

PHOENIX FIRE DEPARTMENT
VOLUME 1-Operations Manual
CHARITABLE CONTRIBUTIONS
MP 107.03 09/18-N

I. Contribution/Solicitation Review Committee

A. Purpose:

The purpose of this procedure is to provide a mechanism for the Phoenix Fire Department to receive charitable contributions, donations, gifts, endowments, or benefaction. This procedure will have a Contribution/Solicitation Review Committee whose purpose is to ensure appropriate notifications have been made and policies have been followed. The Committee Chair shall be appointed at the discretion of the Fire Chief and serve within the capacity of their employment with the Phoenix Fire Department.

B. Definitions:

- 1) A *donation* is a gift of goods, services, or money given to the Fire Department for the benefit of the community.
- 2) *Sponsorship* is a contribution to the City conditioned upon some form of public recognition of the donor.
- 3) *Soliciting donations* means an approach and/or request made by Fire Department employees or representatives for goods, services, or money.

C. Documentation:

1. All donations of goods, services, or money, regardless of the value, will be documented on a Community Donation/Contribution Record.
2. The Community Donation/Contribution Record will be forwarded to the Fiscal Management Deputy Chief to be forwarded to the Contribution/Solicitation Review Committee.
3. The committee will be responsible for the following:
 - a. Receiving and processing all Community Donation/Contribution Records
 - b. Administering the Contribution/Solicitation Review Committee
4. Any items valued at \$5,000 or more and all computer equipment obtained for use by the department through solicitations or donations are required to have a City inventory number.

- a. All computer equipment must be compatible with current systems and approved by the Technical Services Division prior to acceptance.
5. All checks need to be made payable to the Phoenix Fire Department and submitted to Fiscal Management for deposit. All monetary donations must be used in compliance with City of Phoenix Procurement Code Chapter 43, and Administrative Regulation 3.10.

D. Contribution/Solicitation Review Committee:

1. The Committee's function is to:
 - a. Review and approve solicitation/donation request memorandums for goods or services valued at \$500 or higher. Review contributions made to the Fire Department to ensure appropriate policies have been followed. All contributions/donations must first be directed to the Phoenix Fire Foundation before being considered by the Committee.
 - b. Determine if a City Council Request (CCR) or a Request for Council Action (RCA) is necessary. City Council approval in the form of an approved Council Report is required for all donations over \$1,000.
 - c. The Committee will meet as needed and these meetings will be scheduled by the Committee Chair.
2. No Contribution/Solicitation Review Committee Member may simultaneously serve on the Board of any foundation, business, or charitable organization that donates, sponsors, or otherwise contributes goods, services, or use of facilities to the Phoenix Fire Department.
3. Contribution/Solicitation Review Committee Members:
 - 1) Fire Chief appointee shall serve as Chair
 - 2) Fiscal Management Command Officer
 - 3) Human Resource Command Officer
 - 4) Public Affairs Command Officer
 - 5) Resource Management Command Officer
 - 6) Operation Command Officer
 - 7) PFD Ethics Officer

NOTE: A quorum of at least three is sufficient to conduct business.

II. Community Event / Community Problem Solving

- A. In the regular course of duties, Division/Section Heads or other members of the Fire Department may need to obtain resources to solve a particular problem or to address a community need.

1. Whenever possible, community members will be encouraged to solicit donations on their own and will be advised not to rely solely on department employees to obtain goods and services.
2. Employees may, as outlined in this order, solicit goods or services if the goods or services are for the direct benefit of the community and not for the sole or direct benefit of the Fire Department or its employees (except as outlined in paragraph 3.C. of this Procedure).

