



Arkansas Department of Community Correction

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ADMINISTRATIVE DIRECTIVE: 09-17 ACCEPTANCE OF GIFTS, GRANTS AND DONATIONS

TO: DEPARTMENT OF COMMUNITY CORRECTION EMPLOYEES

FROM: G. DAVID GUNTHARP, DIRECTOR

SUPERSEDES: NONE

PAGE 1

APPROVED: _____ Signature on File

EFFECTIVE: November 30, 2009

- I. APPLICABILITY.** This policy applies to Department of Community Correction (DCC) employees.
- II. POLICY.** The Department of Community Correction (DCC) may accept tangible gifts, grants, expendable items (e.g. stamped envelopes, hygiene items) or other donations (excluding volunteer services) that enhance its ability to meet the agency mission. These donations may be accepted as authorized in this policy. Donations of volunteer services will be handled in accordance with the Administrative Directive on Volunteer Services.
- III. GUIDELINES.**
 - A.** General-purpose items donated with no conditions or stipulations for use may be accepted on behalf of the DCC by the members of the Board of Corrections (BOC), the DCC Director (Director), Deputy and Assistant Directors, Center/Area Supervisors, and Administrators. General purpose donations will be used for purposes authorized by the Director.
 - B.** Donations with conditions or restrictions may be accepted by the Director or a BOC member on behalf of the DCC. They will be used only as stipulated by the donor. The donor must provide a complete written description of the item(s) donated, including the specific restrictions and/or conditions imposed concerning use. The Director will determine the appropriateness of the restrictions and forward acceptances of the restricted use item to the donor, with copies to the receiver and the DDAS. The receiver shall provide written confirmation of receipt to the Director,

with a copy to the Deputy Director of Administrative Services (DDAS), providing a complete description of the item donated, and detailing its proposed use and location. The receiver is also responsible to maintain adequate records to demonstrate compliance with the conditions or restrictions imposed.

- C.** The DDAS must ensure that an official receipt (signed by the Director) is provided to the donor for tax purposes with a copy to the receiver of the donated item(s); ensure the donation is documented appropriately (e.g. equipment inventory,) and a monthly statement of receipts of donations is provided to the Director for submission to the BOC.
- D.** The acceptance of donations shall not pose a conflict of interest and shall NOT be taken for personal use. The presentation of donations does not automatically require acceptance. Employees should refer to the Code of Ethics and Rules of Conduct for further guidance.