General Order

Houston Police Department

ISSUE DATE:	NO.
November 26, 2014	200-36

REFERENCE: Supersedes all prior conflicting Circulars and Directives, and General Order 200-36, dated January 23, 2012

SUBJECT: SOLICITATION, GIFTS, AND BRIBERY

POLICY

Employees, while on duty or off duty, while representing the Houston Police Department, shall not solicit, sell, or accept anything of value unless authorized by the Chief of Police.

This General Order applies to all employees.

DEFINITION

Solicitation. The direct or indirect seeking of contributions or selling of products, services, or programs; or the approaching of any employee regarding support of an outside agency, organization, or company. Solicitation shall further include the posting or distribution of non-work-related literature or notices as well as electioneering activities.

1 SOLICITING BUSINESS

Employees shall not, while on duty, solicit subscriptions, sell books, papers, tickets, merchandise, or other items of value, nor collect or receive money or items of value for any purpose except as authorized by the Chief of Police.

The following activities are also prohibited on all department property at all times except as authorized by the Chief of Police:

a. Solicitation by citizens.

b. Solicitation by employees.

c. Distribution of non-work-related literature by employees.

Violations of this policy shall be brought to the attention of the employee's immediate supervisor who shall ensure the division commander is notified.

2 ACCEPTING GIFTS FROM SUBORDINATES

Employees shall not receive or accept any gift or gratuity from subordinates, without approval from the Chief of Police.

3 ACCEPTING GIFTS AND GRATUITIES

Employees shall not accept any reward, gratuity, gift, or other compensation for any service performed as a result of or in conjunction with their duties as employees of the department, regardless of whether the service was performed while on or off duty.

Employees shall not directly or indirectly accept a benefit or gift under any circumstances that create the appearance of impropriety or intent to influence department affairs.

Any division or unit within the department must receive approval from the Chief of Police before accepting any gift or donation.

4 SOLICITING AND ACCEPTING SPECIAL PRIVILEGES

Except as noted below, employees shall not use their official position or identification to solicit any gift, gratuity, loan, present, fee, or reward or to seek or accept special privileges for themselves or others, such as free admission to places of amusement, discounts on purchases, or free or discounted

meals or refreshments. Employees seeking to enter the roadway to solicit charitable contributions must file a written application with the City of Houston.

5 ACCEPTING BENEFITS FROM SUSPECTS AND PRISONERS

Employees shall not seek, accept, loan, borrow, buy, or sell anything of value from or to any known suspect, prisoner, defendant, or other person involved in any case involving the Houston Police Department. These activities are also prohibited with persons of ill repute, professional bondsmen, or other persons whose vocations may profit from information obtained from the Houston Police Department.

6 REPORTING BRIBE OFFERS

If any employee receives an offer of a bribe, the employee shall immediately submit a letter to the employee's commander. Officers shall generate an incident report. All civilian employees shall contact an officer to generate an incident report for them.

7 CITY APPROVED PROGRAMS

This policy does not apply to City sponsored or City approved programs such as the Combined Municipal Campaign (CMC). The approval of such programs is at the discretion of the Mayor.

8 RELATED GENERAL ORDERS

200-03, **Investigation of Employee Misconduct**
200-08, **Conduct and Authority**
300-32, **Processing Complaints and Employee Issues**



Charles A. McClelland, Jr.
Chief of Police