

**OFFICE OF THE CHIEF OF STAFF**

**NOTICE**  
1.2

August 13, 2019

**TO:** All Commanding Officers

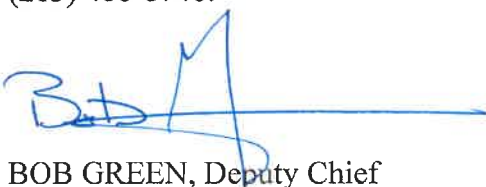
**FROM:** Chief of Staff

**SUBJECT:** ACCEPTANCE OF DONATIONS

This notice serves as a reminder that per Department Manual Section 3/350.20, as revised by Special Order No. 7, 2019, "All donations, as the term is used within this section, shall be formally accepted by the Board of Police Commissioners (BOPC), or the City Council, as appropriate, before the donation may be used by the Department." In order for the Department to maintain transparency, be responsive to the residents of the City, and to minimize the possibility of conflicts of interest, it is imperative that the Department policy is followed and all donations go through timely and proper levels of review.

There are instances where the delay in use of the donation while awaiting the approval is not practical. In those rare cases, an Intradepartmental Correspondence, Form 15.02, addressed to Commanding Officer, Administrative Services Bureau (ASB), requesting the acceptance of the donation shall include the explanation of the exigency for the use of the donation. The Commanding Officer, ASB, will review the correspondence and will forward it through their chain of command.

Any questions regarding this Notice may be directed to the Office of the Chief of Staff, (213) 486-8740.



BOB GREEN, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

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