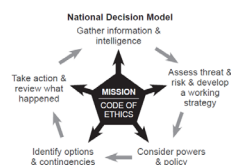




Review of Gifts and Hospitality

Required for:	Joint Audit Committee Meeting April 2021
Security Classification:	Official
Handling information if required:	N/A
Suitable for publication:	Yes
Title:	Review of Gifts and Hospitality
Version:	V.1.0
Purpose:	For the Committee to review the records of Surrey Police and the Office of the Police & Crime Commissioner in respect of recording and monitoring gifts and hospitality. For completeness, the report also covers disclosable interests.
ACPO / Strategic Lead:	Alison Bolton Chief Executive OPCC
National Decision Model compliance:	Yes
Date created:	26/03/2021
Date to be reviewed:	

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What are the Policing Principles?

Accountability	✓	Fairness	✓	Honesty	✓
Integrity	✓	Leadership	✓	Objectivity	✓
Openness	✓	Respect	✓	Selflessness	✓

1. Background

The Joint Audit Committee's Terms of Reference state that it must, "*Consider the adequacy and effectiveness of the policies and procedures governing declarations of interest and receipt of gifts and hospitality within the Office of the PCC and the force.*"

2. Policies for Gifts, Hospitality and Declarations of Interest

Contract Standing Orders set out the processes for recording receipt of gifts and hospitality and also for declaring interests in a contract.

3. Office of the Police & Crime Commissioner – Arrangements for Recording Gifts and Hospitality

The Police and Crime Commissioner (PCC) and his staff are required to provide information about any gifts or hospitality which they are offered in a business capacity. This includes disclosure of those that are accepted or declined. It includes hospitality and gifts from members of the public, or local and national organisations. The PCC and his staff must notify the PCC's Support Officer in writing within 28 days of receiving a gift or hospitality.

Any gifts or hospitality received are regularly published on the website for transparency. The Office of the PCC also maintains a paper record. The Elected Local Policing Bodies Specified Information Order (2012) as amended, requires PCCs and relevant office holders to "*register each offer of a gift or hospitality..., indicating whether the offer was accepted or refused*".

Police & Crime Commissioner David Munro publishes details of any gifts and hospitality records here:

https://surrey-pcc.gov.uk/wp-content/uploads/2021/03/Website_March-2021.pdf

4. Chief Constable's Gifts and Hospitality

All gifts and hospitality forms completed by the Chief Constable are reviewed by the Chief Executive of the Office of the Police & Crime Commissioner prior to receipt by the Head of the Professional Standards Department and publication on the Force website.

5. Surrey Police – Arrangements for Recording Gifts and Hospitality

Surrey Police has in place a comprehensive policy for recording Gifts and Hospitality for its officers and staff. This was revised and re-issued in 2020, a copy of which attached at Appendix A below.

Surrey Police usually publishes a sanitised version of the completed pro-forma of recorded Gifts and Hospitality on its website. However there are currently some IT related issues with this service, so the spreadsheet is attached separately.

All completed Gifts and Hospitality forms are reviewed and kept electronically by the Joint Force Vetting Unit on their Core-Vet system.

6. Disclosable Interests

Surrey Police maintains a register of disclosable interests for senior staff and officers of the Force and the PCC (Superintendent and above and all staff in the highest salary band). This records any interests or transactions between an officer or member of staff (and their families) with those who hold positions of influence. For example, a firm where the officer or staff member is a director or has a beneficial interest.

The Office of the PCC is obliged to publish the register of interests for the PCC, any Deputy and for senior staff. Links are shown below:

https://surrey-pcc.gov.uk/wp-content/uploads/2020/07/2020_David-Munro.pdf

PCC Chief Executive's link below (There's no Deputy PCC at present).

https://surrey-pcc.gov.uk/wp-content/uploads/2020/07/2020_Alison-Bolton.pdf

Information on disclosable interests is included within both the PCC & Chief Constable's Statement of Accounts, as required by the CIPFA Code. The requirement is to disclose all material transactions with related parties, which have potential to influence the Group or to be controlled or influenced by the Group.

To comply with this the PCC and Chief Constable consider all related parties and disclose those that are material to the Statement of Accounts. In collating this data all staff and officers at the equivalent of Superintendent or above are asked annually to complete and sign a related party disclosure, which includes details relating to a spouse, partner, close family and household members.

Examples disclosed in the Statement of Accounts are:

- Central Government due to the value of grants received
- Surrey Borough Councils through the precept income
- Collaborative arrangements
- Pension providers

There are examples where staff or officers have noted a related party, however they have found to be irrelevant to the preparation of the Statement of Accounts and therefore have not been disclosed.

Examples are:

- Parish councillor
- Chair of parish council sports & social club
- Close friend of the director of the catering company, however the individual employee had no involvement in the contract

The requirement to disclose an interest is also included in the Contract Standing Orders, which states: "Any officer who has either a potential or established interest in any Contract or Agreement placed or to be placed for or on behalf of Surrey/Sussex Police shall: - declare that interest immediately to their Line Manager by completing a Declaration of Interest/Hospitality Pro-forma (refer to respective Force's policy and procedures) and immediately remove this/herself from the Process. The Line manager shall inform the Head of Joint Procurement Service that the above action has taken place."

7. Declaration of Interest

7.1 The Force holds existing contracts with suppliers and at times will actively undertake ongoing procurement for goods and services.

7.2 The offer of a Gift or Hospitality perceived to be with the object of obtaining preferential treatment should be declined. In such instances the gifts and hospitality pro forma will be completed.

7.3 Any officer or member of staff who has either a potential or established interest in any Contract or agreement placed or to be placed for or on behalf of Surrey Police must:

- Immediately declare that interest to their line manager and complete a hospitality, gifts and declaration of interest pro forma
- Immediately remove him/herself from the process

8. Recording

A single register will be maintained by the Procurement Department and a sanitised version will be available on the Surrey Police website to demonstrate transparency.

