

OFFICE OF THE CHIEF OF POLICE

NOTICE
1.10

March 31, 2020

TO: All Commanding Officers

FROM: Chief of Police

SUBJECT: REPORTING AND ACCEPTANCE OF DONATIONS- EMERGENCY
EXCEPTION

The timely reporting and submission of donations is essential in ensuring transparency and appropriate accountability. Commanding officers are reminded that they are responsible for complying with Department Manual Section 3/350.20, which defines the Department's procedures for accepting donations. The following is the exemption to the Department's procedures:

Exception: During a local, state or federal emergency it is recognized that essential supplies will be provided to the Department from a variety of sources outside of the normal procurement process (i.e., business, community groups, private citizens, etc.). It is also understood that the supplies will be placed into immediate use. In such circumstances, commanding officers should identify and vet the donor to ensure the business/individual is a reputable source, and shall track the items donated, including the estimated value.

When normal operations are resumed, commanding officers are to follow established donation reporting procedures, with articulation of the reason the donation was placed into immediate use prior to BOPC authorization.

If there are any questions regarding this Notice, please contact Lieutenant John A. Russo, Administrative Services Bureau, at (213) 486-7060.



MICHEL R. MOORE
Chief of Police

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