



Assessment Guidelines for Recruiting staff and the Integrity Committee

<p>Crimes including Stealing, Unlawful Entry, Deception, Assault Police, Aggravated Assaults,</p> <p>Drug Offences Possess/Use/Sale of Cannabis and other Illicit substances</p> <p>Dangerous Driving</p>	<p>Recruitment staff should refer all cases to the Integrity Committee for consideration of whether the applicant should remain in the selection process.</p> <p>If an adult at the time of the offence, the applicant will be excluded unless the Committee is satisfied there are exceptional circumstances which should permit the applicant to remain in the selection process.</p> <ul style="list-style-type: none"> • if a juvenile at the time of the offence, the Committee may approve the applicant remaining in the selection process, taking into account: • the length of time after the offence – for instance, if committed more than 15 years ago; • the applicant’s age and circumstances at the time of the offence; • the gravity of offence; • any other criminal /misconduct history; • the applicant’s conduct since the offence; and • any other relevant consideration.
<p>Simple Offences Common Assault, Criminal Damage</p>	<p>In all cases recruitment staff should refer to the Integrity Committee for consideration of whether the applicant should remain in the selection process.</p> <p>The Committee may exclude the applicant from the selection process taking into account:</p> <ul style="list-style-type: none"> • the length of time after the offence – for instance, if committed less than 10 years ago; • the applicant’s age and circumstances at the time of the offence; • any other criminal / misconduct history; • the gravity of offence; • the applicant’s conduct since the offence; and • any other relevant consideration.
<p>Regulatory Offences Driving an unregistered motor vehicle; most minor offences</p>	<p>Recruitment staff should allow an applicant to remain in the selection process where:</p> <ul style="list-style-type: none"> • Regulatory Offences are spent, or were committed more than 5 years ago; or • the Regulatory Offences were minor and committed more than 2 years ago; and • the applicant has otherwise demonstrated very high standard of conduct; and • there are no other circumstances or criminal history which bring the applicant’s integrity into doubt. <p>All other cases and cases of doubt should be referred to the Committee.</p> <p>The Committee may exclude the applicant from the selection process taking into account:</p> <ul style="list-style-type: none"> • the length of time after the offence – eg for a recent offence; • the applicant’s age and circumstances at the time of the offence; • the gravity of offence; • any other criminal / misconduct history – for instance multiple offences; • the applicant’s conduct since the offence; and • any other relevant consideration.



Official Police Caution for Crimes, Drug Offences (under 18years)	In all cases refer to the Integrity Committee. The Committee may exclude the applicant from the selection process taking into account: <ul style="list-style-type: none">• the length of time after the offence - for instance if committed less than 10 years ago;• the applicant's age and circumstances at the time of the offence;• the gravity of offence;• any other criminal / misconduct history;• the applicant's conduct since the offence; and any other relevant consideration.
Official Police Caution for Simple Offences (under 18years)	In all cases refer to the Integrity Committee. The Committee may exclude the applicant from the selection process taking into account: <ul style="list-style-type: none">• the length of time after the offence - for instance if committed less than 5 years ago;• the applicant's age and circumstances at the time of the offence;• the gravity of offence;• any other criminal / misconduct history;• the applicant's conduct since the offence; and any other relevant consideration.
Liquor Act Offences Street Offences	Recruitment staff should allow an applicant to remain in the selection process where: <ul style="list-style-type: none">• the offences were minor - based on the facts on the Court Brief etc - and committed more than 2 years ago; and• does not form part of a series or pattern of similar offences• the applicant has otherwise demonstrated very high standard of conduct; and• there are no other circumstances or criminal history which bring the applicant's integrity into doubt. In all other cases and cases of doubt recruiting staff should refer to the Integrity Committee for evaluation and determination. The Committee may exclude the applicant from the selection process taking into account: <ul style="list-style-type: none">• the length of time after the offence - for instance if committed less than 2 years ago;• the applicant's age and circumstances at the time of the offence;• the gravity of offence;• any other criminal / misconduct history;• the applicant's conduct since the offence; and any other relevant consideration.