9. Oversight by the Audit Committee

The Committee's role is to consider the adequacy and effectiveness of the policies and procedures governing declarations of interest and receipt of gifts and hospitality within the Office of the PCC and the force.

Records of gifts and hospitality for the Office of the PCC are presented to the Committee on an annual basis.

10. Risks / Equalities

None arising.

11. Human Rights implications (if applicable)

No specific implications are raised by this report.

12. Recommendations

That the Committee notes the report.

13. Attachments / Background Papers

- Annex A – Policy on Gifts Gratuities and Hospitality
- Sanitised spreadsheet of declarations for the year 1st April 2020 to date (26th March 2021).

Attachment – Annex A**Procedure****Governing Policy****Gifts, Gratuities and Hospitality Policy (Surrey and Sussex)****1 Key Principles**

- 1.1 Police officers, Special Constables and police staff must demonstrate the highest standards of professional behaviour, honesty and integrity. In particular, they must not compromise or abuse their position by soliciting the offer of any gift, gratuity or hospitality in any way connected to or arising from, their role whether on or off duty.

Where a gift, gratuity or hospitality is given in these circumstances, it must initially be refused. However it is identified that refusing a gift, gratuity or hospitality could be offensive and as such it can be received and given to the line manager of the individual until advice is sought from the Joint Force Vetting Unit (JFVU).

- 1.2 Police volunteers will be dealt with separately and on a case by case basis. Should a gift or hospitality be received by a Police Volunteer, advice should be sought from the JFVU in the first instance.
- 1.3 As a further guiding principle, police officers, Special Constables and police staff must not accept the offer of any gift, gratuity, favour or hospitality without prior approval from the JFVU. This allows a third party viewpoint and independent assessment of any potential compromise or conflict of interest arising from the acceptance of any gift, gratuity or hospitality.
- 1.4 Offers of a gift, gratuity or hospitality vary widely according to the circumstances and will range from readily identifiable examples of criminality (such as a breach of the Bribery Act 2010), through to instances of entirely appropriate and reasonable display of gratitude and common courtesy which do not breach the integrity of any party.
- 1.5 The provisions of the Bribery Act 2010 contain 2 general offences. These include:-
- Section 1 – Offering, promising or giving of a bribe (active bribery).
 - Section 2 – Requesting, agreeing to receive or accepting of a bribe (passive bribery).
- The provisions of the Act extend the definition of bribery to include seeking (or agreeing), to bring about improper performance of duties which includes a public function such as policing. Improper performance amounts to any breach of an expectation that a person will act in good faith, impartially or in accordance with a position of trust.
- 1.6 The Act does not prohibit reasonable and proportionate hospitality and promotional or other similar business expenditure, intended to improve the image of the Forces and their services or build business relationships. However, it is clear that hospitality, promotional or other similar business expenditure can be employed as a bribe.

Considerations in this regard will include the degree of lavishness of a gift, gratuity or hospitality, its relative value, and the extent to which that gift, gratuity or hospitality is received. The existence or otherwise of previously offered or accepted gifts, gratuities or hospitality may also be relevant.

- 1.7 During the course of their duties in the community, police officers, Special Constables and police staff may occasionally be offered gifts or hospitality which do not in the circumstances amount to an integrity breach on the part of either party. Examples of such include the provision of light refreshments as a common courtesy in line with policing duties, inexpensive promotional products from partnerships or conferences or discounts aimed at all members of the wider police service.

- 1.8 Police officers, Special Constables and police staff must be aware that at times a refusal to accept such an offer may cause unnecessary offence or might hinder productive working relationships. Equally to accept such an offer may be mis-interpreted and could lead to inaccurate expectations of favour or service.
- 1.9 Police officers, Special Constables and police staff must not produce a warrant card or ID card, or wear whole or part uniform, to obtain discounts, goods or services unless as part of an approved arrangement. For example, this includes using a warrant or ID card to gain free access to nightclubs, sporting events or other commercial premises.
- 1.10 Police officers, Special Constables and police staff must not accept personal gifts of money, which includes gift vouchers, in the course of their duties or employment (including in any off duty situation), where the gift is related to, or may appear to have a connection to their duties or employment.

2 Responsibilities and Contact Details

- 2.1 The JFVU has responsibility for gifts, gratuities and hospitality areas of business, which includes recording, decision making and maintaining the single register for all gifts and hospitality applications for the Forces.
- 2.2 Professional Standards Department (PSD), will ensure scrutiny, auditing and governance of the register in line with wider corporate governance arrangements for integrity and counter corruption.
- 2.3 The register will be reviewed by the Forces respective Head of PSDs in conjunction with the Joint Procurement Service. It is also subject to regular scrutiny by the Surrey or Sussex Office of the Police and Crime Commissioner as appropriate.
- 2.4 The JFVU can be contacted using the below contact details. If you are in any doubt regarding whether a gift, gratuity or hospitality must be declared, advice must be sought from the JFVU as soon as possible.

Joint Force Vetting Unit (JFVU) Gifts and Hospitality Team
 Tel: 01273 404478
 Email: GiftsandHospitality.Vetting@sussex.pnn.police.uk

3. Application for Gifts, Gratuities and Hospitality

- 3.1 All gifts, gratuities and hospitality require approval from the JFVU before they can be accepted. Police officers, Special Constables and police staff need to complete an application form as soon as possible or within a maximum of 7 days from the receipt of the gift, gratuity or prior to any hospitality offered. The gift, gratuity or hospitality must remain with the applicant's line manager, until approval has been given from the JFVU.

