

OFFICE OF THE CHIEF OF POLICE

NOTICE

May 13, 2020

1.10

**TO:** All Commanding Officers

**FROM:** Chief of Police

**SUBJECT:** REPORTING AND ACCEPTANCE OF DONATIONS- EMERGENCY  
EXCEPTION- REVISED

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. businesses, 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.

**Revised Procedures:** Commanding Officers who receive donated essential supplies during emergency situations are to follow the donation reporting procedures established by the Department Operations Center. Commanding Officers **are not authorized** to delay reporting such donations until the Department resumes normal operations.

The required documentation must be completed and forwarded as soon as practicable, and shall document the delay in reporting including articulation of the reason the donation was placed into immediate use prior to approval by the Board of Police Commissioners.

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

DISTRIBUTION "B"

For DOC use only:  
 DOC Donation Number \_\_\_\_\_

# Los Angeles Police Department Donation Form

COVID-19 emergency donation acceptance form.

## Donor Information

BUSINESS NAME	NAME (LAST, FIRST, M.I.)
STREET ADDRESS	EMAIL
CITY, STATE, ZIP	PHONE
WEBSITE	ALTERNATE PHONE

## Donation Description

CHECK ONE: <input type="checkbox"/> CASH <input type="checkbox"/> PRODUCT / ITEM <input type="checkbox"/> SERVICE <input type="checkbox"/> OTHER	
AMOUNT / DESCRIPTION	DATE
<b>Intended Recipient or Beneficiary of Donation:</b> (e.g., Wilshire Area, Hollenbeck Area Cadets, Department personnel, METRO Mounted Platoon, etc.)	
NOTES	
LAPD Employee Notified: Print Name/ Serial Number	Signature <span style="float: right;">Date</span>
Supervisor Approving: Print Name/ Serial Number	Signature <span style="float: right;">Date</span>
Commanding Officer: Print Name/ Serial Number	Signature <span style="float: right;">Date</span>

Employee shall E-mail the completed and signed donation form to Administrative Services Bureau for documentation. E-mail forms to: Sergeant II Susan Mickles [31127@lapd.online](mailto:31127@lapd.online) and Secretary Joanna Angulo [N3544@lapd.online](mailto:N3544@lapd.online)