



**COUNTY OF SAN BERNARDINO
POLICY MANUAL**

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By

EFFECTIVE 08/21/07

**SUBJECT
GIFTS AND DONATIONS GRANTED TO THE COUNTY**

**APPROVED
PAUL BIANE
Chair, Board of Supervisors**

POLICY STATEMENT

It is the policy of the Board of Supervisors to accept donations and gifts of property or money offered to the County of San Bernardino when such offers are made without unreasonable restriction for the use, benefit and advantage of the citizens of San Bernardino County.

POLICY AMPLIFICATION

The County is frequently the recipient of such items as artifacts for the Museum, trees to be planted in parks, vehicles, and real property that are offered to the County as gifts. While the Board is appreciative of the generosity and spirit of citizenship that prompts these donations, experience has shown that gifts may sometimes result in unforeseen costs and operational problems for the County.

In order that any unforeseen problems or costs may be avoided, the following stipulations will govern the acceptance of gifts by the County:

1. All gifts offered to the County shall be reviewed by the appropriate group or Department Agency to determine the potential impact of the gift on the County.
2. Except as otherwise approved by the Board, gifts will not be accepted if they result in any unreasonable expense to the County, or if they have restrictions that are incompatible with County operations or public policy.
3. Assistant County Administrators and Department Directors are hereby authorized, as provided by California Government Code Section 25355, when acting in accordance with this Policy and established procedures, to accept gifts on behalf of the County when estimated value of such gifts does not exceed ten thousand dollars (\$10,000).
4. Assistant County Administrators or Department Directors must advise the Board of Supervisors within thirty (30) days of all gifts accepted and arrange for public recognition as appropriate.
5. Gifts and donations of a time-sensitive nature of any value may be accepted by the County Administrative Officer on behalf of the County. Such gifts or donations shall be reported to the Board of Supervisors in compliance with Government Code Section 25355 and posted on the Clerk of the Board's Internet site.

SCOPE

Provisions of this Policy are applicable to all gifts offered to the County, to Board-governed Special Districts, and to any foundation or trust established by the Board for the purpose of receiving gifts.

Provisions of this Policy do not apply to the acquisition of rights-of-way or to the acquisition, by gift, by the County of any property where the gift was sought by and action initiated by the County.