



HARFORD COUNTY SHERIFF'S OFFICE ADMINISTRATIVE POLICY

Jeffrey R. Gahler,
Sheriff

Acceptance of Donated, Gifted, or Awarded Items

Distribution:	All Agency		Policy Number:	ADM 0707	
Responsible Unit:	Administrative Services Division		Rescinds:	SO-18.002	
Original Issued Date:	10/01/25	Revision #:	N/A	Latest Revision Date:	NEW
Required 3-Year Review Completed:	N/A		Next Review Due:	10/31/28	

1. Purpose

To provide members of the Harford County Sheriff's Office (HCSO) with guidelines to follow whenever the Agency is considering acceptance of donated, gifted, awarded, granted items, or items converted under authority of law.

2. Policy

Any donated, gifted, awarded, granted, or converted items received by HCSO are subject to conform to the procedures contained in this policy.

3. Definitions

DONATED ITEM: refers to any property or asset that is given to a qualified charitable organization for tax deduction purposes.

GIFTED ITEM: refers to something that is given to another person without expecting anything in return, often as a gesture of kindness or celebration.

AWARDED ITEM: refers to something that has been given or granted as a reward or recognition for excellence.

GRANTED ITEM: refers to something that has been officially given or allowed, often in a formal context and can imply that the item is a reward or permission granted by someone, such as a government or authority.

CONVERTED ITEM: refers to converting equipment for donation prior to acceptance to ensure the equipment is in a condition suitable for donation; and may involve cleaning, repairing, or modifying the equipment to meet any applicable security, safety, and statutory/regulatory, or other requirements of the receiving organization.

CAPITAL EQUIPMENT: refers to the voluntary transfer of tangible assets with a useful life of more than one year, such as computers, office furniture, and manufacturing machinery, to organizations or individuals.

4. Reference

SO-18.002 Donated, Gifted, Awarded, Granted, or Converted Items
(effective August 13, 2018).

5. Procedure

A. Approval

1. Written approval by the Sheriff is required for the acceptance by the HCSO of any donated, gifted, awarded, granted, or converted item(s).

B. Capital Equipment

1. When capital equipment or sensitive items (including a firearm) are donated, awarded, or converted (through court process) to the HCSO, the Commander of the unit receiving the item will contact the respective Bureau Chief in writing to:
 - a. Initiate a review;
 - b. Obtain approval in writing; and
 - c. Coordinate the receipt prior to accepting the gift, donation, awarded, or converted item.

C. Computer Equipment

1. All donated, gifted, awarded, granted, or converted computer equipment must be approved in writing by the Information Technology Office prior to acceptance, and received by the Information Technology Office before being placed into service.

D. Property of Harford County

1. Donated, gifted, awarded, granted, or converted items become property of the County and will be recorded immediately upon acquisition with the Inventory Specialist.
 - a. The value of donated items will be established at the time of acceptance.

E. Acceptance of Gifts or Gratuities by Deputies

1. A deputy will not solicit, seek, or accept any gift or gratuity, including food or drink for himself or another from any individual, business establishment or merchant, where such offer of acceptance can be construed to be an effort to influence his official conduct as a deputy. For reference, see policy [\(PER 0101\) Code of Conduct, Section 4.C.3: Integrity.](#)

6. Summary of Changes

- A. On 10/01/25 this new policy was developed for the purpose of codifying SO-18.002 into Agency policy.

<p>Approved</p>  <p>JEFFREY R. GAHLER SHERIFF</p> <p>DATE <u>10/10/25</u></p>
