acknowledgement Form shall be completed and attached to the required memorandum to ensure compliance with the San Francisco Sunshine Ordinance (SEC. 67.29-6).

Commanding Officers shall forward the memorandum through the chain of command to the Police Commission. The Police Commission may grant or deny permission to accept all or part of the money or gifts.

Per the City's Admin. Code §10.100-305(a), a gift (monetary, equipment, or services) can be made directly to a City Department instead of to an individual. In such cases, gifts of up to \$10,000 can be accepted using the above procedure; however, the Department must promptly report the gift to the Controller's Office. If the gift is in excess of \$10,000, in addition to the above procedure, the Department must receive approval from the Board of Supervisors to accept the gift. Members facilitating the acceptance of a financial or equipment gift to the agency shall work with the Legal and Fiscal Units to complete all mandated paperwork, including the State's FPPC Form 801.

All gifts received by members and/or the Department, once approved, shall be posted on the Department's website.

Per the San Francisco Police Commission and Police Department Statement of Incompatible Activities, the following gifts are classified as *De Minimis* and EXEMPT from this policy:

- Gifts, such as food and drink, without regard to value, to be shared in the office among officers or employees.

(over)

- Gifts, other than cash, with an aggregate value of \$25 or less per occasion. If, over the course of a year, gifts equal or exceed \$50, an officer or employee may be required to complete a *Statement of Economic Interests*.


WILLIAM SCOTT
Chief of Police

Sources:

DGO 2.01, Rule 27 - Gifts, Presents, Compensation, Rewards.
San Francisco Police Commission and Police Department Statement of Incompatible Activities.

Per DB 17-080, both sworn and non-sworn members are required to electronically acknowledge this Department Bulletin in HRMS.