Northern Territory Police
Recruit Aboriginal Community Police Officer (ACPO)
Information Booklet
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Introduction

The Northern Territory Police Force (NTPF) is an employer of choice due to the vigorous and rewarding work opportunities it provides to all employees. The NTPF is committed to enhancing workplace diversity and values the contributions made by all staff.

This booklet has been developed to provide applicants with information about:

- offered roles, remuneration and conditions for a Northern Territory Police Aboriginal Community Police Officer (ACPO);
- the required criteria and recruitment process; and
- training, initial application requirements and application process.

Applicants are strongly encouraged to read this booklet carefully prior to completing the application.

The information contained in the booklet is current at the time of printing. Processes and procedures are subject to change without notice. Please ensure that this pack is the most recent prior to making your initial application.

If applicants have any questions about the information contained in this booklet, or require assistance, please contact the Northern Territory Police Recruitment Office.

Telephone: 1800 005 099 Email: PFESRecruitment@pfes.nt.gov.au
Website: www.police.nt.gov.au

Applications will be submitted via the NT Government Employment Opportunities website; www.jobs.nt.gov.au, utilising the vacancy number provided at the time of advertising.
Recruitment Flow Chart

Stage 1
During a recruitment campaign – Apply online at:
https://jobs.nt.gov.au/Home/Search
The self-assessment of medical and integrity issues must be completed with full disclosure and honesty. If this is not completed, and the declaration is not verified the application will not progress.

Stage 2
Upon successful completion of stage one of the application process an acknowledgement letter will be sent to the applicant.
All applicants will be invited to complete the written testing.

Stage 3
Successful applicants will be invited to attend an interview.
At this stage the applicant must show documentation or demonstrate that they are in the process of gaining their First Aid certificate, computer and typing competency. Referee checks may be conducted.

Stage 4
Applicants will attend a Fit for Purpose Fitness Assessment and Functional Movement assessment
At this stage, failure to provide documentation outlining your actions in gaining your First Aid or any other outstanding documents, including computer competencies, will impede the progression of your application. Medical issues which require clarification or specialist reports may hinder the progression of your application. This will be managed on an individual case by case basis.

Stage 5
The final selection will be completed. The applicant will need to have completed and supplied First Aid evidence, computer and driving certificates. Successful applicants will be given at least four weeks’ notice of commencement date if possible.

If application is incomplete or incorrectly completed advice will be provided regarding completion and re-submission.
If Integrity issues are identified in accordance with the Integrity Guidelines, you will be advised in writing.

If applicant does not meet the required standard they will be duly notified. Actual results of the assessment centre will not be provided.
Unsuccessful applicants will be excluded from submitting another application (including Constable, Auxiliary and Aboriginal Community Police Officer (ACPO) for a period of 12 months.

Applicants may be sent documentation for fingerprint checks and a pre-employment medical assessment. The applicant is to provide all relevant medical reports in relation to any surgery, serious injuries or illness that they may have incurred. A specialist clearance may be required.
If an applicant fails to meet the required standard advice will be provided of further tests to be conducted or the requirement to attend a further medical assessment.

Unsuccessful applicants will be notified in due course. No personal feedback will be provided.
Unsuccessful applicants will be excluded from submitting another application (including Constable, Auxiliary and Aboriginal Community Police Officer (ACPO) for a period of 12 months.
Aboriginal Community Police Officer (ACPO) Application Check List and forms

The following checklist is provided to assist you in completing your initial application.

You are required to provide scanned certified copies of all supporting documents by either a Justice of the Peace or Commissioner of Oaths. Please note that other professions (i.e. Pharmacists, Doctor, Military Personnel) are NOT eligible to certify documents for our purposes.

APPLICANTS MUST COMPLETE ALL SECTIONS OF THE APPLICATION THEMSELVES.

Online applications must contain all of the following, otherwise they will not be processed:

☐ Current passport style photograph.
☐ 100 points of Certified Identification. A list of documents that can be used is located at the end of this document.
☐ Certified copy of your Birth Certificate or Extract.
☐ Certified true copy of Drivers Licence if applicable to criteria. If using this as part of your 100 points of ID only one copy is required
☐ Certified proof of Aboriginality / Torres Strait Islander heritage.
☐ Certified true copy of Change of Name or Marriage Certificate if applicable.
☐ Current resume outlining your professional and educational experience.
☐ Certified true copy of any further studies you may have completed
☐ Driving/Traffic History, including demerit points, from every jurisdiction you have held a licence.

****Scanned copies of above documents are to be uploaded to your initial online application****

The following documents must be supplied by stage 3:

☐ Certified true copy of a current First Aid Certificate
☐ Computer / Typing competency
☐ Manual vehicle driving advice

If you require any further information or assistance please contact the Recruitment Office on 1800 005 099 or at PFESRecruitment@pfes.nt.gov.au
The Aboriginal Community Police Officer

Policing in the Northern Territory offers an experience unlike that of any Force in Australia. You can experience professional challenges, lifestyles, people and locations that cannot be found anywhere else. Working as a Northern Territory Police Officer demands many skills and due to the Territory’s vastness Officers are required to display leadership, initiative and resourcefulness to respond to incidents safely and effectively.

