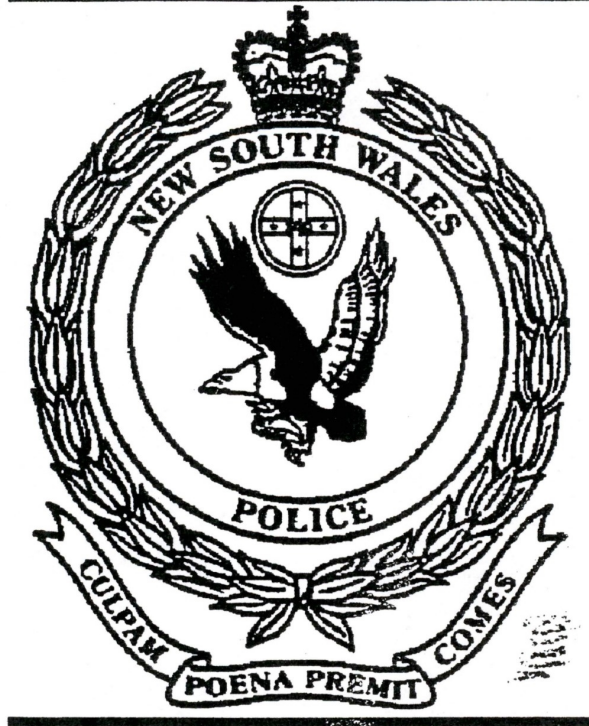


 **COPY**



NORTH REGION

"STANDARD OPERATING PROCEDURES"

CURRENT AS AT: JUNE 1992

UPDATES:

PATROL COMMAND: / /

PATROL COMMAND: / /

PATROL COMMAND: / /

FOREWORD

Our Police Service, is constantly striving to refine our strategies to improve services to the Community.

Standard Operating Procedures (S.O.P's) have been prepared by experienced Police Officers to cover operational and administrative functions which they consider require standardisation.

It should be noted that the Standard Operating Procedures are (primarily) guidelines. While some are firm instructions, the procedures should not be taken to be a substitute interpretation of any Legislation or the Commissioner's Instructions.

Standard Operating Procedures is the formal written instructions which one must conform to when accomplishing, managing or performing a task.

The Procedures have been written in plain English to achieve maximum ease of comprehension.

Patrol Commanders are urged to maintain the S.O.P. Package in a prominent location in the Station Inquiry area, preferably at the switchboard. It should be utilised in training courses to ensure that all Police are aware of the Package and its contents, and how and when to access it.

R.J. Cook
Assistant Commissioner
Commander
NORTH REGION

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A

PROFESSIONAL CONDUCT



STATEMENT OF VALUES

"Each member of the New South Wales Police Service is to act in a manner which:

- ▶ **Places integrity above all;**
 - ▶ **Upholds the rule of law;**
 - ▶ **Preserves individual's rights and freedom;**
 - ▶ **Seeks to improve quality of life by community involvement in policing;**
 - ▶ **Strives for citizen and Police personal satisfaction;**
 - ▶ **Strives to capitalise on the wealth of human resources;**
 - ▶ **Makes efficient and economical use of public resources;**
- and**
- ▶ **Ensures that authority is exercised responsibly".**

(Unequivocal professional standing in the community is the objective.)

DEALING WITH PUBLIC COMPLAINTS RE THE ACTIONS OF POLICE

- ▶ Give the complainant an immediate confidential hearing and identify complaint issues.
- ▶ Do not tell the complainant to "come back later".
- ▶ Inaction to a complaint can lead to disciplinary action against the Police Officer.
- ▶ Bear in mind that the complainant may simply want someone to talk to (be a listener).
- ▶ If the issues raised are only minor breaches of Departmental Rules and Instructions like rudeness, attitude or dress standards, they can be conciliated 'on the spot' if the complainant agrees.
- ▶ You cannot conciliate matters of a criminal nature.
- ▶ Where the complainant does not wish to conciliate or where the matter is of a serious or criminal nature, determine whether the complainant wishes to provide a signed statement.
- ▶ Advise the complainant of the options available in initiating a formal complaint, i.e.
 - by providing a signed statement to a Police Officer, or
 - writing a letter to the Commissioner of Police, or
 - writing a letter to the Ombudsman, or
 - lodging a letter with the Clerk of a Local Court.
- ▶ Be aware that it is acceptable for a person to complain on behalf of another person.
- ▶ If in doubt as to what course of action to take, or you need general advice, contact the Police Internal Affairs Branch, North Region Office, (51660) direct, during normal office hours, or through the Duty Operations Inspector (VKG) at other times.

Whenever a statement or letter of complaint is received at a Police Station it should be forwarded to the Police Internal Affairs Branch, 15th Floor, Police Headquarters, as soon as possible, for processing by an initiating Officer.

- ▶ When serious matters are encountered/received the Police Internal Affairs Branch must be advised immediately.
- ▶ In all cases advise the Patrol Commander.

B

COMMAND RESPONSIBILITIES

B1

PATROL COMMANDER

Patrol Commanders are responsible for all policing activities within their patrol. The purpose of this Standard Operating Procedure (S.O.P) is to clarify and reiterate command arrangements when specialist Police groups respond to a scene or incident within a patrol. (Also refer to S.O.P. G3 "Specialist" Responses).

The procedure effectively preserves the line of command running between Patrols, Districts, Regions and the State Command.

In this regard the authority for mounting an operation involving a specialist Police group rests with the Patrol Commander, or a person duly appointed to command the patrol.

The only exception to this general rule will be in the case of rescue incidents where pursuant to the provisions of the State Emergency and Rescue Management Act, 1989 the senior Police Officer at a rescue incident will assume control.

The initial role of specialist units at a scene or incident will be advisory i.e. to advise the Patrol Commander or the person duly appointed to command the patrol on the available options. The decision to determine what course of action follows lies with that person.

However, in all cases patrol commanders or their appointees will be subject to the directions of their District and Region Commander or the person duly appointed to command the District/Region.

In summary the procedures are as follows:

- ▶ Patrol Commanders are responsible for all policing activities within their patrols.
- ▶ Patrol Commanders are responsible for establishing the command arrangements when off-duty from their patrols. District Commanders are to be consulted where standard relief arrangements for the Patrol Commander are required, e.g recreation leave, longer term sick leave.
- ▶ Specialist Police groups (except for Rescue Units) will not mount operations in Patrols without the authority of the Patrol Commander or a person duly appointed to command the Patrol.
- ▶ The role of the Police Officer in command of the specialist unit when called to a scene or incident will initially be to assess the situation and then advise the Patrol Commander or a person duly appointed to command the Patrol as to the options available and a recommended course of action.
- ▶ The responsibility for determining what course of action is followed lies with the Patrol Commander or a person duly appointed to command a patrol.
- ▶ Patrol Commanders or their appointees are in all cases required to follow directions issued by their District and Region Commander or the person duly appointed to command the District/Region.

B2/1

Again, we understand that not all will relate to every Patrol, but where they do, it is essential that they are appropriately actioned on a regular basis.

The task and challenge for Patrol Commanders is to provide the management skills and leadership ability which will ensure that the patrol is able to effectively deal with all of these problem issues. To meet this challenge the Patrol Commander will be responsible for the training and development of staff, initiating and encouraging new ideas to improve service delivery, problem solving and, additionally, developing, implementing and evaluating patrol plans.

To assist with implementation, the following guidelines are provided:-

INTELLIGENCE:

- ▶ Improve collection (formal/informal)
- ▶ Develop profiles
- ▶ Identify trends
- ▶ Determine priorities

PROBLEM SOLVING:

- ▶ Task skilled Police
- ▶ Establish working parties (using Patrol Police)
- ▶ Community Consultative Committees
- ▶ Neighbourhood Watch groups
- ▶ Local Authorities

TASKING:

- ▶ Develop methods - Standard Operating Procedures (S.O.P)
- ▶ Identify resources available
- ▶ Implement regular shift routines
- ▶ Place formal demands on supervisors
- ▶ Use of all Patrol resources
- ▶ Operations
 - Patrol Police
 - Co-operation with neighbouring Patrols
 - Patrol Support Element (P.S.E.)
 - District resources, Special Operations Group (S.O.G),
 - Region resources (Major Crime Squad, Dog Squad etc).

