



MONTGOMERY COUNTY EXECUTIVE ORDER

Offices of the County Executive • 101 Monroe Street • Rockville, Maryland 20850

Subject Employee Solicitation Waiver	Executive Order No. 51-14	Subject Suffix
Originating Department Offices of the County Executive	Department Number	Effective Date 2/27/14

SOLICITATION OF GIFTS

Pursuant to § 19A-16(b)(3) of the Montgomery County Public Ethics Law, the County Executive authorizes the Director of the Animal Services Division of the Montgomery County Department of Police (ASD) to designate employees to solicit gifts for the benefit of programs and services administered by ASD, in accordance with the requirements established by this Executive Order.

Employees authorized to solicit gifts

The Director of ASD (or designee) may contact potential donors directly.

Purpose of the Gifts

The purpose of the gifts is to benefit the programs and services administered by the Animal Services Division of the Montgomery County Department of Police for which no funds are available or to enhance existing programs and services provided through the Montgomery County Animal Shelter.

Manner of Solicitation

The Director of ASD, or designee(s), must authorize all solicitations of gifts and donations. A public employee authorized to solicit a gift under this Order may participate in presentations, conduct general solicitations through mailings, participate in media activities, or meet personally with potential donors. An authorized public employee may solicit gifts during official work hours, while identifiable as a public employee, but must not solicit any individual or entity that has a procurement contract with ASD, the Montgomery County Department of Police, or any other County agency with which the employee is affiliated.

An authorized public employee may solicit a gift to a nonprofit entity formally cooperating with the ASD or the Montgomery County Police Department on programs or services if the gift will be used exclusively to benefit programs or services administered by ASD. The nonprofit entity may charge the donor a reasonable and customary administrative fee to offset its cost of processing the gift. Any such fee must be negotiated between the County and the nonprofit entity.



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Source

Designated employees may solicit gifts from any individual entity, including associations, businesses, corporations, foundations, service organizations, chambers of commerce, community groups, religious organizations, and other government agencies.

Type of Gifts

Gifts may include monetary compensation, goods, services, technical assistance, and training space.

Manner of Acceptance of Gifts

Unless the donor makes a written request that there be no public acknowledgement of the gift, the Director of ASD may publicly acknowledge each gift by placing a notice in the Montgomery Register indicating the gift donated, the identity of the donor, the identity of the recipient of the gift, and the purpose for which the gift will be used. The Director of ASD may issue a press release if desired. For certain donations, the Director of ASD may allow the identification of a donor by adhering to the process provided in AP 5-19, Naming of Public Facilities, or any other procedure that may apply.

The Director of ASD must notify the Office of the County Executive of the funds collected. The Director of ASD may fulfill this requirement by submitting a request for placement of a notice in the Montgomery County Register as outlined above.

Authority

This Executive Order is issued under the authority of § 19A-16(b)(3) of the Montgomery County Public Ethics Law and Ethics Commission waiver dated April 6, 1990.

Approvals – next page.

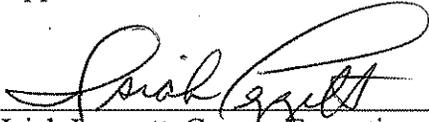


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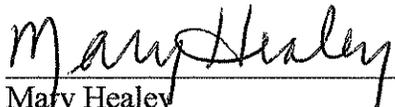
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Approved:


Isiah Leggett, County Executive

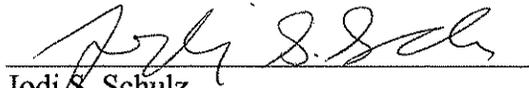
2/27/14
Date

Recommended by:


Mary Healey
Director, Animal Services Division
Department of Police

2/24/14-JM
Date

Approved as to Form and Legality
Office of the County Attorney


Jodi S. Schulz
Associate County Attorney

2/24/14
Date