



City of Racine Police Department  
**Policy and Procedure**

**Number: 401**

Subject: <b>Gratuities, Items or Services of Value</b>		
Date Issued: <b>04-03-81</b>	Date Revised: <b>02-18-19</b>	Revision Number: <b>4</b>

**POLICY**

This policy applies to any item of value received by an employee in the course of their duties.

**PROCEDURE**

**MEMBER**

1. Members of the Department must not solicit, either for themselves or others, any type of gratuity that has been offered because of the member's position as a police officer.
2. Members shall not accept any item of value if it appears that the person offering the item of value is trying to influence the employee. Several gift/gratuity situations are prohibited.
  - a. Receiving any thing of monetary value that would, to a reasonable person, appear to have been accepted with the intent to give or obtain special consideration or influence.
  - b. Using or attempting to use their official position for a purpose that is for the private benefit of the member or any other person.
  - c. Soliciting or accepting any gift or gratuity from other Department Employees if such items would adversely affect the actions of the employee in connection with police operations.
3. Members who are aware of other members receiving prohibited gifts or gratuities are required to report to their supervisors.
4. Members may accept the following unsolicited items unless it would appear to a reasonable person that the item had been offered with the intent to influence the employee's official actions.
  - a. Promotional items valued at \$25 or less.
  - b. Items placed in a common area where they are shared with coworkers.
  - c. Tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item.
  - d. Informational material, publications, or subscriptions related to the recipient's performance of official duties.
  - e. Food and beverage discounts offered by a business not to exceed \$10 in a single visit or \$70 in a calendar year.
  - f. Admission to, and the cost of food and beverages consumed at events sponsored by or in conjunction with a civic, charitable, governmental or community organization.
  - g. Gifts that are accepted on behalf of and retained by the Department.
  - h. Gifts of nominal monetary value, not to exceed \$25.
  - i. Purchases made by a community member for an individual officer (a cup of coffee, a snack or beverage, etc.), with the total value being \$10 or less.
  - j. Anonymous purchases of food or beverage for an officer, with the total value of \$10 or less.
  - k. Gifts motivated by a family or personal relationship (and not due to the recipient's status as a police officer).

**RELATED PROCEDURES**

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