Application forms can be requested from the JFVU. Please ensure you have the latest version of the application form before submitting to the JFVU. All applications must be sent to the JFVU via email and hard copy versions will not be accepted.

- 3.2 All gifts, gratuity and hospitality applications require rationale from the applicant, detailing why they believe the gift, gratuity or hospitality should be accepted or refused. Applications also require support from the applicant's line manager. Line managers are required to review the gift, gratuity or hospitality and provide rationale as to why it should be accepted or refused. Line managers must consider the points in **Appendix A: Gifts, Gratuities and Hospitality Authorising Principles for Line Managers** when making their decision.

Any application received without full rationale from the applicant and line manager will not be accepted.

- 3.3 All gifts, gratuities and hospitality applications take up to 30 days to process and all decisions will be communicated to the applicant and line manager in writing.

4 **Decision Making**

- 4.1 Gifts, gratuities and hospitality decisions will be made in accordance with the National Decision Model (NDM).
- 4.2 Gifts, gratuities and hospitality decisions are made by the JFVU Supervisors and all decisions will be communicated in writing to the applicant. Line managers will also be advised of the decision. The JFVU Supervisors will consider the appropriateness of the gift, gratuity or hospitality in relation to the circumstances to which it was received and whether it is considered reasonable in the eyes of the public.
- 4.3 Each case will be assessed on its own individual merits, taking all information in to account.

Where an application is granted the JFVU Supervisor will provide the applicant with written approval to accept the gift, gratuity or hospitality.

Where an application is rejected the JFVU Supervisor will provide the applicant and line manager with the decision in writing along with the reasons why it cannot be accepted. Individuals are required to return the gift, gratuity or hospitality offer to whoever gave it to them, if appropriate.

Should the return of a gift, gratuity or hospitality not be appropriate, then it must be donated to one of the Chief Officer's charities.

5 **Appeals**

- 5.1 All applicants have the right to appeal the gifts, gratuities and hospitality decision. Appeals must be made in writing to the JFVU Manager within 14 days of being notified of the decision. All appeals will be reviewed by the JFVU Manager. In some cases, it may be necessary to refer an appeal to the Head of PSD or their appropriate deputy for the respective Force. In these cases, the Head of PSD or appropriate deputy will review the gift, gratuity and hospitality, along with any associated rationale for decisions. They may also consult with any relevant staff networks, Police Federation or UNISON if required, to gather information for the final decision.
- 5.2 The final decision will be given to the applicant in writing within 21 days of receipt of the notice of appeal. After this, there is no further right of appeal. At all stages of the appeals procedure the applicant may be represented by Police Federation or UNISON (if a member).

6 **Recording**

- 6.1 All gifts, gratuities and hospitality are recorded on the vetting management database Core-vet, and maintained by the JFVU. An extract of the database will be published on the Forces websites to provide transparency and to promote public confidence. *(Due to current IT difficulties the extract is attached in a spreadsheet).*

The application, supporting documents and associated correspondence will be stored for monitoring purposes, and for the resolution of disputes. The content of the database will be available to both the Forces for lawful business purposes and for organisational management purposes.

7 **Statistical Reporting**

- 7.1 The JFVU report Gifts, Gratuities and Hospitality information and statistics to the Office of Police and Crime Commissioner and the Joint Audit Committee. Some department heads request reports for their business area, which is provided. The information is used for transparency to improve public confidence in the police service and for audit purposes.

Any information or statistics used are anonymised for data protection purposes and any confidential information will not be disclosed.

8 Reporting Suspected Breaches

- 8.1 It is the responsibility of everyone to report any concerns about Gifts, Gratuities and Hospitality either through their line manager or by direct contact with the JFVU or PSD. Individuals are encouraged to report overtly to PSD where possible. Individuals must be supported by their line manager during this process.

Gifts, Gratuities and Hospitality concerns can also be reported via the PSD's anonymous reporting systems which can be found by clicking on the relevant link below:-

Surrey: [Anonymous reporting](#)

Sussex: [Break the silence - Anonymous reporting](#)

- 8.2 The JFVU and PSD investigations are responsible for investigating suspected breaches of gifts, gratuities and hospitality. PSD Anti-Corruption Unit (ACU) take sole responsibility for the deployment of covert tactics focused against subjects, including Individual's that are believed to be in breach of this policy.
- 8.3 Divisions and departments must not, under any circumstances, attempt to deploy any covert tactics against any subjects, including Police officers, Special Constables and Police staff, who pose a threat to the Forces through corruption, without the involvement of the PSD ACU.

9 Information Management

- 9.1 Details relating to the nature of the gift and the donor will be retained for a period of seven years.

11. Relevant law

11.1 The Bribery Act 2010 (which came into force 1 July 2011) describes Bribery as 'Intending to bring about (or reward) improper performance by another person of a relevant function or activity'. It states bribery is offering, promising or giving an advantage knowing or believing that acceptance of the advantage itself constitutes improper performance. The Act states:

- 'Advantage' is financial or other advantage;
- Where a person agrees to receive or accepts something of value, bribery occurs whether or not the person actually receives it;
- The test is what 'a reasonable person' in the UK would expect;
- A public official (including a police officer) cannot receive hospitality from an individual that would leave the officer beholden to that individual.



Gifts, Gratuities and Hospitality Policy (Surrey and Sussex)

Appendix A: Gifts, Gratuities and Hospitality Authorising Principles for Line Managers

Line managers are required to justify their support for all gifts, gratuities and hospitality applications or rationale for not supporting.

Line managers should consider the following points when taking in to account the suitability of gifts, gratuities and hospitality.

