
	LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.2.3	
Subject:		Distribution:
Gratuities		All Sworn Personnel
Date of Issue:	Expiration Date:	Rescinds:
06-01-2014	Until Amended or Rescinded	General Order: 98-2
References:		
CALEA: N/A; PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

The purpose of this policy is to establish guidelines for the Police Department regarding the solicitation or acceptance of any gratuity by employees of the Department and the responsibility of supervisory personnel.

POLICY

It is the policy of the Police Department that gratuities shall not be solicited or accepted by employees of the Department and that violations of the sections of the Standards of Conduct and Code of Discipline governing gratuities shall be strictly enforced.

The following sections apply to gratuities:

A. Standards of Conduct: Section A. 23.: "Employees shall not accept awards, gratuities or any article of value as payment for favors or services rendered in connection with his official duties, except public rewards approved by the appropriate authority and the expenses incurred in the discharge of his duties."

B. Code of Discipline: Section 169-1, Paragraph G, Clause (3): "(3) directly or indirectly solicits or receives any gratuity, present, subscription, or testimonial without consent of the Superintendent of Police or the Board of Township Commissioners."

C. Exception

1. The Police Department recognizes that unsolicited gifts are sometimes presented to the Department in appreciation for services provided by our officers.
2. Gifts, such as sporting event tickets, food, etc., presented in this manner are permitted, however, a Command Staff member, or if none is available, an on-

duty Supervisor must be immediately notified, and it shall be their responsibility to distribute the unsolicited gift in an appropriate manner.

RESPONSIBILITY

- A.** Any employee offered an award, gratuity or other article of value as payment for services rendered in connection with his official duties shall report such award, gratuity or article to the Superintendent of Police through the chain of command.
- B.** It shall be the responsibility of all supervisory personnel to diligently enforce compliance with the Standards of Conduct and Code of Discipline regarding the solicitation or acceptance of gratuities.