B3

SITUATION REPORTS

Demands for information on incidents, particularly from the media, need to be met by organised responses.

Incidents generally will be related to one of three levels of alert:

1. **REGION**
2. **DISTRICT**
3. **PATROL**

The level of alert will determine **WHO** gets situation reports and **HOW OFTEN**.

THESE STANDARD OPERATING PROCEDURES ONLY REFER TO A REGION ALERT.

SUPPLEMENTARY STANDARD OPERATING PROCEDURES FOR: UNIT, PATROL, DISTRICT, - will need to be developed by staff at those levels.

AIM: To receive timely, accurate and concise critical information at Region Command.

SCOPE: Regional incident reporting affects the NORTH REGION only.

METHOD: A. **Alert From Region Command**

Staff at Region Command will advise affected Districts and Patrols.

- (i) The name and position of the Officer to whom the situation reports will be transmitted.
- (ii) The method of transmission.
- (iii) The frequency of transmission.

PLANNING

AIM: To make a layout for a plan

OBJECTIVES:

1. To select an easily understood aim.
2. Express a single aim in positive terms as a clear statement of what to do.
3. Identify all obstacles
4. Select the best way to achieve the aim (review options).
5. Write down as objectives the progressive work to be done to get to the aim.

TASK ASSIGNMENT:

1 to 5: all by the Patrol Commander - Tactician - Intelligence Officer - as a team

STANDARD:

High quality, practical design to the District/Region Commander's standard.

First Review	(Date)
Final Review	(Date)

PLANNING...

Is nothing more than designing work. There is no need to design complicated work. The design has to have a structured format.

A plan must provide a clear purpose.

B4/2

STRATEGY...

Is the way of doing something in accordance with a definite plan. Using the "map" example - a strategy there to consider could be whether you travel:

- A) by road or rail.
- B) by air.
- C) by sea.

Each method of travel having alternate routes from which the preferred method and direction is selected.

The strategy is:

the principal action affecting the outcome of the plan

Our principal operational strategy is community based policing. All this means is that co-operation with the community on needs, support and assistance with resources has to be built into our plans.

STRATEGIC PLANNING...

Is planning/preparing for a far off or a long term aim with the desired way of attaining it clearly identified.

We have seen that our principal operational strategy is community based policing. Any plans to achieve long term objectives would include that as an essential method of carrying them out.

OBSTACLES...

Obstacles to achieving the aim are included as objectives to be overcome in the course of the plan.

REGISTER TASKS...

In each of the objectives set to achieve the aim there will be tasks to be assigned to a particular person or team. These will need to be recorded so that follow up action is clear.

B5

REGION TIMETABLE OF EVENTS

In order to provide the Region Command Centre with a perspective of the nature and scale of operational and other commitments, advice on predictable events occurring each month in each District is needed.

Advice on activities for a particular month is required no later than the 3rd week of the preceding month.

The information required covers these areas:-

- ▶ special overt operations to be initiated locally.
- ▶ V.I.P visits.
- ▶ major events.
- ▶ events of special interest (including prominent court matters).
- ▶ ceremonial activity and organised under these headings eg:

DATE/TIME	PATROL	LOCATION	EVENT
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These regular transmissions should be directed to the Staff Officer, Intelligence/Operations at North Region Command Office.

B6/1

TASK ASSIGNMENT

1. Liaise with Patrol Education Development Officer as to training needs. Advise Patrol Commander as to personnel issues or problems.
2. Specially skilled or talented people are to be used to advantage regardless of age or rank.
3. The Tactician is the Patrol Commander's principal "engineer", therefore he will delegate most of the "hands-on tasks".
4. "Leading from the front" by acting as a role model in performing your duty will create quality standards for others to follow.
5. Make a written record and make it clearly known who is responsible for each job.

STANDARD

1. GOOD DISCIPLINE AND MORALE WILL BE A CONSTANT PATROL GOAL.
2. The type of records made of tasks will be assigned by the Commander. They will include routine operating procedures and frequency for the reports that he needs.
3. Economic management of people and assets will be a common ingredient of all policing services. The Patrol Tactician will direct proper control of expenses and use of equipment to contain costs within the limitations of funds assigned for the operation of the Patrol.

REVIEW

The Patrol Tactician will detail times to review how well all plans, large or small, are going. Attainment of objectives will be identified with a first review date for assessment and a completion date where practical.

SHIFT SUPERVISORS

WORK PLAN

AIM: TO SUPERVISE THE SHIFT FOR THE PATROL COMMANDER

TASK INSTRUCTIONS:

- ▶ Satisfy yourself that Police have advance notice of their rostered times and duties, or, are promptly notified of any changes.
- ▶ Validate that Police reporting for duty accord with names shown on roster; duties are correctly and adequately recorded; and rectify any inconsistencies.
- ▶ Question the reason for any non attendances and ensure appropriate reporting or recording of same.
- ▶ Confirm that all Police are fit and well.
- ▶ Check that all operational equipment is in good working order.
- ▶ Carry out staffing adjustments as required.
- ▶ Demand punctuality, dress and appointment standards are maintained and that Police exhibit a positive attitude and professional standard in accordance with the Statement of Values.
- ▶ Inspect notebooks at least once each week, where practicable.
- ▶ Inspect prisoners according to Standard Operating Procedures.
- ▶ Attend to other duties referred by the Patrol Commander, including routine Patrol tasks/assignments.
- ▶ Be aware of the movements and means of contacting your Patrol Commander.
- ▶ Inform your Patrol Commander of any irregularities and the action that has been taken.
- ▶ Task oncoming Police with specific instructions as to their duties.

BRIEFING

- ▶ Conduct a briefing of shift personnel:
 - detailing exact timings and tasks to be performed and by whom, including "reporting" arrangements.
 - allocating equipment.
 - confirming communication procedures.
 - providing relevant intelligence and other essential information.
 - ensuring Police have a clear understanding of their tasks and duties.
- ▶ Bear in mind that the station is the linchpin of service provision and staff it with appropriately skilled people.

EXECUTION

- ▶ Maintain an awareness of all shift activities by:
 - de-briefing personnel at reporting times.
 - listening to radio activities.
 - conducting random field supervision.
 - attending field incidents and determining the need for specialist callouts.
 - checking station activities.
 - frequent reading of Patrol records.
- ▶ When the possibility of overtime arises, assess needs, consider alternatives and authorise only when justified.
- ▶ Conduct "on-going" evaluation of shift efficiency and effectiveness by assessing:-
 - work load distribution
 - quantity and nature of service calls
 - response capabilities.
 - attitudes and behaviour - correct where necessary.

PRISONERS

C

C1

INSPECTION OF PRISONERS

Shift supervisors shall at the commencement of each shift:-

- ▶ Check the cell book, charge book/"on-line" charging system and account for all prisoners. If the records show that no prisoners are being held, check the cells.
- ▶ Check why prisoners are being held - confirming holding authority (i.e bail determination, warrants, remanded in custody).
- ▶ Check that all avenues for bail/warrant release have been exhausted.
- ▶ Transfer prisoners with appropriate warrant/orders as soon as possible.
- ▶ Speak to each prisoner, checking - health and welfare, (where a prisoner needs medical attention comply with Commissioners' Instruction 155.16) - any bail or warrant satisfaction arrangements which could be followed up.
- ▶ Accurately record in cell book/"on-line" charging system and prisoner admission form, all inspection.
- ▶ Inspect all cells and exercise yards, whether or not they contain prisoners, to confirm that they are safe and secure - remove any dangerous or suspicious items.
- ▶ Take immediate action to rectify any deficiencies or potential risks.
- ▶ Demand that station staff responsible for prisoners maintain their proper care and control, (in accordance with current departmental procedures) during the shift.
- ▶ Liaise with "Lay Visitors" under the Lay Visitors Scheme.

C3

PRISONER INFORMATION SHEET

Where persons are detained and it is necessary to convey them to a hospital, or other place, for medical treatment and a Police guard is required it is the responsibility of the senior member of the service in charge of the matter to complete this form and ensure that it is handed to the Police Officer commencing the guard duty. The form is then to be handed to each and every subsequent guard for their information.

