

POLICY TITLE: Acceptance and Offering of Gifts including Hospitality

OWNING DIRECTORATE: Deputy Chief Officer

AUTHOR: Staff Officer

CONTACT DETAILS: Ext 2627



AIM OF POLICY: To control the risk of officers and staff being unduly influenced by offers from external individuals.

BENEFIT OF POLICY: Protection of police officers and staff against the risk of accusations of being unduly influenced by offers, and a central register that is audited by the Professional Standards Department.

REASON FOR POLICY: Recommended in Guidance from the HMIC Integrity Report (June 1999).

DESCRIPTION OF POLICY:

The States of Jersey Police acknowledges the rights of its staff to the protection of property in accordance with the first protocol of Article 1 of the Protocol to the Convention for the Protection of Human Rights and Fundamental Freedoms.

However, there is a risk that police officers and police staff may be unduly influenced by the receipt of gifts including hospitality, or, alternatively, could be open to accusations of being unduly influenced.

In order to minimize the risk, guidance from the HMIC Integrity Report suggests that a register of gifts, including hospitality, is maintained. This includes those gifts including hospitality both offered to, and given by, staff.

That guidance does not, however, apply where the recording of the gift including hospitality will breach operational confidentiality. An example may be during an undercover operation where separate records are kept in any case.

Members of staff being offered or seeking to offer gifts including hospitality over a value of £25 are required to report this offer via their Head of Department to the Deputy Chief Officer. Details of offers made to and by Heads of Department, are also to be submitted by way of report to the Deputy Chief Officer, where a register will be maintained. A separate register will be maintained by the Deputy Chief Officer in respect of offers made to and by Chief Officers.

SOURCE DOCUMENT: HMIC Integrity Report (June 1999) and Police (Complaints and Discipline Procedure) (Jersey) Order 2000 Schedule 1 Article 2(1) Discipline Code.

GROUPS AFFECTED: All Police Officers and Police Staff

ACCESS AND DISCLOURE RESTRICTIONS: None

This instruction is designed to avoid discrimination and to ensure compatibility with The Human Rights (Jersey) Law 2000 and its underlying principles.

Categories

- Conduct (& Discipline)

Related Documents

- Procedure – Acceptance and Offering of Gifts including Hospitality

Acceptance and Offering of Gifts including Hospitality

Issued: 8 April 2010

Effective: 9 April 2010

Next Review: 8 April 2012



PROCEDURE TITLE: Acceptance and Offering of gifts including Hospitality

IN SUPPORT OF POLICY: Acceptance and Offering of Gifts including Hospitality

CONTACT DETAILS: Staff Officer (ext:2627)

BACKGROUND INFORMATION: There is a risk that police officers and police staff may be unduly influenced by the receipt of gifts and hospitality, or, alternatively, could be open to accusations of being unduly influenced. In order to minimise the risk, it is the forces requirement for a Gifts and Hospitality register to be maintained. This new policy includes those gifts including Hospitality both offered to and given by staff.

DESCRIPTION OF PROCEDURE

The aim of this document is to provide guidance on receiving gratuities, gifts, discounts and hospitality.

To use the authority of office to obtain or gain a personal advantage is unethical and, in certain circumstances, a criminal offence. **No member of staff will produce a warrant card or civilian identity card, or wear whole or part uniform, to obtain discounts, goods or services unless as part of an approved arrangement.**

In accordance with force policy, when any member of staff is offered or seeks to offer a gift including hospitality over the value of £25.00, a report form [CJU5.2] will be submitted to their Head of Department prior to accepting or making such an offer. All reports approved by the respective Head of Department will be submitted to the Deputy Chief Officer where a register will be maintained. Details of offers made to and by Heads of Department, are to be submitted by way of report to the Deputy Chief Officer for consideration, and entry in the register. A separate register will be maintained by the Deputy Chief Officer in respect of offers made to and by Chief Officers.

The register will record:

- The name of the member of staff offered / offering the gift / hospitality
- Their Job title
- The date of the offer
- The name of the person / organisation making the offer, or to whom the offer is intended to be made
- The approximate value of the gift / hospitality

- Supporting comments to clearly justify making or accepting an offer (especially in respect of events which appear to be purely sporting or social)
- The signature of an authorising officer
- The date of authorisation, which should be in advance of any gift / hospitality received.

Offers of gifts and hospitality under the value of £25 do not necessitate the submission of a CJU 5.2 report. However, staff must at all times adhere to the fundamental principles contained in the policy.

Actions must not give rise to, or foster the suspicion that a member of staff has been, or may have been, influenced by a gift or consideration to show favour or disadvantage to any person or organisation. Staff must not allow their judgement or integrity to be compromised in fact or by reasonable implication.

Gifts including offers of hospitality must be refused if there could be any doubt about the propriety of accepting them. If a gift including hospitality is accepted, staff must be able to justify it in terms of benefit to the public service.

It is recognised that it can be difficult for staff to know whether a gift including offer of hospitality should be accepted. It is therefore advisable to carefully consider the following checklist of questions when confronted with this dilemma:

- Why is the offer being made?
- What are the background circumstances to it?
- Does the donor feel obliged to make the offer?
- What does the donor expect in return?
- What could be the outcome for the service or me if I accept or decline?
- Is it an integral and logical part of the business relationship or process?
- What advice would my manager give if he / she were with me?
- Would I be able to justify its acceptance to the public?

Retiring Officers Retention of Souvenirs

The Home Affairs Minister agreed at a Home Affairs Minister's meeting held on 21st April 2008 that souvenirs are considered to be of a low value and that there is no objection to Officers retaining any souvenirs on retirement.

CRITERIA: This procedure applies where members of staff are being offered or are seeking to offer gifts including hospitality over a value of £25.

ACCESS AND DISCLOSURE RESTRICTIONS: None

FORMAL TRAINING REQUIREMENTS: None

IS A LOCAL PROCEDURE REQUIRED IN SUPPORT OF THIS DOCUMENT: No

This instruction is designed to avoid discrimination and to ensure compatibility with The Human Rights (Jersey) Law 2000 and its underlying principles.

Categories

Conduct (& Discipline)

Related Documents

Acceptance and Offering of Gifts including Hospitality (Policy)