

Witness: Lynne Owens  
Statement No: 1  
Exhibits Referred to: LO/1, LO/2, LO/3, LO/4, LO/5, LO/6,  
LO/7, LO/8, LO/9, LO/10  
Date Statement Made: 26 January 2012

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**The Leveson Inquiry into the Culture Practices and Ethics of the Press**

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This is the exhibit marked 'LO/9' referred to in the statement of Lynne Owens,  
dated this 26<sup>th</sup> day of January 2012.

**Title :** **Gratuities, Gifts and Discounts**

**Local Text :** 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.**

Where an unsolicited offer of a personal gift or gratuity is made the assumption should be that it will be politely declined. This also applies to offers in respect of a particular group of officers, such as a geographically based team, those who work in the same office and those who share the same shift pattern.

If presented with a situation whereby an offer is made the following points should be considered:-

- Why is the offer being made?
- What are the background circumstances?
- 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 the offer?
- What advice would my manager give me if present?
- Would I be pleased to justify its acceptance to the public?

Circumstances may arise where it might offend to refuse a gift. Where this occurs a hospitality, gifts and declaration of interest pro forma will be submitted to the head of Procurement who will review and make recommendations to the Director of finance and services.

Where an offer of a gratuity is made by a member of the public, such as a meal or attendance at a function, and it would be in the interest of the Force to attend, the divisional commander/departmental head, or ACPO will be notified and authority sought to attend. This is to protect staff from any subsequent suggestion of impropriety. Before accepting such an offer the following should be considered:

- Is it a duty participation, e.g. a talk?
- Is it a duty attendance, such as furthering community relations, and is the work element significant?
- Is it for charity? If so, attendance should not be free unless the recipient is invited as a

- valued dignitary (part of the attraction).
- Is it mainly for pleasure? In this case attendance should never be free.

Occasions may arise when a member of the force is invited to a function where a "donation" or fee is expected from attendees. If the invitation is:

1. as a representative of Surrey Police and not in a personal capacity;

AND,

2. it is considered that an attendance is justified in the interests of the organisation;

the associated fee may be reclaimed as an expense in the normal way if the relevant budget holder has given prior approval for the visit.

All documentation relating to the acceptance of a gratuity or gift, whether or not authorised, will be forwarded to Procurement to form a Register of Corporate Hospitality. This will provide a source of reference for those asked to authorise the applications and will contribute towards similar offers being treated in the same way across the organisation.

Some members of the public may offer to make a contribution towards Police Charities instead of making a gift to a particular officer or group of officers. In this case, based on a similar approach to that above, offers will be politely declined in the following circumstances:

- Where there is an obvious ulterior or dishonest motive.
- Where it would place the police in a difficult position, e.g. donation from a political party.
- Where it would arouse suspicion of attempting to influence the police.
- If the donor is of doubtful character or unsound mind.

### **Uniform & Equipment as Gifts**

Requests for uniform items to be given as gifts to visiting Forces or to take as gifts when visiting other Forces will be refused due to the security risks linked to the impersonation of Police Officers. Police Staff and Officers could make themselves liable to

disciplinary proceedings if 'sensitive' items are given, however well intentioned.

For the list of 'sensitive' items, please refer to the Control of Uniform guidance.

**Authorised By :** Director - Finance & Services  
**Department :** F&S - Procurement  
**Author :** Head of Procurement  
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**See Also :** Template available on !Surrey Police Tab on New Office Documents  
Control of uniform/equipment  
Anti Fraud & Anti Corruption Policy  
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