PRISONER'S NAME
D.O.B.
ADDRESS
CUSTODY STATUS (Warrants, Bail determination etc)
DESCRIPTION (Photo if possible)
FULL CIRCUMSTANCES OF INCIDENT
WARNINGS
ESCAPED PREVIOUSLY (suicidal, violent, drug addict)
MENTAL HISTORY
BRIEF CRIMINAL HISTORY

C5

INTOXICATED PERSONS

When an intoxicated person is encountered the following criteria should first be addressed:-

Can the person be:-

- placed in the care and control of a suitable person
- or
- conveyed to his/her place of abode
- or
- conveyed to a proclaimed place.

IF NONE OF THE ABOVE CAN BE MET -

- convey to Police station.
- acquit appropriate station records.
- if placed in cells intoxicated person to be classified as "high risk" prisoner and regular checks are to be made regarding welfare.
- where possible, intoxicated person to be placed with other safe prisoner(s).
- release as soon as appropriate.

OFFICER SAFETY

D

D

OFFICER SAFETY

- ▶ Maintain an acceptable standard of physical fitness.
- ▶ Be alert at all times
- ▶ Maintain a high level of awareness of safety issues, in particular correct procedures dealing with vehicle stops, handling of offenders, etc.
- ▶ Maintain all equipment in serviceable condition.
- ▶ Regularly inform VKG of movements, and locations/nature of jobs attending.
- ▶ Maintain radio contact through vehicle or portable radio.
- ▶ Obtain permission from supervisor to leave rostered Patrol area.
- ▶ Provide situation reports as soon as possible and "update" when necessary.

PROCEDURE FOR SUPERVISOR WHEN CONTACT CANNOT BE MADE WITH PATROLLING OFFICERS: OR WHEN THEY FAIL TO MEET REPORTING TIMES.

- ▶ Confirm time, location and nature of last known contact and:-
 - interview station Police and check records
 - consult VKG and other patrol Police
 - attend last contact location, employing a cautious approach.
 - make inquiries of persons in and about that area.
 - provide situation report to VKG.
 - obtain whatever resources needed.
 - notify Patrol Commander.
 - maintain communications.

MOBILE / STATION POLICE

E

E1

SHIFT POLICE (includes all personnel)

RESPONSIBILITIES

- ▶ Gain a thorough knowledge of your Patrol/Sector.
- ▶ Through intelligence sources be aware of such things as
 - "trouble spots", including car parks.
 - crime areas and their nature.
 - criminal identities.
 - hazardous and natural risk areas/factors.
- ▶ During non-response times give patrol coverage to these and other identified areas of concern as a means of prevention.
- ▶ Develop intelligence to action those incidents by observing, recording and submitting intelligence reports.
- ▶ Establish and maintain a partnership with the community to detect problems and develop solutions.
- ▶ Be aware of referral agencies within the community so that they are used appropriately.
- ▶ Understand assigned shift tasks - if in doubt check with supervisor.
- ▶ Maintain vehicles in accordance with standard operating procedure. (G4)
- ▶ Check all equipment to be used and make sure that it is operational.
- ▶ Carry out duties in accordance with Statement of Values.
- ▶ Adhere to reporting procedures set by supervisor.
- ▶ Call "on" & "off" the air when attending jobs.
- ▶ Be mindful of your own safety and adhere to standard operating procedures and departmental instructions in that regard.

DEALING WITH PERSONS ATTENDING A STATION

- ▶ Address them in a courteous manner using in the first instance the titles Sir or Madam as appropriate.
- ▶ Whenever a person attends a Station be courteous and immediately establish their reason for attending and how Police may be able to assist them.
- ▶ If the matter is not urgent and you are engaged in other tasks - explain the situation and ask them to wait.
- ▶ Where delays extend past initial estimate keep the person who is waiting informed.
- ▶ Make sure they are comfortable.
- ▶ Be sensitive to the privacy and feelings of people - don't expect them to make disclosures in front of other members of the public.
- ▶ In appropriate cases speak to individuals in a room away from inquiry counter.
- ▶ Be patient and understand that not all people are at ease in Police precincts.
- ▶ Be ready and willing to assist with non-Police matters by maintaining a knowledge of community referral agencies.
- ▶ Consider referral of "non-urgent" matters to beat Police, when appropriate circumstances exist.
- ▶ Provide a service which reflects professionalism, along with public confidence and satisfaction.
- ▶ When visiting Commissioned Officers attend station recognise their presence and rank according to Police procedures.

TAKING A REPORT OF AN ACCIDENT

- ▶ Time/Date
- ▶ Location.
- ▶ Injured/Trapped.
- ▶ Vehicle Types.
- ▶ Other dangers.
- ▶ Traffic problems.
- ▶ Move vehicles.
- ▶ Name, Address.
- ▶ Phone Number.
- ▶ Involved/witnesses.
- ▶ Determine if the accident is a P5 self reporting accident, or a P4 accident to be investigated by Police, the following questions are to be asked:
 - Was any person killed or injured?
 - Was there damage in excess of \$500 to property, other than vehicles concerned in the accident?
 - Did any of the drivers involved leave the scene without exchanging driver owner particulars?
 - Was any driver involved apparently affected by liquor or drugs?
 - Do any of the vehicles involved require towing?

If any one or more of the above apply, Police must attend and investigate accident as a P4.

When all the answers to the above are "no" the accident may be dealt with by the drivers involved completing a P.5 form or the Police may elect because of the offending driver's behaviour take particulars and submit the accident on a P.4 Accident Form and take action against the offending driver.

E6

TAKING A REPORT OF AN ARMED HOLD UP

- ▶ Time/Date
- ▶ Exact location.
- ▶ Name of premises.
- ▶ Number of offenders.
- ▶ Description.
- ▶ Still there or how long ago.
- ▶ Vehicle.
- ▶ Weapons used.
- ▶ Further information (direction/means of travel etc.).
- ▶ Name, address.
- ▶ Phone number.
- ▶ Possible witnesses.

E8

TAKING A REPORT OF A PROWLER

- ▶ Time/Date
- ▶ Location.
- ▶ Premises type and where seen.
- ▶ Still there.
- ▶ Description.
- ▶ Previous complaints.
- ▶ Comfort caller.
- ▶ Name, address.
- ▶ Phone number.

E10

TAKING A REPORT OF A BREAK, ENTER AND STEAL

- ▶ Time/Date
- ▶ Location.
- ▶ Premises type.
- ▶ Entry point.
- ▶ When?
- ▶ Suspects.
- ▶ Lost property.
- ▶ Preserve crime scene.
- ▶ Name, address.
- ▶ Phone number.

E12

TAKING A REPORT OF A BRAWL

- ▶ Time/Date
- ▶ Location.
- ▶ How many.
- ▶ Identify.
- ▶ Weapons.
- ▶ Injured.
- ▶ Name, address.
- ▶ Phone number.

E14

TAKING A REPORT OF A BOMB THREAT

- ▶ Listen for sound of coins falling - is the call being made from a public telephone or has it come through the Police switch?
- ▶ Record the exact words of the person making the call.
- ▶ Prolong the conversation as far as possible ascertaining:-
 - where bomb is located
 - estimated time of explosion
 - type of bomb
 - its general appearance
 - what will make the bomb explode
 - reason why bomb was so placed
 - name, address and/or location of caller
- ▶ Note voice characteristics, probable age, sex of caller, racial origins.
- ▶ Determine caller's knowledge of the alleged location of bomb. Who placed the bomb? When?
- ▶ Note any background noise, traffic, music, machinery, trains, planes, bar room or pinball parlour sounds, background conversation.
- ▶ Make notes of all special details.