<p>Drink Driving Offences</p>	<p>Recruitment staff should allow an applicant to remain in the selection process where:</p> <ul style="list-style-type: none"> • Blood Alcohol Content (BAC) was under .15% and there are no circumstances of aggravation; and • the offence was committed more than 5 years ago; <p>or</p> <ul style="list-style-type: none"> • BAC was .15% or over; and • there are no circumstances of aggravation; and • the offence was committed more than 10 years ago. <p>In cases of doubt or other circumstances - for instance multiple offences - the applicant's case must be referred to the Integrity Committee for consideration.</p> <p>The Committee may exclude the applicant from the selection process taking into account:</p> <ul style="list-style-type: none"> • the length of time after the offence - for instance if committed less than 2 years ago; • the applicant's age and circumstances at the time of the offence; • the gravity of offence – for instance high readings; • any other criminal / misconduct history; • the applicant's conduct since the offence; and • any other relevant consideration.
<p>Unlicensed Driving Offences</p>	<p>Recruitment staff should allow an applicant to remain in the selection process where:</p> <ul style="list-style-type: none"> • the unlicensed driving offence was committed more than 5 years ago; or • the unlicensed driving offence was were minor - based on the facts on the Court Brief etc - and committed more than 2 years ago; and <p>in either case</p> <ul style="list-style-type: none"> • does not form part of a series or pattern of similar offences • the applicant has otherwise demonstrated very high standard of conduct; and • there are no other circumstances, criminal or misconduct history which bring the applicant's integrity into doubt. <p>In all other cases and cases of doubt recruiting staff should refer to the Integrity Committee for evaluation and determination.</p> <p>The Committee may exclude the applicant from the selection process taking into account:</p> <ul style="list-style-type: none"> • the length of time after the offence; • the applicant's age and circumstances at the time of the offence; • the gravity of offence; • any other criminal or misconduct history • the applicant's conduct since the offence; and • any other relevant consideration.
<p>Driving whilst Disqualified Offences</p>	<p>All disqualified driving cases should be referred to the Integrity Committee.</p> <p>The Committee may exclude the applicant from the selection process taking into account:</p> <ul style="list-style-type: none"> • the length of time after the offence - for instance if a single offence committed less than 10 years ago; • the applicant's age and circumstances at the time of the offence; • the gravity of offence including circumstances of aggravation • any other criminal or misconduct history – for instance if the applicant has multiple convictions for driving whilst disqualified; • the applicant's conduct since the offence; and • any other relevant consideration.



<p>Other Traffic Offences</p> <p>(traffic breaches such as Driving Without Due Care)</p>	<p>Recruitment staff should allow an applicant to remain in the selection process where:</p> <ul style="list-style-type: none">• the offence(s) were minor -based on the facts on the Court Brief etc - and committed more than 2 years ago; or• suspension through accumulated demerit points expired more than 2 years ago; and <p>in either case:</p> <ul style="list-style-type: none">• does not form part of a series or pattern of similar offences• the applicant has otherwise demonstrated very high standard of conduct; and• there are no other circumstances or criminal history which bring the applicant’s integrity into doubt. <p>If significant number of offences (6 or more in total), staff should assess as to number, nature and timeframe of offences to determine overall gravity of traffic history and refer to the Committee.</p> <p>In these, cases of doubt and all other cases, recruiting staff should refer to the Committee for evaluation and determination.</p> <p>The Committee may exclude the applicant from the selection process on the basis of multiple and/or serious traffic offences taking into account:</p> <ul style="list-style-type: none">• the length of time after the offence(s);• the applicant’s age and circumstances at the time of the offence(s);• the gravity of offence(s) including circumstances of aggravation;• any other criminal or misconduct history – for instance if the applicant has multiple convictions for driving whilst disqualified;• the applicant’s conduct since the offence(s); and• any other relevant consideration.
<p>Domestic Violence Orders (DVOs)</p>	<p>Where a DVO application has been made against an applicant, including an order by consent or where an application has been heard in Court but no order issued, an assessment of the full circumstances should be made, including obtaining a transcript of the Court hearing and findings of fact made by the Magistrate.</p> <p>The case must be referred to the Integrity Committee for evaluation and determination based on individual circumstances and applicants may be excluded by the Committee.</p>
<p>Bankruptcy</p>	<p>Recruitment staff may allow an applicant to remain in the selection process where:</p> <ul style="list-style-type: none">• the applicant’s bankruptcy was discharged or the order expired more than 5 years ago;• did not form part of a series or pattern of similar orders;• the applicant has otherwise demonstrated very high standard of conduct; and• there are no other circumstances or criminal history which bring the applicant’s integrity into doubt. <p>Where a bankruptcy application has been made against an applicant and been heard in Court but no order issued, an assessment of the full circumstances should be made, including obtaining a transcript of the Court hearing and findings of fact made by the Magistrate.</p> <p>All bankruptcy matters to be referred to the Committee for evaluation and determination based on circumstances and applicants may be excluded.</p>



