

Georgia State Patrol Policy Manual

SUBJECT DONATION OF EQUIPMENT AND FACILITIES	POLICY NUMBER 7.14
DISTRIBUTION ALL EMPLOYEES	DATE 2/4/2004

7.14.1 Purpose

To provide instructions to members regarding accepting donations of equipment and construction or renovations of facilities.

7.14.2 Policy

It is the policy of the Department of Public Safety to accept donations of equipment and construction or renovations of facilities when such donations are in the best interest of the Department. All such donations shall be made in accordance with procedures established by the Georgia Board of Public Safety.

7.14.3 Procedures

A. Donations of Equipment, Furniture or Vehicles

1. The Department may accept donations of equipment, furniture or vehicles in accordance with the provisions of O.C.G.A. §35-2-41.1. Miscellaneous equipment, telecommunication equipment, computers, lawn equipment, speed timing devices, specialized equipment or apparel are common types of equipment donations. The following are the general provisions of the code section:
 - a. All offers for donations must be made to the Commissioner in writing.
 - b. If the Commissioner approves the offer, he shall submit a written proposal to the Board of Public Safety for its approval.
2. Members may accept offers of donations, but shall not solicit such donations from any source.
3. All offers to donate equipment, furniture or vehicles to a field Post shall be directed to the Post Commander. Offers to Specialty Units shall be directed to the Unit Commander.
4. The Post Commander or Specialty Unit Commander shall respond to the offer in the format designated by the Department. As applicable for command, copies of the response shall be forwarded to the Commissioner through the chain of command.
5. Offers to donate equipment, furniture or vehicles directly to the Department through Headquarters shall be directed to the

Communications/Headquarters Adjutant, who shall respond on behalf of the Department. For telecommunication equipment, computers, and speed timing devices the Communications/Headquarters Adjutant shall consult with the appropriate adjutant, regarding the distribution of such donated devices.

6. All donations, if approved by the Board of Public Safety, shall become the property of the State of Georgia, for the use of the Department of Public Safety, and may be transferred to any location as necessary to meet the needs of the Department.
7. Once approved by the board, donations that are received in the form of cash will be amended to the agency's budget and submitted to OPB for approval.

B. Offers to Donate Construction or Renovation of Facilities

1. The Department may accept offers to construct or renovate facilities in accordance with the provisions of O.C.G.A. §35-2-41.1. The following are the general provisions of the code section:
 - a. All offers for donations must be made to the Commissioner in writing.
 - b. If the Commissioner approves the offer, he shall submit a written proposal to the Board of Public Safety for its approval.
 - c. A copy of the proposal shall be forwarded by the Commissioner to the Office of Planning and Budget and the legislative budget analyst, either of which may comment on the proposal.
2. Members shall not enter into negotiations for the construction of new facilities, or renovations of existing facilities, until authorized to do so in writing by the Commissioner.
3. When an offer to construct a new facility, or renovate an existing facility, is received, the Commissioner shall be notified through the chain of command.
 - a. The notification shall include the name of the offeror, the reason such new facilities or renovations are needed, and the specifics of the proposed construction or renovation.
 - b. In the case of renovations, the notification shall also include any previous efforts made to have the renovations made, and their results.
4. The provisions of this Policy shall not apply to minor renovations necessary for the general maintenance of facilities.