

PROFESSIONAL STANDARDS BUREAU

**NOTICE**

1.13

September 14, 2021

**TO:** All Department Personnel

**FROM:** Commanding Officer, Professional Standards Bureau

**SUBJECT:** ACCEPTANCE OF GRATUITIES; POLICY REGARDING EMPLOYEE RELATIONS WITH VENDORS AND CONTRACTORS; AND, ENDORSEMENT OF PRODUCTS AND SERVICES – REMINDER

The purpose of this Notice is to remind Department personnel about existing policy prohibiting both (1) the solicitation or acceptance of gratuities; and, (2) official endorsements of products and services. Even when personnel act with good intentions, a violation of these policies may harm public opinion and trust or create perceptions of unequal application of the law or quality of service provided.

Personnel are reminded that Department Manual Section 1/210.10, *Law Enforcement Code of Ethics*, and Section 1/270.15, *Employee Relations with Vendors and Contractors*, prohibit accepting gratuities. Specifically, each employee shall exercise particular care to avoid the appearance of impropriety and avoid placing himself or herself in a position of compromise by **never** soliciting or accepting gratuities of any kind from vendors.

Per Department Manual Section 1/270.20, *Endorsement of Products and Services*, all personnel shall avoid the appearance of using their official capacity, title, or position as a Department employee to endorse any organization, program, product, or service. This prohibition includes: (1) endorsing a product or service while on-duty; and (2) endorsing a product or service off-duty, when the platform for endorsement is facilitated by a nexus to the employee's position within the Department (e.g., using a social media page with a photo of the employee in a Department uniform to recommend a product for purchase).

If you have questions regarding this matter, please contact the Support Section, Professional Standards Bureau, at (213) 996-2986.



MICHAEL P. RIMKUNAS, Deputy Chief  
Commanding Officer  
Professional Standards Bureau

APPROVED:



DANIEL RANDOLPH, Deputy Chief  
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