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Event History

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Gifts, Hospitality and Discounts

WARNING - THIS INFORMATION IS UNDER REVIEW

Please contact the OSDG department

1. Policy Purpose and key drivers

This Policy and its associated procedure is intended to provide instruction and guiding principles which enable staff to make correct decisions and to act in compliance with the provisions concerning the acceptance of gifts, gratuities, hospitality and discounts contained in:

- ⌚ 'Standards of Professional Behaviour' for police officers, contained in the Schedule to the Police (Conduct) Regulations 2008 and related Home Office Guidance and
- ⌚ 'Standards of Professional Behaviour' for police staff as agreed by the Police Staff Council.

The particular standards are:

Police Officers and Police Staff

'Honesty and Integrity - police officers/police staff are honest, act with integrity and do not compromise or abuse their positions.....'

'Police officers and police staff never accept any gift or gratuity that could compromise their impartiality. During the course of their work police officers and police staff may be offered hospitality (e.g. refreshments) and this may be acceptable as part of their role. However, police officers and police staff always consider carefully the motivation of the person offering a gift or gratuity of any type and the risk of becoming improperly beholden to a person or organisation.'

'It is not anticipated that inexpensive gifts would compromise the integrity of a police officer or police staff, for example:

- (1) those from conferences such as promotional products or
- (2) discounts aimed at the entire police Force such as advertised discounts through police publications.'

'However, all gifts and gratuities must be declared, whether accepted or not, in accordance with local Force policy where authorisation may be required from a manager, Chief Officer or Police Authority to accept the offer of a gift or hospitality.

'If a police officer or member of police staff is in any doubt then they should seek advice from their manager.'

'Police officers and police staff never use their position or their warrant or identification card to gain an unauthorised advantage (financial or otherwise) that could give rise to the impression that the police officer/member of police staff is abusing his or her position. A warrant or identification card is only to confirm identity or to express authority.'

The instruction and guidance in this Policy and its procedure includes the offer or

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acceptance of a gift, gratuity, hospitality or discount which compromises or may be seen by others as compromising the integrity of any member of staff, or where there is the potential to compromise their integrity, in respect of their employment, role or responsibilities within the Force. It applies to such offers or acceptance regardless of whether they take place during working/duty time or otherwise. It is intended that the application of the policy will protect staff from allegations of unethical conduct and promote public trust and confidence in the Force and its members and between its members. It should be applied with common sense & sound professional judgement.

It applies to all staff: police officers; police staff including contracted, temporary, agency and casual staff; special constables and all voluntary staff. It applies to benefits which are offered, irrespective of whether they are accepted or declined by those members of staff, and includes where gifts are offered through or received by a third person, but where there is a direct or indirect benefit to the member of staff or where there is an intention or a reasonably foreseeable likelihood of a perception of an intention, to influence a member of staff in a way which would compromise the relevant 'Standards of Professional Behaviour'.

It would be impossible to define every possible circumstance in which a member of the Force may be offered a gift, gratuity, hospitality or discount which may compromise or be seen as potentially compromising their roles and responsibilities within Staffordshire Police. It is intended that by following this Policy, staff will avoid placing themselves in situations where their integrity is called into question and where their actions/decisions cannot reasonably be defended.

Any member of the Force who feels that they are adversely affected by the Policy or its Procedure, or decisions made under either, would have access to the Force Grievance Procedure.

Related Documents

Links to related documents:	Gifts, Hospitality and Discounts (Procedure)
Gatekeeper - the Author suggested the following Procedure document(s) to link to.	Gifts and Gratuities

Relevant Dates and Review Period

Effective Date:	23/08/2010
Review Date:	23/08/2012
Review Frequency:	Annually

Policy Basis and Implications

2. Legal Basis:	Police (Conduct) Regulations 2008. Standards of Professional Behaviour (for police officers) Standards of Professional Behaviour (for police staff) issued by the Police Staff Council under Joint Circular 54. Local Government Act 1972.
3. Management of Police Information (MoPI):	MoPI Policing Purpose: Preventing the commission of offences, Any duty or responsibility arising from common or statute law
4. Associated Benefits:	Promote public trust and confidence in Staffordshire Police through the avoidance of the receipt of benefits by members of Staffordshire Police

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which give rise impropriety or to the appearance of impropriety
 To provide staff with clarity regarding what is unacceptable in respect of offers/acceptances of gifts, gratuities, hospitality and discounts which have/may have a relationship to their role or employment within the Force.

To provide members of the Force with a source of reference to assist their decision making and to enable them to avoid breaching the requirements of Standards of Professional Behaviour with respect to the acceptance of benefits which have a connection to their employment or role within the Force.

The effectiveness of the Policy will be monitored by Professional Standards and will be assessed against:

- the number of instances where members of the Force are found to have breached the relevant Standards of Professional Behaviour by not complying with the Policy or its procedure.
- The number of occasions where feedback is received from staff that the Policy or its procedure did not provide adequate clarity for the circumstances in which they or others found themselves.
- Any other critical comments received from internal sources or from the public (the Policy will be published externally).

5. Consultation:	Consultation has taken place with: Divisional Commanders, Superintendents, Support Group and Departmental Heads. Human Resource Managers. Head of Support Services. Staff associations. Employee Relations Manager. Head of Professional Standards. Staffordshire Police Multi-Cultural Association. Staffordshire Police Disability Support Group. Staffordshire Association for Women in Policing. Staffordshire Police Lesbian, gay and Bisexual Group.
6. Financial Implications:	There are no financial implications associated with this Policy or its related procedure.
7. Human Resources / Training:	There are no human resources or training implications associated with this Policy or its Procedure.
8. Associated Policy:	None.

FOI, Human Rights and Equality Impact Assessment

Indicators

FOIA:	Release to Public	
ECHR:	Compliant with proportionality test	Articles engaged: Article 8 Right to respect for Private and Family life; Protocol, Article 1 - Protection of Property
EIA:	Compliant	

Indexing

Categories: Professional Standards

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