- Would the offer or acceptance be seen as reasonable in the eyes of the public?
- Would a reasonable bystander be confident that you could remain impartial and independent in the circumstances?
- Does the invitation come from an organisation or individual likely to benefit from Surrey Police/Sussex Police?
- Does the invitation come from an organisation which does not have impartial interests or does not represent the wider public interest?
- Is the award or renewal of a future or existing contract involved? If so consider seeking advice from the Procurement Team before accepting the offer.
- Is the hospitality more social than professional and is it within normal working hours or particularly lavish?
- Is the scale, location or frequency of the hospitality disproportionate to the relationship with that organisation? For example, a standing offer of free food and refreshments?
- Is it directed just at a single person or small number of police officers/police staff or to a wider group?
- Is the role of the recipient(s) particularly significant to the interests of those making the offer?

Team: Joint Force Vetting Unit

COMPLETED IS BETWEEN 01/04/2020 AND 26/03/2021

Item

PERSONID	APPLICATIONID	STATUS	STATUSLEVEL	COMPLETED_DATE	DEPARTMENT	DESCRIPTION
127784	180224	APPROVED	ACCEPTED	08/04/2020 00:00	SURREY POLICE OFFICER	DONATION FROM GRATEFUL MEMBER OF PUBLIC IN FORM OF CHEQUE TO CHIEFS CHARITY - BLOOD BIKES
154029	180361	APPROVED	ACCEPTED	14/04/2020 00:00	SURREY POLICE STAFF	BELL & SMALL TANKARD AS THANK YOU PRESENT FROM TRAINEE OFFICERS
78662	180190	APPROVED	ACCEPTED	15/04/2020 00:00	SURREY POLICE STAFF	THANK YOU - £20 - 2 TRAYS OF COKE AND DIET COKE - GIVEN FOR OFFICERS/STAFF ON DUTY DURING COVID 19 - SMALL GIFT DONATED IN GOOD FAITH - REFUSE WOULD CAUSE OFFENCE
132461	180477	APPROVED	ACCEPTED	16/04/2020 00:00	SURREY POLICE OFFICER	CARE PACKAGES - EXCESS STOCK (VARIOUS BATH STOCKS) - £200
144416	180536	APPROVED	ACCEPTED	17/04/2020 00:00	SURREY POLICE STAFF	MUFFINS DONATED BY LOCAL SUPERMARKET AS TOKEN OF APPRECIATION - VALUE £50 - SAME AMOUNT OF CASH DONATED TO THE CHIEFS CHARITY
143288	180543	APPROVED	ACCEPTED	17/04/2020 00:00	SURREY POLICE OFFICER	HELP FOR HEROES EASTER EGGS - 48 IN TOTAL - VALUE UNKNOWN - HANDED ON BY TESCOS TO STAINES POLICE STATION AND DISTURBED TO STAFF ACROSS ALL DEPTS AT STAINES
143836	180734	APPROVED	ACCEPTED	23/04/2020 00:00	SURREY POLICE STAFF	TAKEAWAY PIZZAS AND SOFT DRINKS PROVIDED FOR DISTRIBUTION ALL MEMBERS OF STAFF AT POLICE STATION FROM VICTIM OF CRIME IN APPRECIATION OF WORK CARRIED OUT DURING COVID19 PANDEMIC - £100 - RUDE TO REFUSE.
144142	180732	APPROVED	ACCEPTED	23/04/2020 00:00	SURREY POLICE STAFF	GIFT OF KRISPY KREME DOUGHNUTS TO BE DISTRIBUTED OUT TO MEMBERS OF STAFF AT GUILDFORD POLICE STATION - TOKEN OF APPRECIATION FOR WORK CONDUCTED DURING COVID19 CRISIS - RUDE TO REFUSE.
25689	180905	APPROVED	ACCEPTED	27/04/2020 00:00	SURREY POLICE OFFICER	GIFT DONATION - 11 BOXES OF SMOOTHIES - £30-40 - LONG STANDING RELATIONSHIP WITH FOOD BANK
144690	181146	APPROVED	ACCEPTED	01/05/2020 00:00	SURREY POLICE STAFF	GET WELL CARD AND FLOWERS GIVEN BY WAITROSE FOR COLLEAGUE ILL WITH COVID19 - RUDE TO REFUSE
