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STRATHCLYDE  
**POLICE**

**SUBSCRIPTIONS, TESTIMONIALS, GIFTS AND  
HOSPITALITY**

**Standard Operating Procedures**

OWNING DEPARTMENT – COMMUNITY SAFETY DEPARTMENT

For further information, please contact the Community Safety Department

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## SUBSCRIPTIONS, TESTIMONIALS, GIFTS AND HOSPITALITY

### 1. SUBSCRIPTIONS

- 1.1 Subscriptions for presentations to serving or retiring officers and charities, which are of a routine nature, may be solicited with the prior permission of the Divisional Commander / Head of Department.
- 1.2 Permission to uplift subscriptions, which are of a routine nature, will not be granted automatically. The Divisional Commander will prescribe the area in which the subscription may be uplifted, normally the Division in which the officer was serving on the date of his/her retiral, resignation or marriage or **civil partnership** etc.
- 1.3 Applications for permission to uplift subscriptions of an unusual nature or outwith the officer's Division on a Force-wide basis are to be made through the Divisional Commander who is to append his/her recommendation before submission to the Chief Constable. Any restrictions imposed by the Chief Constable are to be observed and all proceeds from the subscription are to be applied to the purpose for which prescribed.
- 1.4 If permission for any subscription is granted, an appointed officer is to be responsible for the collection.

**Collection: All subscriptions are to be purely voluntary.**

- (a) Form 2:14:1 is to be used and numbered before issue to supervisory officers in stations in the designated area, and a date set for their return, whether used or not, along with the monies subscribed. All sheets are to be accounted for at the expiry of this period.
- (b) When the money is paid out, the appointed officer is to draw up a balance sheet and submit it with all sheets and receipts to his/her Divisional Commander who is to retain them for a period of one year.

### 2. TESTIMONIALS

- 2.1 A police pension is liable to forfeiture if the pensioner solicits or, without the consent of the police authority, accepts directly or indirectly any testimonial or gift of a pecuniary value on retirement from the police, or otherwise in connection with his/her service in the Force.

### 3. GUIDELINES IN RESPECT OF GIFTS AND HOSPITALITY

#### 3.1 INTRODUCTION

- (a) "A member of a Police Force shall at all times abstain from any activity which is likely to interfere with the impartial discharge of that members duties or which is likely to give rise to the impression amongst members of the public that it may so interfere ...".

Paragraph 1, Schedule 1 to the Police (Scotland) Regulations 2004.

- (b) While the precise terms of the above extract relate only to police officers, the underlying principle applies equally to every member of Strathclyde Police. The public have the right to expect the highest standards of conduct from those engaged in public service and this is reflected in the Force's Values:

#### **Respect**

We value each other and all members of our communities, showing understanding and appreciation of our similarities and differences.

#### **Integrity**

We are honourable and trustworthy, and always strive to do what is right

#### **Impartiality**

We are always honest, truthful and open in our interaction with each other and with members of our communities. We treat everyone in a fair, sensitive and ethical manner.

#### **Accountability**

We are accountable in all that we do and submit ourselves to appropriate scrutiny

#### **Reliability**

We are conscientious, professional, responsible and dependable in our dealings with each other and our communities.

- (c) Individual actions should also take account of, "The Seven Principles of Public Life" identified by the Nolan Committee on Standards in Public Life. These are selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

#### 3.2 GENERAL GUIDANCE

- (a) Subject to the foregoing principles, the Chief Constable is a committed advocate of the corporate approach to policing, recognising and encouraging the need for liaison and interaction between members of this Force and the various agencies and individuals who represent the community at large.

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It is appreciated that this liaison may involve offers of gifts and hospitality. This guidance is therefore provided to assist personnel in striking the right balance between the desire to maintain good community relations and the need to avoid any situation which could compromise the reputation of the Force or any individual within it.

- (b) In this connection, it is not practicable to cover every eventuality and personnel should be governed by the general principle that they must not take any action, or accept any offer, which could give rise to a reasonable suspicion that they may have been influenced by a gift or consideration to show favour or disadvantage to any person or organisation.
- (c) Common sense will be sufficient in most instances and the asking of two simple questions:
  - Can I justify this?
  - Can I be sure I will not be subject to legitimate criticism?

### 3.3 GIFTS

- (a) In particular, the acceptance of gifts for services rendered to the public in the course of ordinary duties is not consistent with the values of propriety and professionalism expected of Strathclyde Police. As a consequence, such offers must be declined politely with an explanation that Force Procedures do not allow acceptance.
- (b) There will be occasions, however, when a gift is offered as a memento of a special event and, in such circumstances, a gift of a trivial and inexpensive nature, such as a calendar, pocket diary or paperweight, may be accepted.

### 3.4 HOSPITALITY

- (a) Offers of hospitality should be treated with caution and generally these should be accepted only if there is a genuine need to impart information or to represent the Force in the interests of public relations. Offers to attend purely social or sporting functions should be accepted only where Divisional Senior Management would regard such attendance as appropriate and relevant to the current role being undertaken by the staff member, e.g. where it is regarded as essential that Strathclyde Police should be represented.
- (b) Particular consideration should be given to the nature of the hospitality as well as the character and position of the other persons who may be expected to attend. As always, the overriding principle must be whether acceptance could be seen to compromise the individual's personal judgement or integrity.

#### **4. TRAVEL COSTS**

- 4.1 An external offer to pay or refund travel costs should only be accepted when the travel is as a representative of the Force on a matter of clear public benefit.
- 4.2 Air miles or other accrued benefits of business travel can only be used to the benefit of Strathclyde Police and controlled by the Force and Executive discretion.

#### **5. PROMOTIONAL GIFTS**

- 5.1 Gifts or benefits received in consequence of goods or services bought on behalf of the Force, other than those of a trivial and inexpensive nature, are not to be retained by individuals. In such circumstances, a report outlining the background should be submitted to the Deputy Chief Constable, who will advise on the appropriate action.

#### **6. INTEREST IN CONTRACTS**

- 6.1 No gift or other consideration can be accepted from any contractor in any circumstance which could be perceived as achieving an advantage for that contractor, or disadvantage for any other contractor, in respect of any contract with Strathclyde Police.

#### **7. CONCLUSION**

- 7.1 These guidelines are intended to assist personnel in maintaining the high levels of professionalism and integrity required in their relations with commercial organisations and the general public. While their terms are designed to be helpful, it should be recognised that failure to follow the procedures outlined could lead to disciplinary action or criminal proceedings.
- 7.2 If there is the slightest doubt about the wisdom or propriety of accepting an offer of a gift or hospitality, it should be refused.