The Northern Territory Police Force is a modern, professional organisation which forms part of a tri-service with Fire and Emergency Services; the only one of its kind in the country.

Working as a Northern Territory Police Officer is more than just a job - it’s a rewarding career and lifestyle choice.

ACPO’s are uniformed sworn police officers who provide communication and liaison with local indigenous communities. They enforce the laws of the Northern Territory and protect and serve the public.

As an ACPO you are a role model and an advocate for cross cultural awareness. You have an opportunity to make a difference and to improve community knowledge about policing services and law and order issues.

There is support and assistance provided to all Aboriginal and Torres Strait Islander recruits and staff from the Aboriginal and Torres Strait Islander Development Unit. They can provide assistance and support regarding any future development including study and qualifications, service in remote localities, community engagement and provide mentoring if needed. Support is also offered to officers who wish to transition to the Constable role. You can send them an email for any support and assistance to aboriginaltorresstraitislanderdevelopmentunit.pfes@pfes.nt.gov.au
Who are we are looking for?

To meet the demands of the roles, the NTPF are looking for people who:

- enjoy a varied and challenging career, have life experience and maturity, maintain confidentiality at all times, seek responsibility, show leadership and make decisions;
- show initiative while accepting the scrutiny and accountability of working in a disciplined organisation;
- are compassionate, tolerant and enjoy a multicultural and diverse atmosphere: and
- possess good oral and written communication skills.

It is important to note that officers of the NTPF are required to serve in any geographical location within the Northern Territory where a Police presence is required. All positions offered require shift work.

Further information about the Northern Territory Police and policing in the Territory can be found on the internet at www.police.nt.gov.au
Overview of the Recruit Aboriginal Community Police Officer (ACPO) Program

The Recruit ACPO Course is conducted at the Northern Territory Police, Fire and Emergency Services College situated at the Peter McAulay Centre in Darwin. Recruit ACPOs undertake an Apprenticeship in POL30119 Certificate III in Aboriginal Community Policing. This equips Recruit ACPOs with skills and knowledge on Aboriginal community policing.

The Northern Territory Police, Fire and Emergency Services is a Registered Training Organisation RTO Number 0384 and Recruit ACPOs are trained by experienced NT police officers and senior ACPOs. This training facilitates the attainment of skills that allow ACPOs to complete activities and apply their cultural understanding within a police environment.

Recruit and Probationary ACPO training and assessment is divided into two phases:

1) **Induction Training** - The Induction Training is approximately 22 to 23 week (depending on public holidays) duration conducted at the NTPFES Training College. This phase provides the initial induction and instruction into NTPF, comprising of legislation, police policies & procedures, multicultural awareness, prosecutions, traffic & driving, firearms, defensive tactics and scenario training.

During the training period Recruit ACPO’s are expected to keep and maintain a level of physical fitness and will be required to undertake both written and online exams and assignments.

Physical Fitness sessions include:

- Running, cycling, weight training, flexibility and core stability;
- obstacle course, pursuit runs, search and rescue training; and
- boxing, tackling, wrestling and operational safety training circuits.

Training timetables are flexible but Recruit ACPO’s should be prepared to commence work as early as 6.30am and continue through the day until 4.30pm. Most training is conducted Monday to Friday with occasional on the job training requiring shift work.

There is also an expectation that Recruit ACPO’s will undertake study each night and over weekends to prepare them for assessments which are held at regular intervals during the training program.
On the job - During the on-the-job phase of up to 12 months, probationers receive essential ongoing training and will continue to gain valuable experience in the field, under the guidance of senior ACPO’s.

Posting
On graduation Recruit ACPO’s will generally be posted to one of four major centres – Darwin, Alice Springs, Tennant Creek or Katherine. Members of the NTPF will be required to serve in any geographical location within the Northern Territory where a police presence is required. These appointments are made at the discretion of the Commissioner of Police to address operational requirements.

Probation
During the 12 month probation period, Probationary ACPOs will be assessed directly against NT specific job requirements. The probation period may be extended by up to a further 6 months if, on advice, the Commissioner of Police considers a further period is required for the Probationary ACPO to meet core capabilities.
Remuneration

ACPO’s enjoy attractive remuneration which includes a number of allowances. The annual salary rates determined in the Consent Agreement 2019, are detailed below and are current as at 30/06/2019. Salaries rates will be adjusted by 2.50% each year until 2021.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Base Rate</th>
<th>Inclusive of 20% Consolidated Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruit ACPO</td>
<td>$56,382</td>
<td>Allowance not paid during training</td>
</tr>
<tr>
<td>ACPO Year 1</td>
<td>$56,382</td>
<td>$67,658</td>
</tr>
<tr>
<td>ACPO Year 2</td>
<td>$58,635</td>
<td>$70,362</td>
</tr>
<tr>
<td>ACPO Year 3</td>
<td>$60,981</td>
<td>$73,177</td>
</tr>
<tr>
<td>ACPO Year 4</td>
<td>$63,421</td>
<td>$76,105</td>
</tr>
<tr>
<td>ACPO 1st Class</td>
<td>$65,958</td>
<td>$79,149</td>
</tr>
<tr>
<td>Senior ACPO 6 years</td>
<td>$68,926</td>
<td>$82,711</td>
</tr>
<tr>
<td>Senior ACPO 10 years</td>
<td>$71,339</td>
<td>$85,606</td>
</tr>
</tbody>
</table>