E15/1

QUESTIONNAIRE FOR EACH STOLEN VEHICLE

INFORMATION TO BE WRITTEN BY THE PERSON REPORTING

1.	Registration Number:	SVI Ref:
2.	Name of person reporting:	
3.	Location of owner:	
4.	Exact location of theft:	
5.	Reason parked there:	
6.	Location of keys:	
7.	When was the vehicle purchased:	
8.	Who was it purchased from:	
9.	What was the purchase price:	
10.	Was the vehicle purchased by way of loan:	
11.	Institution from which loan obtained:	
12.	Date of last payment:	
13.	Balance owing to loan institution:	
14.	Was the vehicle insured:	Who with:
15.	Date insurance due:	
16.	What is the insured value:	
17.	Was the vehicle damaged when stolen:	
18.	Mechanical condition of vehicle:	
19.	Has vehicle been advertised for sale:	
20.	Date registration due:	

Signature)

____/____/____
(Date)

(Time)

JUVENILES

- ▶ A child under the age of ten years cannot be guilty of an offence.
- ▶ If you detect a child offender committing a trivial offence, you need not take formal action. Issue a warning on the run or at a Police Station.
- ▶ Record the particulars of the child and the details of the offence, including time, date and place of incident in your notebook.
- ▶ Ensure an aboriginal community liaison officer is present when you interview an aboriginal child.
- ▶ Any statement, confession, admission or information made or given to a member of the Police Service by a child who is party to criminal proceeding shall not be admitted in evidence unless either:
 - There was present a prescribed person being either:
 - A person responsible for the child,
 - An adult (not a Police Officer) who was present with the consent of the person responsible for the child.
- ▶ In the case of a child who is of or above 16 years - an adult (not a Police Officer) who was present with the consent of the child.
- ▶ A barrister or solicitor of the child's own choosing.
- ▶ There may be circumstances when it is not desirable that a parent or guardian be present, eg, when implicated in the offence, or the child indicates an unwillingness to answer questions in the presence of that person.
- ▶ When interviewing a child at a station record on the occurrence pad all steps taken to have a parent or guardian attend.
- ▶ CAUTIONS - The Patrol Commander or Supervising Sergeant can authorise a caution.
- ▶ Cautions may be considered for summary offences or offences that can be dealt with summarily under SS476 or 496 or the Crimes Act.
- ▶ There is no statutory right to a caution, even for a first offender committing a minor offence.
- ▶ You cannot caution for a "serious indictable offence" defined as homicide, an offence of punishable by penal servitude for life, an offence under S.61J of the Crimes Act or an attempt to commit an offence under S.61J of the Crimes Act.

E16/2

JUVENILES
LIST OF OFFENCES WHERE PROCEEDINGS CAN BE
COMMENCED OTHER THAN BY SUMMONS
OR ATTENDANCE NOTICE

"SERIOUS INDICTABLE OFFENCES" (defined as):

- Sections 19, 24, 52A - Homicide (Murder, Manslaughter, Culpable Drive).
- Section 35 - Maliciously Inflict Grievous Bodily Harm
- Section 61C >
- Section 61J > - Aggravated Sexual Assaults
- Section 61K >
- Section 61K >

OR

- Offences - Division 2 of Part II Drug Misuse and Trafficking Act
- Sections 23 - 29 - Indictable Drug Offences
 - eg. Cultivate, supply or possess for supply.
 - Manufacture, conspiracy etc.

OR

Reasonable grounds to believe that the child unlikely to comply with summons or attendance notice or will commit acts of violence.

NOTE Extraordinary situation where armed robbery, break enter and steal etc not mentioned in Section 8 of the Act nor in the definition of "Serious Indictable Offence".

E17/1

Presence of Firearms

Police are to apply for the issue of a search warrant under Section 357L.

- ▶ When Police are informed there are no firearms in the dwelling house concerned but a member of the Police Service has reasonable cause to believe that there is a firearm or firearms in the dwelling house, a member of the Police Service must apply to an authorised justice for the issue of a search warrant.

- ▶ A member of the Police Service who believes on reasonable grounds that:
 - (a) a domestic violence offence has recently been or is being committed or is eminent, or is likely to be committed, otherwise than in a dwelling house; and
 - (b) any of the persons concerned may have a firearm in a dwelling house, must apply to an authorised justice for the issue of a search warrant;
 - (c) the authorised justice who issues a search warrant authorising justice for the issue of a search warrant.
 - ▶ to enter and search the dwelling house concerned for firearms; and
 - ▶ to seize any firearms that may be found in the dwelling house.

See Commissioner's Circular No CC 92/10 Police Service Weekly Volume 4 No 17, dated 27 April, 1992 re amendments to Commissioners Justice and Crimes Act.

Police must apply for an AVO on behalf of a person against whom you suspect or believe that a domestic violence offence has recently been or is being committed or is imminent or is likely to be committed, unless,

- you believe that the person intends to make the complaint or
- you believe that there is good reason not to make the complaint.

Where Police believe that there is a good reason not to make the complaint, they must make a written record of the reason on the occurrence pad.

Where a child under the age of 18 years (as at the time of the application) is involved Police must make an application for an Apprehended Violence Order (AVO).

E17/3

- **Initiation of proceedings for an AVO constitutes a complaint under the Police Regulation (Allegations of Misconduct) Act.**
- **Police when a AVO order is made against them they will surrender their firearms to the Police Station nearest their house or to their Patrol Commander.**
- **The firearm is to entered into the Miscellaneous Property Book and the Patrol Commander will arrange safe storage of the firearm.**
- **The firearm is to be retained until the order is confirmed or revoked.**
- **Patrol Commander to advise District Commander who will advise Region Commander.**
- **Region Commander to advise the Assistant Commissioner, Professional Responsibility.**

F

FIELD ACTIVITIES

F1

EFFECT THE ARREST OF ESCAPEES

- ▶ Ascertain if escapee is armed or considered dangerous and then circulate description.
- ▶ Inform senior Officer on duty and Duty Operations Inspector (D.O.I.).
- ▶ Set inner and outer perimeters where applicable.
- ▶ Seek assistance from State Protection Group (S.P.G.), if appropriate.
- ▶ Co-ordinate search and obtain assistance from specialist groups if required (refer S.O.P re 'specialist' responses).
- ▶ Obtain all available intelligence from Corrective Services Department, Police, relatives, friends etc.
- ▶ Evacuate area if necessary.
- ▶ Consider media assistance.

Refer to Commissioner's Instructions No. 52

VEHICLE CHECKPOINTS

GENERAL

- ▶ Checkpoints should only be set up:-
 - with the authority of the Patrol Commander or his representative.
 - in cases of serious crime where there is a substantial prospect of success.
- ▶ Where prevailing weather conditions do not present a potential danger.

SITES

- ▶ In selecting a site the following should be considered:-
 - approaching motorists should have a minimum of 300 metres clear view of the checkpoint
 - there should be no intersecting roads where vehicles can turn off after the checkpoint comes into view.
 - topography should allow effective radio communications.

EQUIPMENT

- ▶ Obtain necessary equipment including barriers, witches hats, flashing lights, flood lights etc. and strategically place them.
- ▶ Vehicles (Police or private) are not to be used as a road block.

STAFF EMPLOYMENT

- ▶ Sufficient uniformed Police to effectively control the checkpoint should be available and depending on the circumstances may be deployed in the following roles:-
 - Supervisor - supervise activities and maintain communications.
 - Vehicle control Officer - stop vehicles and direct to checking Officer.
 - Checking Officer - check driver's bonafides, inspect interior of vehicle and maintain a log of activities.
 - Covering Officer - two covering Officers shall be seated in a marked Police car just past the checkpoint and in a position to give chase if a vehicle fails to stop at the checkpoint.

CROWD CONTROL AND DEMONSTRATIONS

- ▶ **Identify, communicate and achieve rapport with leaders/organisers.**
- ▶ **Recognise the right of people to demonstrate within the constraints of the law.**
- ▶ **Maintain public order and the free flow of vehicular and pedestrian traffic.**
- ▶ **Protect life and property.**
- ▶ **Make an objective assessment of the need for reinforcements and make appropriate recommendations to supervisor.**
- ▶ **Contain and neutralise the situation with a minimum of visible Police presence.**
- ▶ **Reach an agreement with Leaders/organisers in relation to the termination of the demonstration and dispersal of the crowd.**
- ▶ **Provide situation report to VKG and Patrol Commander.**
- ▶ **If the situation develops beyond a peaceful and controlled gathering/demonstration, the law should be enforced in a firm and just manner, duly considering:-**
 - **tact and restraint**
 - **use of batons as a last resort**
 - **Police powers in relation to breaches of the peace**
 - **the necessity to effect arrests**
 - **identification of offenders**
 - **evidentiary requirements**

EVACUATION MOVEMENT CONSIDERATIONS

Categorise according to:

- Age.
- Health and medical state.
- Sex.
- Mobility.

