

<b>TITLE</b> O P E R A T I O N S   M A N U A L	<b>STANDARD</b> <b>INSTRUCTION</b> 06		<b>DEPARTMENT</b> F I R E - R E S C U E
<b>SUBJECT:</b> STATION MANAGEMENT DONATIONS AND FUNDING	<b>SECTION</b> 23	<b>PAGE</b> 1 of 2	<b>EFFECTIVE DATE</b> 21 October 2022

**I.     PURPOSE**

The purpose of this policy is to provide personnel with guidance regarding the solicitation, acceptance and use of donations.

**II.    SCOPE**

This policy shall apply to all sworn San Diego Fire-Rescue Department (SDFD) personnel.

**III.   AUTHORITY**

The fire chief authorizes the information within this policy.

**IV.    POLICY**

In addition to this policy, personnel are instructed to also refer to the City of San Diego [Council Policy 100-02 Donation Acceptance](#) policy.

There are two main sources of unbudgeted and discretionary funding for SDFD. One source of funding is through non-profit organizations whose primary mission is to support the needs of SDFD. The other source of funds is from restricted and unrestricted private donations made directly to SDFD for department programs.

Personnel are prohibited from seeking donations for the department without pre-approval from the fire chief. If an individual or company approaches personnel with monetary or in-kind support, they are to be referred to the appropriate division deputy chief through the chain of command or to a supportive non-profit institution.

A station, tower, unit, or project within SDFD can request funding for equipment, supplies, facility improvements, etc. from either of these sources by submitting an “Application for Donation Funding” or an “Application for Donation Funding for Facility Improvement” in accordance with the process outlined below.

**A.     Donating to a Supportive Non-Profit Institution**

Those wishing to give through a non-profit organization are encouraged to call the organization directly or access them through their website. SDFD personnel can also refer the donor to the appropriate deputy chief for assistance and guidance.

**B.     Donating Directly to SDFD**

Individuals, community groups, corporations, or other organizations who approach uniformed members and express an interest in providing financial or material support directly to SDFD are to be provided the contact information of the specific deputy chief (or equivalent) in charge of that division (deputy chief of EMS, deputy chief of logistics, deputy chief of community risk reduction, deputy chief of operations, deputy chief of emergency command and data collection, deputy chief of special operations, or lifeguard chief). The deputy chief (or equivalent) will then contact the potential donor to discuss the nature of the donation.

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The city has systems in place to accept, appropriate and expend donations. As a charitable organization, donations are tax deductible to the extend allowable by law. All donors will receive documentation of their donations, as both a thank you and to ensure that SDFD is complying with Internal Revenue Service regulations.

Details on donations not requiring matching city funds are to be routed to the fire chief, with copies to the assistant fire chiefs. The chiefs will evaluate the donation to determine whether it meets the needs of the department and identify any potential conflicts and/or financial impacts.

Donations requiring matching city funds must be presented to the San Diego City Council for approval. Prior to accepting such donations, the fire chief must determine if the funds are available in the budget and if the donation meets the needs of SDFD.

C. Funding Application Process

1. Requests for funding (from either a non-profit organization or SDFD) can be made by any SDFD employee. Once the attached “Application for Donation Funding” or “Application for Donation Funding a Facility Project” has been completed, it is to be emailed through the chain of command to the fire chief.
2. Appropriate requests for funding include: exercise equipment, station upgrades, firefighting equipment, and station items.
3. The fire chief will review and make a final recommendation to the non-profit or other donor source for funding support.
4. If the request is approved by the fire chief, the appropriate assistant fire chief and deputy chief will be notified, and the fire chief will submit the funding request to the appropriate funding source for consideration and/or funding.
5. If a donor organization has provided funds and their funding support is of a restricted nature, the donor may choose to participate in the approval process.
6. The appropriate assistant fire chief and/or deputy chief will notify the requestor through the chain of command as to whether the request has been approved or denied. If additional information or justification is needed, the requestor will be contacted.