

	<b>Policies &amp; Procedures</b> <b>Tri-Town Emergency Medical Service</b>		
	<b>Title:</b> <b>Donations, Tips and Gifts</b>		
	<b>Policy No.</b> TBD	<b>Original Adoption Date</b>	<b>Revision – No. &amp; Dates</b>

## Section 1.0: Purpose

The purpose of this policy is to establish procedures for Tri-Town Emergency Medical Service (hereafter “the Service”) to accept donations.

## Section 2.0: Organization Affected

All employees of Tri-Town EMS

## Section 3.0: Definitions

3.1 “TERM 1” is the

3.2 “TERM 2” is the

## Section 4.0: Policy

*New Hampshire RSA 640: 1-7 shall be considered applicable to this policy.*

### 4.1 Donations, Tips and Gifts for Individual Employees.

1. Employees of Tri-Town EMS shall not accept any Donations, Tips or Gifts that are intended for the employee. Any Donation, Tip or Gift that is left with an employee shall be reported to the Director.
2. Employees shall do their best to professionally refuse accepting Donations, Tips and Gifts.
3. Employees shall do their best to determine the identity of the person/organization trying to give a donation, tip or gift to the employee, and shall report this information to the Director.
4. Non-Monetary gifts that are left with an employee shall be handed over to the Director for determination of disposition.
5. Monetary gifts that are left with an employee shall be brought to the Town of Pembroke Finance Department.
6. Gifts of food, intended for the employee shall be declined. In the case of persistent people where the food was purchased and given to the employee, the employee may opt to consume the food at that time.

### 4.2 Donations for the Service

1. Employees of Tri-Town EMS shall not accept any Donation.

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2. Employees shall instruct individuals/organizations who wish to make a donation to do so at the Pembroke Town Office, to the Finance Department.
3. Donations left with an employee shall be reported to the Service Director and handed over to the Town of Pembroke Finance Department.
  - a. The employee shall do their best to obtain the contact information of the person/organization making the donation and make such information available to the Service Director.
4. All donations to the Service shall be accepted by the Town of Pembroke Finance Department.
5. Donations may be designated for a specific purpose or for general use by the Service.
6. The Service’s Board of Directors shall approve the acceptance of all donations, or may reject a donation.
  - a. Rejected donations shall be returned to the individual/organization who made the donation.
  - b. No donation shall be deposited into a town or service account until it has been accepted by the Board of Directors.

#### **4.3 Gifts for the Service**

1. The Director may accept “gifts” for the service, provided one of the following criteria is met.
  - a. The gift is not intended for any specific employee and is made available to all employees or a specified group of employees (such as “Paramedics” or “Per Diems”).
  - b. The gift has operational applications.
  - c. The gift will benefit the working conditions, training opportunities or other needs of employees while on shift.
2. Gifts cannot be in lieu of payment for any service rendered.
3. Gifts will not be accepted from any person/organization where a conflict of interest may exist.
4. During different times of the years, organizations the Service does business with, healthcare facilities, public groups, individuals, religious groups and others, give gifts of food and beverages to the service and/or fire department(s). These gifts are allowable under this policy.

#### **4.4 Gifts from the Service**

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1. Tri-Town EMS shall not participate in giving gifts, to include monetary gifts, in return of political favors.
2. Tri-Town EMS shall not participate in giving gifts, to include monetary gifts that are directly or indirectly funded by taxes, or by any funds that were received for any service that was rendered.
3. Tri-Town EMS may give gifts that are intended for public awareness of public health or safety issues, public awareness of service activities or for public awareness of the service’s capabilities.

#### **4.5 High Value Gifts and Donations**

Any gift or donation that exceeds \$1,000.00 in value, shall require the approval of the Board of Directors prior to the gift being in the possession of the Service.

### **Section 5.0: Procedures**

#### **5.1 Section 1.**

- a. Item
- b. Item

#### **5.2 Section 2.**

- a. Item
- b. Item.

### **Section 6.0: Implementation**

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to all employees and at such other times as may be necessary.

### **Section 7.0: Signatures**

	<b>Position</b>	<b>Signature</b>	<b>Date</b>
<b><u>Policy Prepared By:</u></b>  Christopher Gamache	Agency Director		

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<b><u>Board of Directors:</u></b>	Chairman of the Board		
Shaun Mulholland			

### Section 8.0: Policy & Procedure Revision History

	Section	Changes Made	Approvals	
			By	Date
Original Adoption				
Amendment				
Amendment				
Amendment				

#### REFERENCE:

1. New Hampshire RSA 640: 1-7, “*Corrupt Practices*”
2. Commission on Accreditation of Ambulance Service (CAAS) standard 105.02.03, “*Donations*”