Prioritise according to:

- Transport available.
- Degree of urgency (proximity to threat).
- The extent of voluntary evacuation.

Allocate resources (transport, personnel, equipment):

- Identify safe routes.
- Identify unsafe areas to avoid.
- Identify and activate assembly/evacuation centres.
- Allocate responsibilities - evacuation/assembly centres.
- Sitreps VKG.
- Ensure effective isolation/diversion points (inner/outer perimeters).
- Brief personnel - issue checklists.
- Feedback from assembly/evacuation centres.
- Maintain security of evacuated areas.

F6/3
FORM NO:**EVACUATION CHECKLIST**

Date	/	/	19	Time	am / pm
Briefing by:					
Message: (Delivered orally to occupant/s)					
<p><i>"I am _____ . There is a _____ at _____ and we have been directed to evacuate people from this area. We will not be returning and this is the only visit you will receive until after the incident has passed. When leaving your premises show they have been evacuated by securing a towel/tea towel, in or around the letter box."</i></p>					
PART A					
Area to be checked:					
Street name:			Between:		
and					
Considerations					
Route to be taken:					
Avoid:					
Evacuation Centre at:					
Premises checked and "tagged":					
PART B					
Refused to leave (house number, surname, & number of occupants):					
Comment as to non execution of statutory power:					
Form completed					
of:					
(Name)			(eg Police, SES)		

F7/1

- ▶ Again it is stressed that if the Patrol Support Element (P.S.E.) or any Police is to use special weapons, (any Police issued weapon other than a .38 revolver), tactics or a forced entry is to be made to premises, permission must be first obtained from the North Region Commander.

Full charter of the State Protection Group is described in Circular 91/102, which was printed in Police Service Weekly Volume 3, No. 35, dated 24 June, 1991.

F8/1

Shooting Investigation Team

Where a person is killed or injured as a result of being shot by Police, the Region Commander will deploy a Shooting Investigation Team (SIT) to investigate the incident.

No Person Injured

Patrol Commanders are responsible for investigating such shooting incidents in their Patrol, regardless of where the Police involved are stationed.

Post Shooting Stress Reduction

It is essential that Patrol or Branch Commanders arrange professional advice and assistance as soon as possible after the event (refer Commissioners Instruction 22).

MOTOR VEHICLE ACCIDENTS

Where a Police Service vehicle is involved in a fatal or serious injury accident, the Officer in charge of the vehicle must notify the nearest Police Station.

The Commander or senior Officer will immediately notify the Region Commander, the Police Internal Affairs Branch and the Police Welfare Unit. Some persons suffer from post accident trauma and the Welfare Unit should be provided with details of the collision and the Officer/s involved).

The Accident Investigation Squad/Police Internal Affairs Branch will jointly investigate all fatal and serious injury collisions involving Police vehicles. All Police Service vehicles involved in such accidents must be checked by the Vehicle Examination Unit.

Where practicable the Officer in charge of the vehicle is to remain at the scene until the arrival of the investigation Police.

The senior Officer at the scene should detail an Officer to attend to the welfare of the Officer involved and, if necessary, shield him from the media until relieved by a member of the Police Service Welfare Unit.

MAJOR ROAD TRAUMA / DISASTERS

Care should be taken to address the welfare needs of Police exposed to death and serious injury arising from major road accidents or other disaster scenes.

In such circumstances, the Patrol Commander should notify the Police Welfare Unit.

DECEASED PERSON

Caller to the Police Station

- ▶ Name and address of caller.
- ▶ Time and date found.
- ▶ Establish location of deceased.
- ▶ Establish if medical assistance has been called.
- ▶ Brief circumstances of incident.
- ▶ Notify supervisor.

Information via VKG

- ▶ Attend scene. (Take P79a & ID statement to scene).
- ▶ Check for signs of life - take names of any ambulance staff attending.
- ▶ Establish cause of death.
- ▶ Preserve scene - fingerprints etc.
- ▶ If suspicious or possible overdose notify detectives and scientific Police.
- ▶ Inform Supervisor cause of death.
- ▶ If not suspicious - make enquiries with Doctor for Certificate as to the cause of death.
- ▶ Contact Physical Evidence Section to photograph scene.
- ▶ Record name and address of witness obtaining a short statement (if practicable) as to the cause of death.
- ▶ Have body formally identified to Police.
- ▶ Contact Government Contractor.
- ▶ Escort body to Hospital for certificate in cases where a Doctor does not attend scene.
- ▶ Escort body to nearest morgue and enter body in Morgue Book - record number as reference.
- ▶ Give property found on deceased to relatives if possible. If not, or it has evidentiary value, enter it into notebook and Miscellaneous Property Book.
- ▶ When attending Morgue for Identification Parade on the next working day - take 5 copies of P79a, copy of Occurrence Pad, original Death Certificate and Identification statement.
- ▶ Take any prescription drugs found on or near the body and show to Government Medical Officer.

F12

APPLICATION FOR FIREARMS LICENSE

When an applicant attends a Police Station for a firearms license, as a general rule the following procedures will follow:

- ▶ The applicant must have either the Firearms Safety Awareness Course or have a current license for renewal.
- ▶ Get the applicant to complete the P491 form.
- ▶ Make sure all the sections are completed.
- ▶ Verify the applicants proof of identity.
- ▶ Fill in the data card and get the applicant to sign the same.
- ▶ Complete the receipt page of the book and issue the applicant the yellow copy.
- ▶ Do a computer check on the CNI System and the Licensing System to see if the applicant is adversely known.
- ▶ If all is correct, have the Patrol Commander sign the approval.
- ▶ Send the application form, data card and printouts to the Firearms Registry.

G

OPERATIONAL MANAGEMENT

G1

RECEIPT, RETENTION AND DISPOSAL OF MISCELLANEOUS MONEY AND PROPERTY

RECEIVED AT STATION

- ▶ Officer performing station duty will:-
 - acquit miscellaneous property book entry, including signature of person from whom received.
 - issue a receipt.
 - label money/property and place in safe/exhibit room.
 - record in Miscellaneous Property Book (M.P.B.) entry where item placed.

RECEIVED AWAY FROM STATION

- ▶ Officer receiving item to make notebook entry and obtain "finders" signature.
- ▶ Present item to station Officer for processing as "outlined" above.
- ▶ Miscellaneous Property Book receipt to be forwarded to "finder".

RECEIVED AWAY FROM PATROL

- ▶ Take item to nearest Patrol, where it will be processed as outlined above.

GENERAL

- ▶ If the 'finder' intends to claim property, inform him/her that it must be held for at least 6 weeks while inquiries to locate owner are made.
- ▶ The Officer receiving the property is responsible for inquiries to locate owner.
- ▶ P.40 form to be submitted by Officer receiving property from "finder" if unable to locate owner.
- ▶ Any money should be converted to bank cheque and forwarded to Accounts Branch with page 5, "specialist" copy of P40 and they will subsequently send cheque to "finder".
- ▶ Patrol Commander to send P91E letter to "finder" if owner not located.
- ▶ Property found on public transport services (i.e. trains, buses and taxis) to be forwarded to the Lost Property Office of the appropriate authority.
- ▶ When item found is money count same in presence of "finder".

G2/1

DRUG EXHIBITS - Circular 90/42

- ▶ 3M Drug exhibit security bags be utilised except for moist substances (Cannabis).
- ▶ Green Cannabis plants/moist substances to be stored in present manner.
- ▶ Complete PAB 19 register.
- ▶ Weigh substances where practical in presence of offender.
- ▶ Complete drug bag details and exhibit tag.
- ▶ Complete exhibit book entry.

EXHIBIT BOOKS - NEW POLICY

Photograph, fingerprint, analyse as required - return exhibit to owner or dispose of.

