



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Donations and Grants

Eff. Date 02/06/2026

Purpose

The purpose of this SOP is to codify distinct processes to solicit and receive cash, check or in-kind donations and to apply for external funding.

People and organizations in the community have provided the Department with funds and/or in-kind donations to further the mission of the Department. These funds and gifts have provided the Department with opportunities to increase operational capabilities and to solidify our commitment to community policing. Without these donations, the Department would not have the funding to support various activities and programs in the community.

Procedures

Soliciting and Donation Record Keeping

Prior to soliciting (asking) for any donation (cash, check, gift card, or in-kind), individual officers or civilian employees must first seek approval from a commander.

All donations received shall be reported to the Grant Program Manager in order to compile an annual report for the City Finance Committee. Donations must be reported to the Grant Program Manager at the time they are received.

In-Kind Donations

All in-kind donations (goods and services other than cash, check, and pre-paid gift cards) must be reported to the Grant Program Manager as they are received. This includes donations from the Madison Community Policing Foundation. CORE will track the receipt and use of MCPF pre-paid gift cards for each district and community outreach and report transactions once each card's total value has been expended.

Other in-kind donations (goods and services other than cash or check and not relating to a community outreach initiative) should be approved by a commander and must be reported to the Grant Program Manager as they are received. Donations from the Capital K9s and Friends of Madison Mounted Horse Patrol organizations are the only donations that can be reported to the Grant Program Manager on a quarterly basis.

Conference Expenses and Scholarships

In the event that an MPD employee is invited to speak at or attend an event or conference related to their duties, the employee may accept compensated conference travel, included meals and lodging paid for by the outside organization because the employee's presentation to or presence at the conference is a benefit to the City, and the City would otherwise be paying for those expenses. When such compensated expenses are accepted, they should be reported to the Grant Program Manager within 10 days of the occurrence via email with this information: your name, unit, item received, value of item (if known), event for which received, sponsor and date of event. Such employees should also be careful not to accept things of value such as tickets to other events or meals that are organized by the conference planners but not part of the conference.

A donor legally does not have to assign cash value to donated goods and services, but if provided, the amount will be included in the annual report compiled by the Grant Program Manager to be presented to the City Finance Committee.

Cash or Check Donations

Individual employees should never accept cash donations (see below on how the Department can accept cash). Check or gift cards can be accepted and delivered to that employee's commander, who will report the donation, secure gift cards and send checks to the Grant Program Manager for

processing. The district can use gift cards and check donations for community outreach or other activities that would benefit the district, not individuals.

Situations where an officer or civilian employee may wish to personally purchase an item or service for an event or community outreach initiative and then receive reimbursement are also not permitted -- there are no exceptions to this rule.

Police employees must work with the Grant Program Manager if individuals or organizations wish to donate cash or a check to the Department. Checks and cash must go directly to the Grant Program Manager for processing. The Grant Program Manager will keep a record of all cash or check donations for the annual report to be presented to the City Finance Committee.

Applying for External Funding

Employees who learn of a grant, award, or scholarship opportunity or who wish to apply for grant funding must seek approval from a commander and work directly with the Grant Program Manager. Grants are treated differently than donations by law, financial standards, and by city ordinances and therefore the Grant Program Manager must review and submit all grant applications. The Grant Program Manager has a defined process for applying for grants and receiving awarded funds – this process is routinely shared with commanders and must be followed.

Original SOP: 03/16/2017

(Revised: 03/08/2018, 02/06/2026)

(Reviewed Only; 02/04/2022)

(Name change from Soliciting and Receiving In-Kind or Cash Donations and Applying for Grant Funding to Donations and Grants: 02/06/2026)