143512	181156	APPROVED	ACCEPTED	01/05/2020 00:00	SURREY POLICE OFFICER	£140 WORTH OF DOMINOS PIZZAS DELIVERED TO STAINES POLICE STATION AS EXPRESSION OF GRATITUDE DURING COVID19 TO BE DISTRIBUTED TO ALL STAFF THERE. CONSIDERED APPROPRIATE IN CIRCUMSTANCES.
126620	181470	APPROVED	ACCEPTED	11/05/2020 00:00	SURREY POLICE OFFICER	DONATION - NATIONWIDE OFFER FROM DOMINOS PIZZA - £200 - AGREED BY INSPECTOR ON BASIS OF ONE OFF OFFER
127716	181015	APPROVED	ACCEPTED	22/05/2020 00:00	SURREY POLICE OFFICER	DONATION - 7000 SURPLUS EASTER EGGS - THANK YOU - TO BE DISTRIBUTED TO THE WHOLE OF SURREY POLICE
140616	182425	REJECTED	REJECTED	04/06/2020 00:00	SURREY POLICE OFFICER	£5.00 CASH DONATED AS PART OF A HAMPER FROM AN APPRECIATIVE RESIDENT WHEN OFFICER WAS ASSAULTED BY YOUTHS WHEN CLEARING A RECREATION GROUND DUE TO COVID19 RESTRICTIONS. HAMPER ACCEPTED BUT CASH RETURNED.
140616	182198	APPROVED	ACCEPTED	04/06/2020 14:11	SURREY POLICE OFFICER	GET WELL HAMPER FOLLOWING ASSAULT OF OFFICER WHEN CLEARING A GROUP FROM A RECREATION GROUND DUE TO COVID19 RESTRICTIONS. CONTENTS INCLUDE FOOD, COSMETICS AND BOOK. ESTIMATED VALUE £40
142665	182520	APPROVED	ACCEPTED	08/06/2020 00:00	SURREY POLICE OFFICER	DONATION - QUANTITY OF WILKINSON HYDROS SENSE RAZORS - VALUE NOT KNOWN - DONATED TO NEIGHBOURHOOD TEAM WHO WILL DONATE TO A CHARITY THAT HELP THE HOMELESS
85601	182678	APPROVED	ACCEPTED	10/06/2020 00:00	SURREY POLICE OFFICER	GIFT OF BOTTLE OF AMORETTO FROM RELATIVE OF PERSON SAVED FROM BRIDGE. RUDE TO REFUSE. VALUE £10
117334	182320	APPROVED	ACCEPTED	10/06/2020 00:00	SURREY POLICE OFFICER	DONATION - £50 GIFT VOUCHER FROM THE ENTERTAINER - TO BUY TOYS TO BE STORED AT POLICE STATION TO HELP ENTERTAIN AND CARE FOR CHILDREN WHO ARE ON OCCASION TEMPORARILY AT THE POLICE STATION.
138460	183199	APPROVED	ACCEPTED	23/06/2020 00:00	SURREY POLICE OFFICER	THANK YOU - M&S BISCUITS - £10 - RUDE TO DECLINE
57989	183226	APPROVED	ACCEPTED	23/06/2020 00:00	SURREY POLICE OFFICER	THANK YOU FROM VICTIM OF CRIME - £17.99 - - BOX OF AMAZON CHOCOLATES - GIFTED TO VET & COLLEGAUE - RUDE TO DECLINE
64185	183225	APPROVED	ACCEPTED	23/06/2020 00:00	SURREY POLICE OFFICER	THANK YOU FROM VICTIM OF CRIME - £17.99 - - BOX OF AMAZON CHOCOLATES - GIFTED TO VET & COLLEGAUE - RUDE TO DECLINE
142950	183273	APPROVED	ACCEPTED	24/06/2020 00:00	SURREY POLICE OFFICER	THANK YOU - £10 - 48 HANDCRAFTED BISCUITS - RUDE TO DECLINE FROM THE MEMBER OF THE PUBLIC
127040	183288	APPROVED	ACCEPTED	24/06/2020 00:00	SURREY POLICE OFFICER	GIFTED - 2 BOTTLES OF WATER, 1 X SANDWICH, 1 X CRISPS - £8.00 - TRIED TO PAY SEVERAL TIMES BUT OWNER REFUSED AND WOULD NOT TAKE MONEY
73634	183847	APPROVED	ACCEPTED	07/07/2020 00:00	SURREY POLICE OFFICER	THANK YOU - MALE MENTAL HEALTH BOOK, PACKET OF SQUARES CRISPS, PACK OF TWO MINI JAFFA CAKES - £5 - RUDE TO REFUSE
120393	184797	APPROVED	ACCEPTED	30/07/2020 00:00	SURREY POLICE OFFICER	THANK YOU - BOX OF CONFECTIONARY - £12.50 - VICTIM OF CRIME, DELIVERED TO FRONT OFFICE
128969	185074	APPROVED	ACCEPTED	05/08/2020 00:00	SURREY POLICE OFFICER	GESTURE OF THANKS - BOTTLE OF WINE - RUDE TO REFUSE - APPROX £20
98818	184814	CONDITIONAL	ACCEPTED	05/08/2020 00:00	SURREY POLICE STAFF	MOP DONATED SHOTGUN - DONATED TO SUSSEX POLICE CLAY PIGEON SHOOTING CLUB
