



Arkansas Community Correction

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ADMINISTRATIVE DIRECTIVE: 18-07 Acceptance of Gifts, Grants and Donations

TO: Arkansas Community Correction Employees

FROM: Sheila Sharp, Director

SUPERSEDES: AD 09-17

APPROVED: Signature on File

EFFECTIVE: April 30, 2018

- I. APPLICABILITY.** This policy applies to Arkansas Community Correction (ACC) employees.
- II. POLICY.** Arkansas Community Correction (ACC) may accept tangible gifts, grants, expendable items (for example, stamped envelopes or 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 ACC by the members of the Board of Corrections (BOC), the ACC 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 ACC. 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 Deputy Director of Administrative Services. The receiver shall provide written confirmation of receipt to the Director, with a copy to the Deputy Director of Administrative Services, 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 Deputy Director of Administrative Service 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 (for example, added to 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.