

<b>DOUGLAS COUNTY SHERIFF'S OFFICE</b>		<b>Policy and Procedure</b>
<b>Conduct</b>		<b>P&amp;P-C-105</b>
<b>Fundraising Activities</b>		
Effective Date: 06-01-09	Approval: Sheriff	Number of Pages: 2
References: Section 501(c)(3) IRS Code	Reevaluation Date: Annually or as needed	Standards

**I. DEFINITIONS**

***Nonprofit / Charitable Nonprofit Corporation***

A nonprofit corporation is a legally constituted organization with the objective of supporting or engaging in activities of a public or private interest without any external commercial or monetary profit. They exist primarily to provide programs and/or services that are of benefit to individuals and which might otherwise not be provided by governmental entities. Charitable nonprofit corporations must meet the criteria established by the federal Internal Revenue Code, Section 501(c)(3). They are described in that code as ‘Corporations, and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition . . . or for the prevention of cruelty to children or animals . . .’ In Colorado, all such organizations must be registered with the Secretary of State as a Nonprofit Corporation.

***Official or Semi-Official Capacity***

As it relates to this policy, ‘official or semi-official capacity’ means any activity or behavior where the member is involved in one or more of the following: is in Office uniform or has a marked patrol car present; is displaying an official symbol, badge or photograph(s) of individuals who are or may be identified as Office members (either from the picture itself or from adjacent / attached written signs or labels); is displaying signs, banners, documents, etc., containing the Office name or any Office symbols or written identification; is verbally indicating that their presence, participation, or behavior is sanctioned and/or approved by the Sheriff’s Office; or is, in any other way, using physical objects and/or engaging in activities or conducting themselves in such a manner that their behavior, presence, or appearance could reasonably be interpreted or construed as being indicative of Office approval or participation.

**II. POLICY**

Any Sheriff’s Office member(s) participating in fundraising activities for any external nonprofit / charitable nonprofit organization while acting in an official or semi-official capacity (as defined above) must first obtain approval from the Sheriff. This policy specifically does not apply to Office members who are off duty and are acting solely as private citizens.

### **III. PROCEDURE**

An Office member wishing to participate in a fundraising activity in an official or semi-official capacity as detailed above must submit a memorandum requesting approval through their chain-of-command to the Sheriff. Concurrence by the member's captain and bureau chief is required for the request to be forwarded to the Sheriff for final approval. The memo must, at a minimum, provide the following information:

- Name / identity of the charitable nonprofit organization.
- Date, time, and location of the fundraising activity / event.
- General outline of what the activity / event will entail.
- Planned activity and/or duties of the requesting member(s).
- What Office identifiers the member wishes to use, such as appearing in uniform, use of Office equipment, name or symbols, etc.
- Why the member(s) wish to participate in an official or semi-official capacity.
- In instances where multiple Office members may be participating, one approval request memorandum may be submitted. As much information concerning the total number of possible Office members participating and their identities should be included.

The validity and current status of a charitable nonprofit organization may be checked by conducting a business database search on the Colorado Secretary of State's website. The organization will need to show that it is a 'Nonprofit Corporation' that is in 'Good Standing' to be eligible for consideration.

By Order of the Sheriff