120684	185288	APPROVED	ACCEPTED	10/08/2020 00:00	SURREY POLICE OFFICER	MOP - THANK YOU - A CARD AND A 1OZ SILVER MEDAL THAT SAYS WELL DONE/THANK YOU TO THE POLICE DURING COVID-19 - DID NOT HAVE TIME TO REFUSE - APPROX. £20
123747	184877	REJECTED	REJECTED	18/08/2020 00:00	SURREY POLICE OFFICER	EASTERN INSPECTORS AWAY - EPSOM DOWNS RACECOURSE
122858	186223	APPROVED	ACCEPTED	01/09/2020 00:00	SURREY POLICE OFFICER	SMALL HAUNCH OF VENISON - £10
93766	186584	APPROVED	ACCEPTED	10/09/2020 00:00	SURREY POLICE STAFF	THANK YOU - £4 - VICTIM OF CRIME - TUB OF HEROES CHOCOLATES - CAUSE OFFENCE TO DECLINE
53672	187096	APPROVED	ACCEPTED	24/09/2020 00:00	SURREY POLICE STAFF	THANK YOU - BOX OF 2 MEDALS GIVEN BY ANOTHER POLICE FORCE (CYPRUS)
145001	187241	APPROVED	ACCEPTED	28/09/2020 00:00	SURREY POLICE OFFICER	THANK YOU - MOP RETURN OF WALLET BY OFFICER - BISCUITS - £5 - RUDE TO DECLINE
133035	187265	APPROVED	ACCEPTED	29/09/2020 00:00	SURREY POLICE OFFICER	THANK YOU - BOX OF 2 MEDALS GIVEN BY ANOTHER POLICE FORCE (CYPRUS) - APPROX. £10
62997	187256	APPROVED	ACCEPTED	29/09/2020 00:00	SURREY POLICE OFFICER	FREE TICKETS FOR LOCAL FOOTBALL GAME - WOULD HAVE BEEN RUDE TO REFUSE - VALUE APPROX. £14
137980	187520	APPROVED	ACCEPTED	05/10/2020 00:00	SURREY POLICE OFFICER	1.5KG DRIED LAVENDER - WILL BE MADE INTO BAGS FOR FORCE WELLBEING EVENT (SAME AS LAST YEAR)
143442	187596	REJECTED	REJECTED	06/10/2020 00:00	SURREY POLICE OFFICER	THANK YOU FROM MOP - £20 NOTE - MONEY DECLINED BUT MOP WAS INSISTENT - RUDE NOT TO ACCEPT
143981	188154	APPROVED	ACCEPTED	19/10/2020 00:00	SURREY POLICE OFFICER	BOX OF MILK TRAY CHOCOLATE - £3 - RUDE TO REFUSE
116289	188463	APPROVED	ACCEPTED	26/10/2020 00:00	SURREY POLICE OFFICER	VICTIM OF CRIME - THANK YOU - FLOWERS, VASE & CARD - EST £15-£20 - RUDE TO DECLINE
181692	188997	APPROVED	ACCEPTED	09/11/2020 00:00	SURREY POLICE STAFF	THANK YOU - HANGING ORNAMENT - £5-£10 - VICTIM OF CRIME - WOULD HAVE CAUSED UPSET TO REFUSE
120834	189104	APPROVED	ACCEPTED	10/11/2020 00:00	SURREY POLICE OFFICER	THANK YOU - 1 KILO OF COFFEE BEANS - APROX £10
144877	189117	REJECTED	REJECTED	11/11/2020 00:00	SURREY POLICE OFFICER	MOP - COSTA COFFEE GIFT CARD - VALUE UNKNOWN - RUDE TO DECLINE
10257	189239	APPROVED	ACCEPTED	12/11/2020 00:00	SURREY POLICE OFFICER	THANK YOU - BOTTLE OF WINE - £9 - VICTIM OF CRIME - RUDE TO DECLINE
143608	189240	APPROVED	ACCEPTED	12/11/2020 00:00	SURREY POLICE OFFICER	THANK YOU - PROSECCO - £9 - VICTIM OF CRIME - RUDE TO DECLINE
149092	189386	REJECTED	REJECTED	16/11/2020 00:00	SURREY POLICE STAFF	THANK YOU - JOHN LEWIS GIFT VOUCHER - £50 - VICTIM OF CRIME
133052	189454	APPROVED	ACCEPTED	17/11/2020 00:00	SURREY POLICE OFFICER	MEMBER OF THE PUBLIC - WOKING WITH HER TO REDUCE HER OFFENDING - NAIL VARNISH - £2 - WOULD CAUSE DISTRESS TO MOP TO REFUSE
130150	189662	APPROVED	ACCEPTED	23/11/2020 00:00	SURREY POLICE STAFF	THANK YOU - BOX OF CHOCOLATES - £10 - VICTIM OF CRIME - CAUSE OFFENCE IF DECLINED
107530	189675	APPROVED	ACCEPTED	23/11/2020 00:00	SURREY POLICE OFFICER	THANK YOU - £20 - BOOK - GIFT GIVEN IN KINDNESS FOLLOWING CONGRATULATIONS FOR MBE
222377	189672	APPROVED	ACCEPTED	23/11/2020 00:00	SURREY PCSO	TUB OF HEROES AND TUB OF CELEBRATIONS (SHARED ACROSS TEAM).
158929	189719	APPROVED	ACCEPTED	24/11/2020 00:00	SURREY POLICE OFFICER	THANK YOU - BOX OF GUYLIAN CHOCOLATES - £10 - RUDE TO DECLINE