EXHIBIT ENTRY

Complete in triplicate

- ORIGINAL • remains in book.
- DUPLICATE • is the evaluation report.
- TRIPLICATE • is a receipt, if required. Hand or post to person or, if not required, DESTROY.

PROCEDURES

Station or exhibit Officer:

- ▶ Check exhibit in presence of the person charged, if practicable.
- ▶ Immediately record comprehensive description of each item and the identity of the owner/s in the exhibit book.
- ▶ Ensure the senior arresting Officer, or Officer assigned to attend to exhibits in large operations, signs on the line immediately under the description of the exhibit, and completes the evaluation report.
- ▶ When booking exhibit in, RECORD PURPOSE TAKEN.

G3

"CALL-OUTS" AND "SPECIALIST" RESPONSES

DISTRICT SCARCE RESOURCES

- ▶ District Commands to establish appropriate procedures for the use of their scarce resources.
- ▶ A central reference point established in the District should have available, rosters, particulars of "on call" personnel, contact numbers and procedural information.
- ▶ Police generally should have full regard to the practicalities and economics associated with "specialist" responses, in particular "callouts".
- ▶ When the issue of specialist assistance arises a proper assessment of that need should be made after considering:
 - urgency and value.
 - weather conditions.
 - risk of losing essential evidence.
 - danger to life or property.
 - effectiveness of response time.
- ▶ Consult Supervisor - or "on-call" Officer will decide on the basis of this criteria, and other relevant circumstances.

REGION/STATE SCARCE RESOURCES

- ▶ Apply the above criteria to determine need.
- ▶ Depending on circumstances and times, request for services to be made through District Command or Duty Operations Inspector (VKG).

G5

ROSTERING

Patrol rostering can be divided into long term and short term planning. Firstly, long term planning involves human resource planning for the following year, and periodic update of the decisions made. Short term planning involves constant re-appraisal of the expected results from the long term planning. New information needs to be integrated and changes made to maintain efficiency. As the success of this task relies heavily on quality and timely information, there needs to be a communication network developed.

LONG TERM PLANNING

ANNUALLY:

- ▶ Analyse current trends and develop future strategies
 - Ensure workable balances of rank structure, special skills and personalities (this will determine the available resources at a later time).
 - Encourage and maintain an adequate pool of Police suitable for training in specialist areas such as criminal investigation duties, etc.
 - Cater for training of Police in a variety of roles so that support and relief can be provided during times of heavy work loads and absences.
- ▶ Prepare a proposed annual leave roster for the following calendar year to establish, available resources in consideration of the following:
 - Probationary Constables training schedules and fixed periods of annual leave (estimate the number of Probationary Constables to be allocated from each class).
 - Known local commitments (eg: Anzac day parade, Westfield Marathon, etc).
 - Known external commitments (eg: Royal Easter Show, Bathurst Races, Noahs, etc).
 - Known promotional exam dates (eg: Constable 1/c Examinations, etc).
 - Long term training schedules (eg: First Line Supervisors course, Annual Revolver Practice, etc).
 - External Course residential schools (eg: Bathurst, etc).
- ▶ Establish and maintain communication channels with Region and State Command level personnel to:
 - Inquire as to future commitments.
 - Confirm known commitments in particular prisoner/juvenile escorts.

G5/2

SHORT TERM PLANNING FOR ROTATION OF CORRECT PREPARATION AND OVERTIME

FORTNIGHTLY

- ▶ Distribute available resources evenly throughout the fortnight bearing in mind:

- Rank structure (eg: appropriate numbers of Sergeants, Constables and Probationary Constables on each shift).
- Special skills (eg: maintain I.R.O.C. trained female Officers on each shift, etc).

- ▶ Personalities (eg: avoid personality clashes, which lead to inefficiency and short notice sick report).

- ▶ The industrial agreement.

- ▶ Local short term requirements such as:

- Sporting fixtures
- Special operations
- Training
- Ongoing complaints
- Court Commitments.
- Short Notice Sick Leave
- Relief for non operational Police absent from duty.

- ▶ Balance proposed shifts, overtime and penalties so that budgetary costs are reasonably contained.

- ▶ Establish and maintain communication channels with all sections, in particular the Patrol Tactician and the Patrol Commander.

DAILY

- ▶ Check Court Book and Proposed Fortnightly roster for changes, from any source, including unauthorised amendments.
- ▶ Maintain flexibility in daily rostering, and encourage a team spirit. Work with what you have and attempt to get as close as possible to your planned outcome.
- ▶ Avoid short notice sick report resulting from inflexibility of rosters.

G5/4

AUTHORISATION AND CONTROL OF OVERTIME

- ▶ **Before incurring overtime obtain authority from supervisor.**
- ▶ **When this is not immediately possible seek supervisors authority at first available opportunity.**
- ▶ **Before authorising overtime supervisors should consider:-**
 - whether the overtime is justified.
 - can the task be dealt with later.
 - can other patrol resources deal with it without incurring overtime.
 - the minimum number of Police required.
 - how long the task will take.
 - the next rostered duty of Police involved.
- ▶ **Supervisors should monitor overtime productivity and determine completion times.**
- ▶ **When overtime is incurred a completed claim form is to be promptly furnished, containing:-**
 - signature of authorising Officer.
 - signature of claimant and preferred entitlement.
 - exact details of times worked, meal breaks taken and duties performed.
 - court attendance slip - where appropriate.
- ▶ **Overtime hours and duty performed, to be shown on roster and underlined in red by station staff and initialled by Supervisor.**

H

EXTRANEEOUS DUTIES

H1

ESCORT OF MENTAL PATIENTS (SCHEDULE II)

- ▶ **When required by a medical practitioner to assist in the escort of a mental patient ensure the Schedule II form is appropriately endorsed to that effect.**
- ▶ **The provision of Police assistance is obligatory when the Schedule II is so endorsed.**
- ▶ **Confirm with the medical practitioner that an ambulance has been arranged for transport (Police vehicle only to be used in exceptional circumstances).**
- ▶ **Establish patients likely behaviour and potential for violence.**
- ▶ **On the basis of "above" one or more Police to travel in ambulance with patient.**
- ▶ **Consult with medical practitioner regarding the need for any manner of restraint.**
- ▶ **Assist in the transportation of mental patient to reasonable destination specified by the medical practitioner whereupon obligations are fulfilled.**

NSW POLICE SERVICE

DISTRICT COMMANDER'S OFFICE

3rd Floor
Newcastle Police Station
Cnr Church
& Watt Streets
Newcastle NSW 2300



HUNTER POLICE DISTRICT

Telephone: (049) 29 0606
Eglenet: 70606
Facsimile: (049) 29 0945
Eglenet: 70945

Reference: 95/760

11 August 1995

The Patrol Commander,
CHARLESTOWN
NEWCASTLE
WALLSEND
BELMONT
TORONTO
WARATAH

North Region Standing Instruction No. 13.

Referred for dissemination to all staff under your control.

H.J. MOELLER,
Chief Superintendent,
DISTRICT COMMANDER.
hjm:wl

The Commander
All Sections / Carrington
For information of all personnel.

Finlay
Patrol Commander
Newcastle 2300
1518195

PATROL COMMANDER
NEWCASTLE
95/959

1718195



**NORTH REGION
STANDING INSTRUCTION No 13**

Issued 7 August 1995

**POLICE ATTENDING RETIREMENT
FUNCTIONS DURING ROSTERED HOURS
OF DUTY AT LOCATIONS OTHER THAN
POLICE STATIONS OR OTHER POLICE
ESTABLISHMENTS**

NORTH REGION STANDING INSTRUCTION No 13

ISSUED 7 AUGUST 1995

Police Attending Retirement Functions during Rostered Hours of Duty at Locations other than Police Stations or other Police Establishments

It has been noted that recent volumes of the Police Service Weekly carried a number of notifications regarding retirement functions to be held for police officers at premises licensed under the Registered Clubs Act.

All Commanders are to ensure that the following directions are **STRICTLY COMPLIED WITH:**

1. Clauses 11, 53 and 54 of the Regulation under the Police Service Act.
2. Commissioner's Instruction 15.06, relating to presentations to serving and retiring officers.
3. Police attending retirement functions at a location other than a police station or other police establishment will do so in their own time. Duty rosters will clearly reflect that fact.
4. Police Service vehicles will not be used by police attending functions in their own time. Naturally this will not apply to PSSSES officers.