B. Goods and Services Value Limitations and Authorizations:

AMOUNT	NOTIFICATIONS AND APPROVAL PROCESS
\$100 and lower	<ul style="list-style-type: none"> • Employees will notify their first line-supervisor of the need for donations prior to contacting citizens and/or businesses for soliciting their assistance. • Examples include tools, equipment to be used in neighborhood clean-ups, food for a community event involving citizens. • The Community Donation/Contribution Record must be approved and signed by the first-line supervisor. The Community Donation/Contribution record will be forwarded to the Committee Chair. • A letter of recognition/appreciation will be mailed by the receiving Section or Committee Chair, if appropriate.
\$101 to \$499	<ul style="list-style-type: none"> • The Deputy Chief / Section Administrator will be notified and must approve the solicitation of goods or services prior to employee contact with the donor. • In the Deputy Chief / Section Administrator’s absence, a Division Chief may approve the solicitation. <ul style="list-style-type: none"> ○ If this occurs, the Deputy Chief/Section Administrator will be notified on the next business day or as soon as practical. • The Community Donation/Contribution Record will be forwarded to the Committee Chair. • A letter of recognition/appreciation will be mailed by the receiving Section or Committee Chair, if appropriate.
\$500 and higher	<ul style="list-style-type: none"> • Any solicitation for goods or services valued at \$500 or higher requires prior review by the Contribution/Solicitation Review Committee and approval from the Fire Chief or designee.

	<ul style="list-style-type: none"> • A memorandum listing the following will be forwarded to the Fiscal Management Deputy Chief for the Contribution/Solicitation Review Committee: <ul style="list-style-type: none"> ○ Type and value of goods or services solicited or donated ○ Fire Department or City need for such item(s) ○ Name, address, and telephone number of contact person and/or donor • The Contribution/Solicitation Review Committee will route the reviewed (approved/denied) memorandum back to the requester. • The requester will attach the Community Donation/Contribution Record to the memorandum and forward both documents to the Committee Chair. • A letter of recognition/appreciation will be mailed by the receiving Section or Committee Chair, if appropriate.
<p>Cash / Real Estate</p>	<ul style="list-style-type: none"> • Donations of cash or any form of money will not be accepted; employees will refer individuals who desire to do this to the Committee Chair. <ul style="list-style-type: none"> ○ EXCEPTION: Cash donations for bona fide charitable organizations as listed in 3. B. of this order. • Solicitation for money will require the Fire Chief's prior approval and will be overseen by a Deputy Chief / Section Administrator. • Donations of real estate require a memorandum to the Contribution/Solicitation Review Committee; this includes office space or other facilities for use on a temporary or long-term basis. • After acceptance by City Council, a letter of recognition/appreciation will be mailed by the receiving Section or Committee Chair, if appropriate.
<p>Facilities</p>	<ul style="list-style-type: none"> • Meeting rooms or other facility amenities may be used by department personnel without the notification process as long as the facility offering the use of the room, etc., does not specialize in the hospitality business. • If a facility specializes in hospitality (i.e., hotel meeting rooms, etc.), the established notification procedures based on the value of the service, as outlined in this Procedure, will be followed. • A letter of recognition/appreciation will be mailed by the user for committee chair if appropriate.

III. Employee Fund-Raising / Soliciting Or Donations For Incentives For Personal Use Or For Internal Department Use

- A. Soliciting goods, services, or donations (i.e., raffle items, door prizes, etc.) when the item would benefit or be received solely for personal use by department members is prohibited. Refer to the City of Phoenix Ethics and Gift Policies (Phoenix City Code Chapter 2, Article II, Section 2-52).
- B. Soliciting incentive goods, services, or donations for a department-sponsored event when the item or 100% of the proceeds of such will go to a recognized non-profit organization [501(c)(3) tax exemption status] or an outside agency is permitted as outlined in this order.

Example: Soliciting a business for a television set to be raffled off at a department sponsored event with the raffle proceeds donated to a charitable organization.

The following are approved charitable organizations:

- Phoenix Fire Foundation
- Other organizations vetted by the Committee

- C. Soliciting goods, services, or donations when the item will be used for department use (i.e., equipment for the Department, Division, etc.) is permitted after proper approval is obtained as outlined in this M.P.
- D. Soliciting/Fund-Raising/Donation Request/Approval Procedures
 - 1. A written request via memorandum will be submitted by the Deputy Chief requesting approval for the fund-raising event and for specific items to be requested and/or accepted as donations, regardless of their value.
 - a. The memorandum will be forwarded to the Contribution/Solicitation Review Committee Chair for review.
 - b. The Contribution/Solicitation Review Committee will forward the request and the committee's recommendation to the Fire Chief or designee for review and/or approval.
 - c. The Contribution/Solicitation Review Committee will route the reviewed (approved/denied) memorandum back to the requester.
 - i. If approved, the requester will resubmit a copy of the approved memorandum with a completed Community Service Donation/Contribution Record to the Committee Chair.