128847	189766	APPROVED	ACCEPTED	25/11/2020 00:00	SURREY POLICE OFFICER	VICTIM OF CRIME - COCA COLA SIGN (DECORATION FOR WALL) - £5 - RUDE TO DECLINE
124894	189852	REJECTED	REJECTED	26/11/2020 00:00	SURREY POLICE STAFF	CARD, SCENTED CANDLE, CHOCOLATES, MINIATURE GIN GIFT BOX - £30 - REJECTED - SEE CASE LOG
139371	189871	APPROVED	ACCEPTED	27/11/2020 00:00	SURREY POLICE OFFICER	THANK YOU - MOP - BOOK - £4.32 - CAUSE OFFENCE TO THE GIVER IF DECLINED.
142868	190143	APPROVED	ACCEPTED	04/12/2020 00:00	SURREY POLICE STAFF	THANK YOU - WICKER BASKET OF FRUIT, CHOCOLATE BOX AND MINCE PIES - £15-20 - SHARED WITH TEAM - RUDE TO REFUSE
144562	189872	APPROVED	ACCEPTED	09/12/2020 00:00	SURREY POLICE OFFICER	KIND GESTURE FROM LOCAL INDIAN TAKEAWAY - FOR OFFICERS & STAFF BASED AT LOCAL STATION - CURRY/RICE/ NAAN - £500-£800 - ALSO OFFERED TO OTHER EMERGENCY SERVICES
143203	190313	APPROVED	ACCEPTED	10/12/2020 00:00	SURREY POLICE OFFICER	THANK YOU - VICTIM - BOOK - £8.99 - RUDE TO REFUSE
143804	190417	APPROVED	ACCEPTED	11/12/2020 00:00	SURREY POLICE STAFF	THANK YOU - VICTIM OF CRIME - £3 - CHRISTMAS CARD AND BAG OF CELEBRATIONS - RUDE TO REFUSE, SURPRISE
209652	190380	REJECTED	REJECTED	14/12/2020 00:00	SURREY POLICE OFFICER	THANK YOU FOR TAKING PART IN EVENT - £20 AMAZON VOUCHER - SENT VIA EMAIL FROM UNIVERSITY
137032	190226	APPROVED	ACCEPTED	14/12/2020 00:00	SURREY POLICE OFFICER	DONATION - 150 CHOCOLATE ORANGES - £150 - EMMERSON GRANT TEAM CHOCOLATE ORANGE - THE COLLECTION IS SO LARGE THEY CAN EXTEND IT OUT TO ALL EMERGENCY SERVICES IN THE LOCAL AREA.
122388	190550	APPROVED	ACCEPTED	15/12/2020 00:00	SURREY POLICE OFFICER	THANK YOU - BOTTLE OF WINE - £5-£10 - RUDE TO DECLINE - KIND GESTURE
139371	190580	APPROVED	ACCEPTED	16/12/2020 00:00	SURREY POLICE STAFF	THANK YOU - FLOWERS, CHOCOLATES AND A MUG - NOT APPROPRIATE TO DECLINE - £42.50
144533	190612	APPROVED	ACCEPTED	17/12/2020 00:00	SURREY POLICE OFFICER	THANK YOU - BAR OF CHOCOLATE - £5 - GIVE TO FOODBANK
123017	190653	APPROVED	ACCEPTED	18/12/2020 00:00	SURREY POLICE STAFF	CARD AND BOX OF CHOCOLATES - LEFT AT POLICE STATION COULD NOT REFUSE - VALUE NOT KNOWN
79726	190656	REJECTED	REJECTED	18/12/2020 00:00	SURREY POLICE OFFICER	THANK YOU FOR HOW MOP HAD BEEN TREATED WHEN IN CUSTODY - BOX OF CHOCOLATES - £3
142729	190742	APPROVED	ACCEPTED	21/12/2020 00:00	SURREY POLICE STAFF	THANK YOU - £6.00 - ONE TEA/COFFEE MUG, 4 MINI CHOCOLATE BARS - RUDE TO DECLINE
144981	190820	APPROVED	ACCEPTED	22/12/2020 00:00	SURREY POLICE STAFF	THANK YOU - BOXES OF 12 BROWNIES - £22 - GIFT FOR WHOLE TEAM - RUDE TO REFUSE
142943	190827	APPROVED	ACCEPTED	22/12/2020 00:00	SURREY POLICE OFFICER	THANK YOU FROM SUPERMARKET - BISCUITS/CHOCOLATE - £10 - KIND DONATION - RUDE TO REFUSE
144792	190849	APPROVED	ACCEPTED	23/12/2020 00:00	SURREY POLICE OFFICER	MOP - TIN OF BISCUITS - £5 - LEFT AT FIRE STATION
195061	190895	APPROVED	ACCEPTED	24/12/2020 00:00	SURREY POLICE OFFICER	SHOP WORKER - 1 PACK OF MINCE PIES - £2 - RUDE TO REFUSE
218360	190896	APPROVED	ACCEPTED	24/12/2020 00:00	SURREY POLICE OFFICER	THANK YOU - GIVEN TO EMERGENCY WORKERS - MATCHMAKERS, TOFFEE AND MINCE PIES - £5 - RUDE TO REFUSE
144622	190997	APPROVED	ACCEPTED	31/12/2020 00:00	SURREY POLICE OFFICER	THANK YOU FOR WHOLE TEAM - £3 - BOX OF CELEBRATIONS CHOCOLATE - KIND OFFER - RUDE TO REFUSE

