

State of Iowa Department of Corrections Policy and Procedures

Policy Number: AD-GA-17

Applicability: Institutions, CBC, Central Office, IPI

Policy Code Reference: 7E.5, 8.7, 68B, 904.113, 905.4(6)

Chapter 1: Administration & Management

Sub Chapter: General Administration

Related DOC Policies: NA

Administrative Code Reference: NA

Subject: Acceptance of Gifts by Iowa Department of Corrections Employees

PRE Standards: NA

Responsibility: Beth Skinner

Effective Date: June 2023

Authority:

1. PURPOSE

To govern the acceptance, use, and reporting of gifts received by the Iowa Department of Corrections (IDOC).

2. POLICY

It is the policy of the IDOC to ensure that all employees involved in soliciting, accepting, or using gifts become thoroughly familiar with this policy.

CONTENTS

- A. Acceptance of Gifts
- B. Use of Gifts
- C. Reporting Requirements

3. DEFINITIONS – As used in this document:

- A. Gift – Anything of value in return for which legal consideration of equal or greater value is not given and received, including any donation, grant, or bequest of money, goods, real property, or services. Gifts from vendors fall under the Iowa Gift Law, **Iowa Code 68B**.
- B. See IDOC Policy **AD-GA-16** for additional Definitions.

4. PROCEDURES

A. Acceptance of Gifts

1. The **Code of Iowa 904.113** authorizes the IDOC Director/Designee the discretion to accept gifts of money, goods, real property, or services. Unless otherwise authorized by statute, gifts to the State shall be accepted only by the Governor on a case-by-case basis.
2. The IDOC Director/Designee is responsible for supervising the acceptance of gifts within the IDOC. The Director/Designee is responsible for acceptance of all gifts to the IDOC for official purposes. All IDOC employees must obtain approval from the IDOC Director/Designee prior to accepting any gift or initiating any project to be funded in whole or in part with such donations, which in any way benefits the IDOC.
3. The Warden/District Director/Designee shall utilize the Iowa Ethics and Campaign Disclosure Board's (IECDB) internet reporting system from the Website for filing.
4. Any acceptance of a gift as defined in this policy for personal gain is prohibited and shall be considered a violation of work rules.

B. Use of Gifts

1. A gift that is approved for acceptance must be used in accordance with the terms of the donation. Any IDOC employee authorized to accept gifts on behalf of the IDOC shall use gifts in a lawful manner that furthers public purposes and fulfills the needs of the IDOC.
2. Any employee authorized to accept gifts on behalf of the IDOC shall, before accepting any gift, make a judgment that acceptance does not create a conflict of interest between the donor's interest and the IDOC's responsibilities or needs. Under no circumstance should an IDOC employee accept any donor preferential treatment as a result of a donation. A donor may be given nominal recognition once the gift has been accepted on behalf of the IDOC.

C. Reporting Requirements

1. All gifts, bequests, and grants received by an employee on behalf of the IDOC, with a value of \$50 or more must be reported to the Iowa Ethics and Campaign Disclosure Board within 20 days of acceptance.

The following information should be included if for a grant:

- a. Name of grant;
 - b. Funding source;
 - c. Purpose of grant;
 - d. Dollar amount received;
 - e. Date received and time period of grant.
2. The IDOC designee, in conjunction with the Warden/District Director, shall be responsible for reporting accepted gifts on behalf of the IDOC to the IECDB utilizing the board's internet reporting system from their Website:
- <https://webapp.iecdb.iowa.gov>
3. The Ethics Board has advised the IDOC that the information contained in the Grants Enterprise Management System (GEMS) database satisfies the statutory reporting requirements. Accordingly, any grant reported in the GEMS database *does not* need to be separately reported to the Ethics Board. Additionally, the IDOC may submit information that satisfies **Iowa Code Section 8.7** from any other internal gift/grant reporting systems.