

GENERAL ORDER



DISTRICT OF COLUMBIA

Subject Solicitation and Acceptance of Donations		
Topic	Series	Number
OMA	403	01
Effective Date March 29, 2018		
Replaces GO-OMA-403.01 (Solicitations and Acceptance of Donations), effective date January 30, 2004.		
Rescinds GO-PER-204.03 (HEROES, Incorporated) effective date January 31, 1994		

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I. BACKGROUND

The purpose of this order is to outline the procedures for members of the Metropolitan Police Department (MPD) regarding the solicitation and acceptance of donations in order to ensure compliance with applicable laws, regulations, and rules including, but not limited to, Mayor's Memorandum 2015-001, "Rules of Conduct Governing Donations and Honorary Gifts to the District of Columbia Government."

II. DEFINITIONS

When used in this order, the following terms shall have the meaning designated:

1. Donation – a gift of funds, in-kind services, or property, solicited or unsolicited, and received pursuant to an agency authority.
2. Donor – an association, business, corporation, foundation, individual, organization, or other entity that can make a meaningful, financial, fixed asset, or in-kind donation.

III. PROCEDURES

- A. Members **shall not** solicit or accept donations without the prior, written approval of the Chief of Police.

NOTE: Approval is documented on a donation agreement signed by the Chief of Police and the donor.

- B. Members who wish to solicit or accept donations shall submit a request to the Grants and Procurement Branch through the chain of command that contains the following information:

1. The name of the donor;
 2. The items or services to be donated;
 3. The estimated value of the items or services;
 4. The justification for the donation; and
 5. The name and title of the donor who will sign the donation agreement.
- C. The Grants and Procurement Branch shall be responsible for:
1. Forwarding requests to the Chief of Police for approval.
 2. Processing and submitting approved requests to the Executive Office of the Mayor (EOM) for final approval consistent with Mayor's Memorandum 2015-001(Rules of Conduct Governing Donations and Honorary Gifts to the District of Columbia Government), effective date August 21, 2015.
 3. Upon EOM approval:
 - a. Finalizing the written donation agreement by obtaining the signatures of the Chief of Police and the donor.
 - b. Notifying the requesting MPD member of approval and providing the member with a copy of the signed donation agreement.
- D. Upon request, the Office of the General Counsel shall provide legal assistance to the Executive Office of the Chief of Police (EOCOP) and the Grants and Procurement Branch for requests to solicit or accept donations.

IV. CROSS REFERENCES

Mayor's Memorandum 2015-001, Rules of Conduct Governing Donations and Honorary Gifts to the District of Columbia Government, dated August 21, 2015



Peter Newsham
Chief of Police