146099	191207	APPROVED	ACCEPTED	07/01/2021 00:00	SURREY POLICE OFFICER	THANK YOU FROM MOP - BOX OF BISCUITS - £5 - RUDE TO REFUSE
123976	191478	APPROVED	ACCEPTED	13/01/2021 00:00	SURREY POLICE OFFICER	THANK YOU - 4 X CHRISTMAS PUDDINGS, 5 X BOXES OF BISCUIT SELECTIONS, 3 X BOXES OF MINCE PIES, 2 X BARS OF CHOCOLATE - £30-£40 - RUDE TO REFUSE - SHARED WITH STAFF/OFFICERS WHO WORK AT ELMBRIDGE
144555	190608	APPROVED	ACCEPTED	15/01/2021 00:00	SURREY POLICE OFFICER	THANK YOU - BOTTLE OF WINE - £10 - RUDE TO REFUSE
121468	191564	APPROVED	ACCEPTED	15/01/2021 00:00	SURREY POLICE STAFF	THANK YOU FROM STUDENTS - £50 - 1 X THANK YOU COOKIES, 4 STARBUCKS CUPS, 1 X HAMPER (CHOCOLATE, TEA, COFFEE, HOT CHOCOLATE) - SHARED BETWEEN 4 TRAINERS - GIVEN AFTER TRAINING HAD FINISHED
142686	191690	APPROVED	ACCEPTED	18/01/2021 00:00	SURREY POLICE OFFICER	THANK YOU FROM NOK - £30 - BOTTLE OF WHISKY - WOULD HAVE CAUSED OFFENCE TO DECLINE
120393	191705	APPROVED	ACCEPTED	19/01/2021 00:00	SURREY POLICE OFFICER	THANK YOU FROM MOP - £10-£15 - CONFECTIONARY & BISCUITS TO BE SHARED WITH DEPARTMENT, ONE BOX OF CHOCOLATE SPECIFICALLY FOR OFFICER - RUDE TO REFUSE, KIND GESTURE
142868	192034	APPROVED	ACCEPTED	26/01/2021 00:00	SURREY POLICE STAFF	LOCAL YOUNG CHEF - AFTERNOON TEA FOR ELMBRIDGE STATION - £15-20 - GENEROUS GIFT AND ONE THAT IN MANY WAYS WOULD BE RUDE NOT TO ACCEPT
107530	192006	APPROVED	ACCEPTED	26/01/2021 00:00	SURREY POLICE OFFICER	THANK YOU FROM SURREY LRF - BOTTLE OF PORT - £17.00 - KIND GESTURE, RUDE TO REFUSE
107530	192005	APPROVED	ACCEPTED	26/01/2021 00:00	SURREY POLICE OFFICER	THANK YOU TO CELEBRATE UNPAID RESPONDERS AT SURREY SEARCH AND RESCUE - SILENT POOL LIFESAVER GIN - £30.00 - RAFFLED OFF AND PROCEEDS TO GO TO CHARITY, MIND
142741	192036	APPROVED	ACCEPTED	27/01/2021 00:00	SURREY POLICE STAFF	THANK YOU - 2 BOXES OF ENERGY DRINKS, 4 BOXES OF MUFFIN BARS, 1 BOX OF CHOCOLATE CHUNK BARS - FOR DISTRIBUTION AMONGST STAFF IN GENERAL - PRICE UNKNOWN BY VET BUT APPROX £100
126425	192067	APPROVED	ACCEPTED	27/01/2021 00:00	SURREY POLICE OFFICER	VICTIM OF CRIME - 1 X BOTTLE OF WINE - £5 - LEFT AT THE FRONT OFFICE, KIND GESTURE
142909	192043	APPROVED	ACCEPTED	27/01/2021 00:00	SURREY POLICE OFFICER	ONE OFF DONATION FROM DOMINOS FOLLOWING OFFICERS ASSISTANCE - 1 FREE PIZZA WHEN NEXT ON NIGHT SHIFT - KIND GESTURE AND POSITIVE COMMUNICATIONS FROM THE FORCE ON TWITTER
144786	192479	APPROVED	ACCEPTED	04/02/2021 00:00	SURREY POLICE OFFICER	DONATION FROM LOCAL FOODBANK - 2 BOXES OF FOODSTUFFS (TEA, CHOCOLATES, DRINKS / SWEETS / CEREAL BARS - £50-£60 - ITEMS FROM FB ARE SURPLUS TO NEED AND WOULD HAVE BEEN WASTED - KIND GESTURE
142804	193181	APPROVED	ACCEPTED	18/02/2021 00:00	SURREY POLICE OFFICER	VICTIM OF CRIME - EST £50 - 2 X WHITE WINE, 1 X ROSE WINE, 1 X PROSECCO, 1 BUNCH OF FLOWERS & CARD - KIND GESTURE TO THANK OFFICER FOR SUPPORT DURING CASE
217604	193353	APPROVED	ACCEPTED	23/02/2021 00:00	SURREY POLICE OFFICER	THANK YOU - BOX OF CHOCOLATES - £4 - RUDE TO REFUSE
216885	193375	APPROVED	ACCEPTED	23/02/2021 00:00	SURREY POLICE OFFICER	THANK YOU - BOX OF CHOCOLATES - £4 - RUDE TO REFUSE
143011	193178	APPROVED	ACCEPTED	26/02/2021 00:00	SURREY POLICE STAFF	SAINSBURY'S DONATION
222543	193972	APPROVED	ACCEPTED	08/03/2021 00:00	SURREY POLICE OFFICER	THANK YOU FROM NEXT OF KIN - £25 - TIE - VERY KIND AND SENTIMENTAL GESTURE - RUDE TO REFUSE
144131	193965	APPROVED	ACCEPTED	08/03/2021 00:00	SURREY POLICE OFFICER	THANK YOU FROM VICTIM OF CRIME - £25 - FLOWERS AND SMALL BOX OF CHOCOLATES - KIND GESTURE, RUDE TO REFUSE
125472	194065	APPROVED	ACCEPTED	09/03/2021 00:00	SURREY POLICE OFFICER	THANK YOU - FOOD HAMPER - £35 - RUDE TO REFUSE - SHARED WITH TEAM
141911	194248	APPROVED	ACCEPTED	12/03/2021 00:00	SURREY POLICE OFFICER	THANK YOU - PEN AND BOTTLE OPENER - £10 - RUDE TO REFUSE
124520	193784	REJECTED	REJECTED	15/03/2021 00:00	SURREY POLICE OFFICER	THANK YOU FROM MOP - £10 - STARBUCKS GIFT CARD - HANDED TO OFFICER BY MEMBER OF STAFF ON BEHALF OF MOP
162263	194386	REJECTED	REJECTED	17/03/2021 00:00	SURREY POLICE OFFICER	THANK YOU FROM MOP AT SUPERMARKET - £5 - GIFT CARD - KIND GESTURE
124462	194385	REJECTED	REJECTED	17/03/2021 00:00	SURREY POLICE OFFICER	THANK YOU FROM MOP AT SUPERMARKET - £5 - GIFT CARD - KIND GESTURE
144072	194521	APPROVED	ACCEPTED	19/03/2021 00:00	SURREY POLICE OFFICER	THANK YOU FROM MOP - £6 - A THANK YOU CARD, A BOX OF CHOCOLATE BISCUITS AND A PACK OF HEROES CHOCOLATES - THOUGHTFUL GESTURE, RUDE TO DECLINE
125452	194435	APPROVED	ACCEPTED	23/03/2021 00:00	SURREY POLICE OFFICER	THANK YOU FROM PARTNER AGENCY - £40 - BOTTLE OF WHISKY
186009	194710	APPROVED	ACCEPTED	24/03/2021 00:00	SURREY POLICE OFFICER	THANK YOU FROM VICTIM OF CRIME - £4 - POT PLANT AND CARD - KIND GESTURE, RUDE TO REFUSE
93766	194709	APPROVED	ACCEPTED	24/03/2021 00:00	SURREY POLICE STAFF	THANK YOU FROM VICTIM OF CRIME - £4 - POT PLANT AND CARD - KIND GESTURE, RUDE TO REFUSE