

DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Specific Policies		P&P-B-111
Gratuities		
Effective Date: 11-12-08 Supercedes: 06-02-07	Approval: Sheriff	Number of Pages: 2
References: 18-8-404 CRS, Colorado Constitutional Amendment 41	Reevaluation Date: Annually or as needed	Standards: CALEA 26.1.1 ACA 4-ALDF-7C-02

I. POLICY

As professional law enforcement personnel we are constantly concerned about our image within the law enforcement community and the community which we serve. One area which may create a source of concern and would certainly reflect upon our positive image is that which deals with law enforcement officers receiving gratuities.

A gratuity in the sense of this policy is defined as any gift or reduction in normal price which is offered or given, whether it is solicited or not, because of one's attachment to, or position with, law enforcement. Because it represents a compromise of our professional status, members shall not accept gratuities. This policy applies to any member accepting any gratuity either directly or indirectly.<26.1.1> <7C-02>

Furthermore, members shall comply with Colorado Constitutional Amendment 41, which states: *The Standards of Conduct in Government Amendment prohibit all county officials and employees from receiving any money, forbearance, or forgiveness of debt. It further prohibits the receipt of any gift or any other thing of value from any entity or individual valued at more than \$50 per calendar year without lawful consideration of equal or greater value. It does not matter if the gift is received in relation to county work or not. The amendment also prohibits receipt of gifts or things of value for any employee's spouse or dependent child under identical terms.*

II. INDIVIDUAL RESPONSIBILITY

Persons who are offered or who suspect that they have been given such a gratuity should explain to the donor that they cannot accept the discount or gift because it is against Office policy. The person should further advise that many law enforcement personnel have found the acceptance of such gratuities embarrassing to them as professionals, and they prefer to pay the normal price. The person offering should be asked to cooperate with the Office policy.

III. SUPERVISOR RESPONSIBILITY

Supervisors have the responsibility of contacting business persons who they suspect or know are continuing to offer such gratuities.

IV. EXCEPTIONS

Limited exceptions to this policy are:

- A. Campaign contribution as defined by law
- B. An unsolicited item of trivial value less than \$50 such as a pen, calendar, plant, book, note pad, or other similar item.
- C. An unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item.
- D. Unsolicited informational material, publications or subscriptions related to the recipient's performance of official duties.
- E. Admission to, and cost of food or beverages consumed at, a reception, meal or meeting by an organization before whom the recipient appears to speak or to answer questions as part of a scheduled program.
- F. Reasonable expenses paid by a nonprofit organization or other state or local government for attendance at a convention, fact-finding mission trip, or other meeting if the person is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the state or local government, provided that the non-profit organizations receives less than five percent of its funding from a for-profit organizations or entities.
- G. Discount prices which are given to members as a normal procedure for business operations for the general public.
- H. Gifts given to an individual who is a relative or personal friend of the recipient on a special occasion.
- I. A component of the compensation paid or other incentive given to the recipient in the normal course of employment.

By Order of the Sheriff