

GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ISSUANCE SYSTEM

Mayor's Memorandum 2007-1
March 27, 2007

All Department and Office Heads

TO:

Adrian M. Fenty, Mayor

ORIGINATOR:

Additional Rules of Conduct Governing Donations to the District of
Columbia

SUBJECT:

These rules of conduct shall apply to all employees of the District of Columbia government and to all activities covered by Mayor's Order 2002-2, which establishes the District's Office of Partnership and Grants Development ("OPGD") and Mayor's Memorandum 2002-1, which mandates rules of conduct under that Mayor's Order. Any District government employee who does not comply with a rule set forth in this memorandum may be subject to adverse personnel action.

These rules are to serve in addition to those listed in Mayor's Memorandum 2002-1.

I. HONORARY GIFTS.

Gifts of an honorary, celebratory, or commemorative nature presented to the Mayor, or to the Mayor's staff in lieu of the Mayor, shall be considered donations to the District of Columbia appropriately accepted under the authority of D.C. Official Code §1-329.01 (2001). Such donations shall be promptly given to the Office of the Secretary of the District of Columbia along with an attached notation of who presented the donation and on what date it was presented.

A. Foreign Donations

If the donation is made by, or on behalf of, a foreign national or foreign government, the donation shall be handled in accordance with 5 U.S.C. §7342 by the Office of the Secretary.

B. Domestic Donations

If the donation is made by, or on behalf of, a citizen of the United States of America, a physical description of the item, the date on which it was received, the donor, and any other information deemed by the Secretary to merit inclusion, shall be placed on a list maintained by the Secretary for the purpose of tracking such donations.

II. TRACKING AND PUBLICATION.

In accordance with the reporting and publication requirements of Mayor's Order 2002-2, a copy of the Secretary's list of domestic donations described in Section I(B) shall be provided to the OPGD every six months and the information therein shall be included in all applicable reports the OPGD makes regarding donations made to the District of Columbia.

III. DISPLAY AND DISBURSAL.

Items donated pursuant to this memorandum deemed by the Secretary to be worthy of public display shall be displayed in suitable locations in District-owned or District-leased buildings or in other appropriate public space. Items not on public display shall be appropriately stored at least until 30 days have elapsed since the day the item is included in one or more of the public reports described in Section II.

After 30 days following inclusion in one or more of the public reports described in Section II, items deemed appropriate by the Secretary for use by charitable organizations operating in the District of Columbia may be granted to such organizations to aid in the carrying out of the charitable organization's purpose and function. The Secretary may find that certain items of clothing, for example, may appropriately be granted to District organizations which provide clothing and other services to the homeless in the District.

Additionally, also after 30 days following inclusion in one or more of the public reports described in Section II, items deemed appropriate by the Secretary for use by agencies and instrumentalities of the District government to carry out their governmental purpose may be granted to such agencies or instrumentalities. For example, the Secretary may find that certain books may appropriately be used by one or more District of Columbia Public Library.

Items donated pursuant to this memorandum shall not, however, be sold or auctioned by the District government, nor may any such donated item be granted, given, or sold to any employee of the District government for personal use, or used by a District government employee outside of that employee's official duties and functions.