W R Donaldson 7/8/95.
Assistant Commissioner
REGION COMMANDER

10-AUG-95 THU 13:32

A

P. 04

Police sporting and social functions

As an integral part of police administration, Police-Citizens Youth Clubs should be the main target for police charity. Confine selling tickets for functions to the patrol or district in which the club operates. Do not sell tickets for a function to benefit the local Police-Citizens Youth Club in an area in which the Federation raises funds to support that club.

Presentations to serving and retiring officers

15.06

Refer to Cls. 53 and 54 of the Police Service Regulation regarding the acceptance of rewards, gratuities, etc.

Advise any person offering a reward to any officer about the above restriction, and that if they want to record their appreciation, they may write to the Commissioner.

Do not assist in, or be associated with a public movement for making a presentation to a police officer. Make representations to stop any committee of citizens soliciting subscriptions through professional collectors or collectors who receive a percentage of the subscriptions.

To apply for permission to accept any address, presentation, or testimonial, forward a full statement of the circumstances through the normal channels. You will not be granted permission if the occasion is a transfer from one station to another in the same district.

You will not be granted approval to receive a presentation by fellow officers unless you are retiring and then not until you have entered on leave prior to retirement.

10-AUG-95 THU 13:32

A

Police sporting and social functions*Committee
secretary*

After the function has taken place, submit an independently audited statement from a nominated staff member of receipts and expenditure for the information of your district or branch commander.

There is no objection to a Police Service committee and a citizens' committee combining to plan a program for the actual presentation, e.g., the place and time of presentation, who will make the presentation, and the manner in which it will be made. In cases where presentations are approved to be made by both citizens and police, the presentations shall be separate.

Do not accept any present or testimonial from subordinates, except on retirement or in special circumstances for which you have prior approval.

You may issue subscription or collection lists for circulation at stations in your district for any object of amusement or interest to police if approved by your district commander. Do not receive payment for such services unless previously approved by your district or branch commander.

Do not circulate among police or exhibit at stations, subscription or collection lists for other than police purposes without prior approval.

In every case, contributions are to be purely voluntary. Do not exert any pressure upon subordinates to contribute.

*District and
branch
commanders*

If approval is given for a presentation to be made to a police officer, ensure that any committee formed for that purpose contains Police Service personnel.

When practicable, make inquiries to satisfy yourself that no solicitation, direct or indirect, has been made. Report if you are not satisfied or if there are any other circumstances which make it improper for police to receive such money or presentation.

10-AUG-95 THU 13:33 A

Debts and liabilities

10. (1) A police officer must not:

- (a) under any circumstances borrow money from or otherwise become indebted to, directly or indirectly, any other police officer, or any person who is in any way engaged in the sale of liquor; or
- (b) lend or connive at lending any money, directly or indirectly, to any other police officer; or
- (c) assign the officer's pay, or contract any debts or liabilities which the officer is unable to pay, or neglect or refuse to discharge promptly all indebtedness, claims and judgments against the officer.

(2) A police officer who embarrasses himself or herself by incurring liabilities the officer is unable to meet, so that the officer is impeded in the impartial discharge of his or her duty, or whose financial circumstances are such that his or her creditors are pressing for payment and who further embarrasses himself or herself by entering into additional liabilities, is liable to dismissal or other punishment.

(3) A police officer who becomes bankrupt, applies to take the benefit of any Act for the relief of insolvent debtors or makes an assignment for the benefit of the officer's creditors must report the fact within 7 days to his or her superior officer.

(4) A police officer who becomes bankrupt, applies to take the benefit of any Act for the relief of insolvent debtors, or makes an assignment for the benefit of the officer's creditors, is liable to dismissal or other punishment unless the officer produces satisfactory proof that the indebtedness has not been caused or attended by any fraud, extravagance or dishonourable conduct.

Solicitation of presents etc. and rewards

11. (1) A police officer must not:

- (a) directly or indirectly solicit from any person, firm or organisation any gift, favour or concession either for himself or herself, any member of his or her family or any other police officer; or
- (b) accept, either for himself or herself, any member of his or her family or any other police officer, any gift, favour or concession which could provide reasonable grounds for believing that the officer is placed under an obligation to a person, firm or organisation and that the obligation may be used to influence the manner in which the officer is to carry out his or her duties; or
- (c) directly or indirectly, collect or solicit money, liquor or articles of any kind, for any purpose whatever, from any person, firm or association in any way connected with or engaged in the sale of liquor; or
- (d) retain any money received as a gratuity or payment from any person, or accept any address, presentation or testimonial, without the permission of the Commissioner.

(2) Nothing in subclause (1) applies to or in respect of a purchase made in good faith.

10-AUG-95 THU 13:33

A

Form of the Valour Award

52. (1) The Commissioner's Valour Award comprises an ornamental sterling silver medallion 22 mm in diameter depicting the New South Wales Police crest and embellished with blue enamel on its highlighted and shaded features.

(2) The medallion is to be mounted centrally on an ornamental sterling silver cross 38 mm in width.

(3) The medallion is to be suspended by a silver ring from a plain silver bar on a mainly blue ribbon 38 mm wide.

(4) The medallion is to bear the words "FOR BRAVERY".

(5) Subsequent Bars to the Commissioner's Valour Awards will be represented by a laurelled leaf bar with a central rose design, 38 mm long in silver gilt.

(6) A miniature of the medallion will be depicted in a lapel brooch 12 mm wide.

(7) Subsequent Bars to the Commissioner's Valour Awards will be represented on the back of the lapel brooch by a metal blue disc of 15 mm diameter.

(8) The lapel brooch and disc will only be worn by police officers in plainclothes.

Division 7 - Gratuities for police officers**Payment of gratuities etc. for special services**

53. The Commissioner may approve the payment of gratuities, or recommend the payment of rewards, for special services by police officers.

Special leave benefit where police officer disengaged etc.

54. (1) This clause applies to a police officer who:

- (a) accepts an offer of a disengagement benefit under section 8A of the Police Regulation (Superannuation) Act 1906; or
- (b) is offered a disengagement benefit under that section but elects instead to make provision for the benefit under section 9B of that Act (Preserved benefit).

(2) A police officer to whom this clause applies is entitled to be paid on the termination of the officer's services the money value of 26 weeks' special leave with pay as a gratuity.

(3) Any such gratuity is in addition to any other gratuity to which the police officer may be entitled under the Police Regulation (Superannuation) Act 1906.

(4) Any such gratuity is payable by the Commissioner and is not payable from the Police Superannuation Fund.

Division 8 - Secrecy regarding police business**Confidential information**

55. A police officer must treat all information which comes to the officer's knowledge in his or her official capacity as strictly confidential, and on no account without proper authority divulge it to anyone.

NEWCASTLE PATROLSTANDING OPERATING PROCEDURES RE CONTROL OF PETROLRECEIPT OF BULK FUEL

- 1.1 At the time of bulk fuel supply deliveries by the Contractor, it will be the responsibility of the Supervisor on duty to ensure that all outstanding petrol dockets are entered into the Petrol Issue Book.
- 1.2 The Supervisor will then dip the fuel tank prior to the fill, and again dip the tank after filling. Both these dips will be recorded in the Petrol Issue Book.
- 1.3 These dips will be reconciled with the amount of fuel which is recorded on the fuel invoice left by the contractor to ensure that the amount on the invoice is correct.
- 1.4 Using the rubber stamp provided, the reconciled amount will then be entered into the Petrol Issue Book as "Balance on hand for issue" and signed by the Supervisor.

DIPS OF BULK FUEL

- 2.1 It will be the responsibility of the Supervisor on night duty to ensure that all outstanding Petrol Dockets are reconciled to the Petrol Issue Book, and at 6am each day conduct a dip of the bulk fuel tank and, using the rubber stamp provided, enter the result into the Petrol Issue Book.
- 2.2 The bulk fuel dip stick is located in basement 2 beneath a large steel plate opposite the fuel record gauges. A smaller plate covers the area where the dipstick is located.