Concerns re Integrity and Conduct	<p>Any integrity/conduct concerns resulting from background inquiry sources (such as an employer, police referee or personal referee, or from a police officer in response to the Police Gazette publication, etc) or from information that has been volunteered from any other source, should be individually assessed for credibility and a determination made after considering the gravity of the concerns.</p>
Failure to Disclose Relevant Information Provision of False Information	<p>Applicants are required to disclose all traffic, criminal and civil offences, and any other information which may reflect on their integrity or conduct to perform the duties of a police officer.</p> <p>Where there is evidence of a failure to disclose relevant information on the application form, medical questionnaire, supplementary information form, or at any other stage of the selection process, or where false or misleading information has been provided, the applicant should be advised that it will be assumed by the Integrity Committee that the action was deliberate unless the applicant can clearly demonstrate otherwise. To that end the applicant will be given an opportunity to provide a written response addressing the concern to the Integrity Committee.</p> <p>Applicants who knowingly or deliberately fail to disclose relevant information on the application form, medical questionnaire, supplementary information form, or at any other stage of the selection process are likely to be excluded from the selection process.</p> <p>An applicant who accidentally or inadvertently makes an error or omission may continue to be considered, but the matter is to be referred to the Integrity Committee for evaluation and determination based on the circumstances and gravity of the applicant's conduct.</p>
Other Offences or Integrity Concerns not included in above categories	<p>The above categories include the more commonly occurring integrity issues from past experience. However, where an applicant has an offence or any other integrity issue not included in the above categories, an individual assessment should be made.</p> <p>Refer to the Integrity Committee for evaluation and determination based on the circumstances.</p>
Multiple Integrity Issues	<p>Where an applicant has integrity issues in two or more of the above categories, an overall assessment should be made, based on the overall pattern of conduct and gravity of the issues involved.</p> <p>Even though the gravity of each integrity issue when considered individually, may not be of a serious nature, the applicant's overall pattern of conduct may indicate unacceptable behaviour problems, and will warrant exclusion depending on circumstances and overall gravity.</p> <p>Refer to the Integrity Committee for evaluation and determination based on the circumstances.</p>



<p>Court Outcomes re Offences</p> <p>No Conviction Recorded</p> <p>Charged but not found guilty <i>Nolle Prosequi</i></p>	<p>When assessing an offence committed by an applicant, the critical issue is whether the applicant was guilty of the offence, irrespective of whether or not a conviction was recorded.</p> <p>Whilst a decision by a Court not to record a conviction may be taken into account when determining the gravity of the offence, it does not indicate that the offence was not committed.</p> <p>Where an applicant has been charged with an offence but found not guilty, or where a Nolle Prosequi has resulted, the Integrity Committee required the available evidence regarding the alleged offence to be reviewed, and reaches its own conclusions regarding the applicant's standard of conduct.</p> <p>Where charges have undergone committal proceedings and committed to the Supreme Court, the Integrity Committee will take into account that the Magistrate had to be satisfied that the prima face case exists before committing the matter to the higher court.</p>
<p>Re-enlistees or lateral transfers (former or serving police officers from other jurisdictions)</p>	<p>As well as consideration of the above criteria, a significant history of complaints as a Police Officer or adverse findings in relation to internal disciplinary inquiries will, in normal circumstances, result in exclusion.</p>