

Declaration Form: Gift from Customer

Clerk of the Court Employees shall declare gifts that they receive from customers, in accordance with policy. To add assurance that the Ethics Policy is not violated when customers give gifts, the Clerk of Court has made the decision that the following requirements must be followed:

Policy on receiving GIFTS FROM CUSTOMERS (all five must exist before accepting):

1. Gift must be of "**nominal value**" (less than \$25.00 in value);
2. Gift must be out of the "**normal and customary hospitality in a social setting.**" (A special holiday season is one example of this exception). No one should ever solicit a gift; and
3. The **acceptance of the gift must NOT "lead toward favoritism or the appearance of favoritism"** (employees must not give more favorable treatment or better service because of the gift, and the public must not believe that the gift will influence customer treatment).
4. **A gift may only be received by a group of employees** (no gifts to individual employees).
5. **An administrator overseeing the work unit must determine whether the gift meets the criteria. If the gift is acceptable, the administrator will complete a form, documenting the gift for inclusion in a Record of Gifts which will be retained in the Clerk of Court administrative office.**

EXAMPLE: The employees at the filing counter may, as a group, accept a box of candy or a poinsettia plant from an appreciative customer, if it meets the five requirements above. Gifts that do not meet these criteria shall be returned to the customer, or given to charity if the customer is not available.

REPORT

Name of work unit receiving the gift(s) _____

Person submitting this form for the work unit _____ Phone _____

Name of person(s)/organization giving gift(s) _____

Address/phone _____

Gift description _____

Approximate Value _____ Date gift was given _____

Comments/explanation/reason for gift(s) _____

Employee signature _____ Date _____

Administrator signature _____ Date _____

Approved Disapproved