2. The same procedure will be followed for benefit activities with proceeds going to an outside third party (i.e., activity to aid ailing employees, surviving family members of deceased Phoenix Fire Department members, etc.).

IV. **Restricted Fund Cost Centers**

A. Purpose

1. Established when the Phoenix Fire Department receives cash donations that are intended for a specific program or purpose. The Department currently has several existing restricted fund cost centers.
2. Receipts and expenditures are accounted for separately from the Department's general fund.
3. All purchases and expenditures from restricted fund cost centers must follow the City of Phoenix procurement policies and procedures. No exceptions.

B. Guidelines

1. All Phoenix Fire Department restricted fund cost centers are processed through PFD Fiscal Management Section.
2. In order to establish a new restricted fund, cost center, a memorandum from the Deputy Chief / Section Administrator must be received by the Fiscal Management Division with the first donation.
 - a. The memorandum will provide a name for the restricted fund cost center that is being established, the criteria and description of the purchases and/or payments that are expected to be made with the funds, and a designated manager of the cost center.
 - b. The memorandum will also include the expected total donations and the frequency of anticipated purchases and expenditures from the restricted fund cost center. This will assist the Fiscal Management Division with the initial creation of the cost center and for budget creation.
3. The Fiscal Management Division will provide the designated manager with the assigned restricted fund cost center and will assign approver status for the designated manager in the procure PHX purchasing system.
4. All requests for purchases from the restricted fund cost center will be in writing, must match the criteria established with the initial memorandum and will require the Deputy Chief / Section Administrator's approval in order to be processed by the Fiscal Management Division.

- a. All request for purchases and payments will follow the City of Phoenix procurement policies and procedures. No exceptions.

V. DONATING Department Property to Historic Station 8

- A. Historic Station 8 is dedicated to preserving the rich history of the Phoenix Fire Department, and has the staff and capability to collect, store, preserve, and display items that are or will one day become artifacts that relate to the Department's history.
- B. Under no circumstances will department property be removed for personal use and/or gain.
- C. The Historic Station 8 curator will determine when Department property is considered for removal from service and if the item/s would have any historical significance in the future. It is the responsibility of the Historic Station 8 curator to review current City of Phoenix salvage procedures.
- D. Supervisors will promote a vision in preserving the Phoenix Fire Department's history through the encouragement and support of requests for preservation of Department property for the museum.
- E. Items that may be considered for historic preservation include, but are not limited to the following:
 - 1. Uniform and supply items that are being phased out (i.e. Badges, radios, turnouts, helmets).
 - 2. Documentary items (i.e. strategic plans, Incident Action Plans).
 - 3. Items such as furniture and computers.
 - 4. Any item that may be unique or a point of interest in Phoenix Fire Department history.
- F. Employees are encouraged to contact the Historic Station 8 curator should they have questions about items of possible historical significance.
- G. The Historic Station 8 curator will identify and approve items for preservation and ensure the following procedure will occur:
 - 1. The employee will write a memorandum through the chain of command to the Deputy Chief of Resource Management requesting approval to donate the item to the museum.

2. Upon approval, the memorandum will be returned to the employee, and the item may be released to the museum.
3. Before the item is released to Historic Station 8, city property should be taken off of the City asset list.
4. Items cleared from Fire Investigator cases need to be released by Fire Investigations.
5. The item should be delivered to Historic Station 8 to be inventoried by the curator.

Phoenix Fire Department

Community Donation/Contribution Record

Donor Name (Person or Organization): _____

Address: _____

Phone: _____ Email: _____

Referring Phoenix Fire Department member's name (leave blank if not applicable): _____

Description of item or gift:

Date item received: _____ Dollar value: _____

For Administrative Documentation (see M.P. 107.xx)

Purpose of gift:

Value of gift (check one):

- < \$100 – must be signed by first line supervisor
- \$101 - \$499 – must be signed by Deputy Chief / Section Administrator
- > \$500, Cash, or Real Estate – requires prior review by Charitable Contribution Committee and approval by the Fire Chief

Signature: _____ Date: _____

Attach Memorandum for all Cash, Real Estate, or other donations greater than \$500.

Thank you letter sent: Yes No