ISSUE OF FUEL BY STATION STAFF

- 3.1 Station staff when receiving a request to supply petrol at the bowser will be required to record on the interim petrol record sheet the name of the Driver and the Serial number of the vehicle to which petrol is to be issued prior to the petrol pump being turned on.

WEEKLY CHECK OF FUEL

- 4.1 The Station Controller or nominated Shift Supervisor, will, in the course of the weekly check of monies and appointments on hand, carry out a dip of the fuel tank. The reading obtained is to be entered into the Petrol Issue Book and reconciled to the "Balance on hand."

HUNTER DISTRICT
STANDARD OPERATING PROCEDURES
FOR
SECURITY OF
COMPUTERISED OPERATIONAL
POLICING SYSTEM
(COPS)

Procedures to be followed when releasing information from the COPS system to authorised persons or organisations.

RECEIVING A REQUEST FOR INFORMATION.

1. The Application must be from an authorised organisation with identification (see attachment)
2. Must be in writing on approved form
3. Must provide reason for requiring information
4. Officer must be satisfied that reason is genuine
5. The applicant must attend a Police Station
6. A signature must be obtained from applicant on receipt of information (In Station COPS Security Book)
7. The signed copy of application is to be filed at station
8. The application can be made by fax on letterhead. However the information must be collected at the station as per above instructions
9. On agreement that it will not be used for any other purpose other than that stated in application
10. On agreement that the information will not be supplied to any other organisation or individual

HUNTER DISTRICT COPS SECURITY

LIST OF ORGANISATIONS WHO CAN APPLY FOR INFORMATION

1. Newcastle City Council
2. Lake Macquarie City Council.
3. The Department of Fisheries
4. The Maritime Services Board
5. The Hunter Port Authority
6. Shortland Electricity
7. The Hunter Water Corporation
8. National Parks and Wildlife
9. Department of Public Prosecutions
10. Courts Administration

This list does not identify all organisation that might have a genuine need for information. However if an application is received from an organisation other than one of the above, then approval is to be obtained from the Patrol Commander or his representative.

University.

Station Controller

STANDARD OPERATING PROCEDURES
POLICE MOTOR VEHICLE PURSUITS
NEWCASTLE COMMUNICATIONS UNIT.

IF THE SENIOR OPERATIONS OFFICER AT NEWCASTLE COMMUNICATIONS UNIT
 REQUIRES GUIDANCE OR ASSISTANCE DURING OR FOLLOWING A POLICE
 MOTOR VEHICLE PURSUIT, THE DUTY OPERATIONS INSPECTOR, V. K. G.
 SYDNEY IS TO BE CONTACTED IMMEDIATELY.

DEFINITION OF PURSUIT.

AN ATTEMPT BY ANY POLICE VEHICLE INVOLVED IN THE APPREHENSION OF
 OCCUPANTS OF A MOVING VEHICLE WHEN THE DRIVER IS ATTEMPTING TO
 AVOID APPREHENSION BY INCREASING SPEED OR IGNORING POLICE
 ATTEMPTS TO STOP HIM/HER.

*Photo copied 2pm
 7-7-94*

Briefing 3pm 7-7-94

✓ 7am 8-7-94

*R. J. Yelton
 sjt.*

STANDARD OPERATING PROCEDURES
POLICE MOTOR VEHICLE PURSUITS
NEWCASTLE COMMUNICATIONS UNIT.

When police are considering whether or not to engage in a motor vehicle pursuit, the following factors must be borne in mind:

- * Consider a high speed pursuit as the last option to effect the apprehension of an offender.
- * Engage in a pursuit only when the seriousness of the offence requires such action;
- * Police **must not** drive in a dangerous manner. If the speed of the pursuit, or other conditions, present danger, terminate it yourself;
- * Adhere to all conditions and restriction imposed on the Gold, Silver and Bronze Driver Certifications. (BRONZE CERTIFICATE HOLDERS MUST NOT ENGAGE IN PURSUITS)
- * Do not set up roadblocks;
- * The primary vehicle will call the pursuit.
- * The number of vehicles involved in the pursuit is limited to two at any given point in time.
- * Ensure that the pursuit is called immediately to VKG (remember the SENIOR OPERATIONS OFFICER has the over-riding control of a high speed/urgent duty incident).
- * Provide the Communications Operator with all relevant information - ensure that all responses to questions from the operator or the SOO are precisely accurate and given immediately.
- * Do not engage in a pursuit in a vehicle that is not fitted with audible warning devices and blue/red flashing or rotating lights.
- * Ensure that the audible warning devices and the blue/red flashing or rotating lights are activated during the entire duration of the pursuit.
- * During the pursuit, the primary vehicle will provide constant up-dates of location, speed and traffic conditions, and any other information required by the Communications Operator on behalf of the SOO.

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- * Do not overtake the leading vehicle unless requested.
- * When the offending vehicle is stopped, immediately call the stop and provide accurate information on the location.
- * Any accidents, damage or injury occasioned during a pursuit must be called immediately.

The COMMUNICATIONS OPERATOR who receives a pursuit call will immediately signal the SOO.

The Communications Operator will:

- * **ACTIVATE THE TWO TONE ALERT:** "All cars stand by unless urgent (call sign) is in pursuit. (call sign) only go ahead and keep your locations coming".
- * Request the following information from the lead pursuit vehicle:
 - Exact location and speed of offending vehicle
 - Registration number and description of vehicle.
 - Traffic, road and weather conditions.
 - Rank and licence classification of driver.
 - Original offence. (What brought vehicle under notice)
 - Type of Police vehicle
 - Description/number of offenders.
- * Closely monitor the pursuit information to ensure that the actual pursuit of offenders to two vehicles (others to circulate and monitor). Notify the SOO if there is a breach of the protocol.

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- * Monitor the situation to ensure that the lead vehicle only calls pursuit.
- * Ensure that road blocks are not set up;
- * Obtain acknowledgement of lead vehicle if pursuit is terminated.
- * Ensure that the SOO is immediately aware of any serious incident. (MVA, person injured etc)
- * Continually update location, speed and traffic conditions.

If the pursuit is terminated by the SOO the operator will broadcast the following:

ONE TONE ALERT:

"(call sign) at the direction of the SOO you are to terminate the pursuit immediately. (call sign) to acknowledge"

Record all relevant information in the radio Log book.

The SENIOR OPERATIONS OFFICER will take control of the pursuit. Whilst, under normal circumstances, the Communications Operator will continue to take the information and relay appropriate instructions, the Senior Operations Officer has the controlling role.

The SOO will:

- * Take immediate control of police motor vehicle pursuit incidents.
- * Monitor the radio communications between the pursuit vehicle and the operator.
- * Take personal control of the situation where necessary.
- * Be responsible for ensuring that all conditions laid down for the pursuit are met.
- * Terminate the pursuit when any condition is breached or not met.
- * Terminate the pursuit as soon as there is any evidence of undue risk to officer or public safety.

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- * Remember that pursuits are a response to a perceived need to effect apprehension of an offender when no other practicable means to achieve that objective is available. When that response to the situation can no longer be justified, the pursuit must be terminated.
- * Use experience and skill appropriate to the position of the Senior Operations Officer to evaluate all information received: that information will comprise:
 - location of the pursuit;
 - speed of the offending vehicle;
 - traffic, road and weather conditions;
 - rank, licence classification and driving experience of the driver of the police vehicle;
 - type of police vehicle;
 - likelihood of apprehension of the offender by other methods;
 - registration number and description of the offending vehicle;
 - any other factor affecting public interest.
- * Take positive decisions based on those situational evaluations.
- * Engage the use of the Police Air-Wing where justified, particularly in prolonged pursuits.
- * Be responsible for compilation of the Police Pursuit Form.
- * Be responsible for the dissemination of information to Patrol, District and Region Commanders.
- * In case of a motor vehicle accident, injury, damage to property, or where the pursuit is likely to arouse public interest, the SOO will take the decision as to whether notification of the State Commander (or the Duty Staff Officer) and the Office of the Assistant Commissioner (Professional Responsibility) is required. The SOO will ensure that the information is readily available.

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