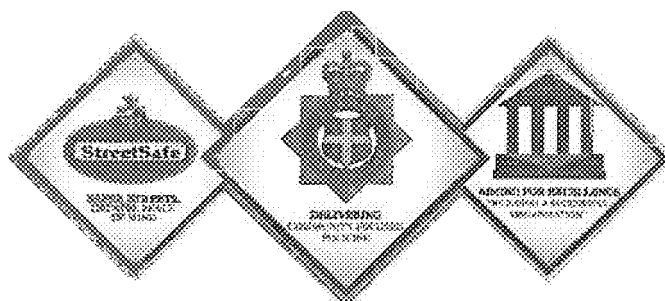


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**DURHAM CONSTABULARY****Personnel, Policies, Procedures & Practices**

<b>Gratuities, Gifts, Donations and Testimonials Policy</b>
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**Application: All Police Officers & Staff**

Registry Reference No.	DCP 095
Policy Owner	Personnel
Policy approved at FMG	N/A
Date approved at PUG	05.02.09
Effective from	04.11.97
Version	1
Updated	20.02.09
Reason for change	To include lunches/hospitality
Publication Scheme Y/N	Yes
Policy Review Date	20.02.11
Durham Constabulary Freedom of Information Act Publication Scheme	

**Guidance & Procedure Documents available on the Intranet:**  
Gratuities, Gifts, Donations and Testimonials Guidance

**Associated documents:**

Appendix A Gratuities & Gifts Register (available on the Fore intranet)

Appendix B Process Map (attached to the guidance document)

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and Equality Legislation

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**1.0 GRATUITIES, GIFTS, DONATIONS AND TESTMONIALS**

**2.0 PURPOSE AND SCOPE**

2.1 The policy of the Police Service is to decline offers of gifts; donations and any other forms of gratuities, in most circumstances. This document provides information and guidance on this subject.

2.2 Throughout the operation of this policy Durham Constabulary will seek to take the least intrusive action which fits within the working policy criteria and will act fairly and proportionally to achieve the proposed purpose.

**3.0 MOTIVATION OR DRIVING FORCES**

3.1 This Policy assists Durham Constabulary in complying with the below mentioned legislation.

**4.0 THE LEGAL BASIS AND LEGITIMATE AIMS**

4.1 Durham Constabulary is required to comply with the requirements of the Police Act 1996/Police Regulations and Prevention of Corruption Acts 1906 and 1916.

**5.0 POLICY STATEMENT**

5.1 The general principle governing the acceptance of any other gift, donation or present etc., whether it be money or in any other form, is that it is not consistent with the policy of the Police Service. For any individual member or group of members to accept anything in the nature of a gratuity in respect of services rendered in the course of duty is therefore prohibited.

5.2 Nevertheless, in certain circumstances, it may be proper for a gift, donation or present to be accepted from members of the public who wish to show their appreciation of Police Services by making a contribution to the Force as a whole, for example, by making a donation to a Police charity.

**6.0 BREIF DESCRIPTION OF THE ATTACHED APPENDICES**

6.1 The Procedures, Tactics and Guidance document provides individuals with a guide to the process that should be followed.

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## **7.0 MONITORING AND REVIEW**

- 7.1 To achieve the required level of assurance the following methods of review and evaluation will be used:
- 3 yearly review inline with Human Rights and Equality legislation
  - or sooner due to a review or change in legislation, case law or best practise

## **8.0 AVAILABILITY OF POLICY**

- 8.1 The policy and associated guidance will be published on the Force Intranet Site. Only the policy will be published for the public via the Durham Constabulary Internet.

## **9.0 APPEALS PROCEDURE**

- 9.1 If an individual wishes to appeal against any decision made by Durham Constabulary in connection with this policy, they should write to the Director of Personnel and Development, within 14 days of receiving a decision. The Director of Personnel and Development will consider the appeal and consult with the appropriate Personnel Manager/Area Commander/Departmental Head to establish all facts before making his/her decision. He/she will respond to the individual within four working weeks of receipt of the appeal. Should this period not be achievable the Director of Personnel and Development should notify the individual in writing and advise them when the decision will be communicated.
- 9.2 Complaints of alleged unlawfui discrimination may be registered with an employment tribunal within 3 months less 1 day of the alleged act of discrimination subject to the Appeal Procedure being exhausted.
- 9.3 Durham Constabulary operates a 'Fairness at Work Policy'. The main purpose of which is to ensure that individual members of staff who feel aggrieved about the way they have been treated, either by management or by their colleagues, are given every opportunity to have their grievances resolved in a fair and just manner. It is a flexible means of resolving problems at work and intended to resolve issues as quickly as possible.
- 9.4 Complaints about the overall policies and procedures of a police force, as well as a number of other issues relating to quality of service or operational decisions should be made to the Chief Constable of Durham Constabulary at the following

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address:

The Chief Constable  
Police Headquarters  
Aykley Heads  
Durham  
DH1 5TT



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