

OTTAWA POLICE SERVICES BOARD – November 2013

Policy Number:	Policy Subject:
CR-8	THE ACCEPTANCE OF DONATIONS, GIFTS, LOANS AND SPONSORSHIPS
LEGISLATIVE AUTHORITY	REFERENCE / <i>Police Services Act</i> section 31(1)(c)
DATE APPROVED	23 October 2000
DATE REVIEWED	2007, 2009, 2010
DATES AMENDED	24 September 2007 22 June 2009 01 November 2010
DATE TO BE REVIEWED	2015
REPORTING REQUIREMENT	To be included in Quarterly Financial Report

LEGISLATIVE REFERENCE / AUTHORITY

Section 31(1)(c) of the *Police Services Act* states that a board shall establish policies for the effective management of the police force. This policy provides direction with regard to the acceptance of donations, gifts, loans and sponsorships by the Ottawa Police Service.

DEFINITIONS

Donation or Gift – the act of giving or bestowing an asset that becomes irrevocable upon acceptance by the recipient. A donation or gift becomes an asset of the donee and comprises a one-time transaction.

Loan - the temporary use of an asset which reverts back to the owner after a specific period of time.

Sponsorship - a person or organization that pays for, in part or in total, a program or activity. Sponsorship helps reduce the cost of an activity over a period of time and infers a relationship between the recipient organization and the police.

BOARD POLICY

The Chief shall ensure that any donation, loan or sponsorship accepted by the Police Service is beneficial to the community as a whole and is handled in a transparent manner.

Accordingly, the Chief shall ensure that:

1. Any donation, loan or sponsorship accepted by the Service supports the objectives and priorities of the Police Services Board and will provide a direct benefit to the community in the form of improved police service, without causing Police Service priorities to be affected thereby.
2. The acceptance of any donation, gift, loan or sponsorship must not compromise or bring into question police impartiality or objectivity. In particular, except for rewards, offers of donations, gifts, loans or sponsorships for the purpose of assisting with criminal investigations are not to be accepted.
3. The donation, gift, loan or sponsorship is without conditions as to its use or preference to the donor.
4. A procedure is in place that: makes it clear that members of the Service must be, and must be perceived to be, impartial and objective in the performance of their duties; that outlines the parameters within which gifts may be accepted by members; and the administrative procedures to be followed.
5. No donation, gift, loan or sponsorship valued at more than \$50,000 is to be accepted without the express permission of the Board.
6. All donations, gifts, loans and sponsorships valued at over \$500 that are received by the Police Service or any of its members will be reported to the Board as part of the quarterly financial status report.
7. All donations, gifts, loans or sponsorships valued at over \$50 must be properly documented, including at least the source of the gift, its nature and its size or significance.
8. A procedure is established for the monitoring and approval of any activities undertaken on behalf of the police service where a special occasion permit or gaming licence will be acquired from the Alcohol and Gaming Commission of Ontario.

MONITORING REQUIREMENTS

In the third year of the business cycle, the Chief shall provide a report on the effectiveness of this Policy by outlining the funds received, scope and nature of them, benefit to the community and public perception.

REPORTING REQUIREMENTS

The Chief shall ensure that each quarterly financial report outlines the donations, gifts, loans or sponsorships received in that financial period valued at over \$500. If there were no donations, gifts, loans or sponsorships this should be reported.