Allowances

Consolidated Shift Allowance
The Consolidated Shift Allowance is 20% of the officer’s annual salary. Payment of this allowance starts at the commencement of duties at their geographical location at the completion of training.

General Policing Allowance
ACPO’s performing frontline roles will receive the General Policing Allowance of 5% of their annual salary, however, this is subject to qualification requirements.

Night Shift Allowance
All ACPOs who work regular cyclic rostered shift work, will be paid an allowance of 15% of the officer’s base annual salary per each night shift.

Allowances do not apply to Recruit ACPO’s, while in training at the NTPFES College.
Accommodation

The NTPF provides all Police Constables and ACPO’s, including Recruit ACPO’s, with either free departmental accommodation or a housing allowance.

Departmental Accommodation Single Officers

Single members will be provided with barracks accommodation at no cost for the duration of the 22 - 23 week training program. Barracks accommodation consists of a single furnished bedroom and living room with a private bathroom and kitchenette. Each Recruit ACPO is responsible for providing their own linen. Each barracks block is equipped with a communal laundry and storeroom. Recruits ACPO’s will also have access to a communal kitchen with greater cooking facilities.

Officers with Dependents

Recruit ACPOs with a spouse, and/or recognised dependants, recruited from outside Darwin may travel on their own for the 22 - 23 week training program. Under these circumstances, Recruit ACPOs will be provided with barracks accommodation until their spouse and/or dependants arrive. Please note that barracks accommodation is not suitable for spouses and/or dependants.

On successful completion of training, members with a spouse, and/or co-habitating recognised dependants, are entitled to departmental accommodation if they do not own a dwelling in the location they are stationed at. The type and size of the accommodation is assessed against the size of the family unit residing with the officer. A family unit includes the member, spouse and number of recognised dependants.

The following criteria is used to determine the accommodation provided

<table>
<thead>
<tr>
<th>Household Configuration</th>
<th>Accommodation Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single person</td>
<td>1 bedroom barrack accommodation (during training) and on graduation single officer quarters</td>
</tr>
<tr>
<td>Couple</td>
<td>2 bedroom accommodation</td>
</tr>
<tr>
<td>Sole parent with 1 dependant</td>
<td>2 bedroom accommodation</td>
</tr>
<tr>
<td>Couple with up to 4 dependants</td>
<td>3 bedroom accommodation</td>
</tr>
<tr>
<td>Sole parent with 2-4 dependants</td>
<td>3 bedroom accommodation</td>
</tr>
<tr>
<td>Sole parent with 5 or more dependants</td>
<td>4 bedroom accommodation</td>
</tr>
<tr>
<td>Couple with 5 or more dependants</td>
<td>4 bedroom accommodation</td>
</tr>
</tbody>
</table>

*where there are 4 children, 3 of one sex and the other child is of an age where mixed sexes should not be sharing a bedroom (say 10 years of age) then entitlement may be increased to 4 bedrooms.

Please note you will be provided with NTPF accommodation no earlier than one week prior to your date of commencement.

Northern Territory Police is NOT obligated to provide accommodation that will allow pets.
Standard of Housing

NTPF will endeavour to house employees to Government Employee Housing Standard accommodation within your entitlements.

Occasionally officers may be offered a dwelling not meeting Government Employee Housing standard due to minor discrepancies in the property features. You are not required to accept this dwelling; however you may do so if it meets your needs.

Declining the offer of Northern Territory Police provided accommodation

If you choose not to accept an offer of an approved dwelling your entitlement will be to the Housing Allowance. In these circumstances you will be required to source your own accommodation.

If you own a property or are purchasing a property in the Northern Territory

If you or your partner are purchasing a property in the location in which you are stationed, you will not be eligible for NTPF provided accommodation. Your entitlement will be the Housing Allowance.

Please note, once the housing allowance has been paid to a member at their current location, free housing will no longer be available to that officer within this location unless decreed by the Commissioner of the Police.

Housing Allowance

A Housing Allowance is payable per fortnight to:

- officers who own their own property at the location they are stationed at; and
- officers who choose to provide their own accommodation instead of receiving the free departmental housing.

This allowance is subject to regular reviews in conjunction with any CPI increases and is also subject to PAYG tax.

Please contact the Police Recruitment Office for any additional information.

Relocation Expenses

A relocation allowance of $5000 will be paid to all Recruit ACPO’s to assist in their relocation to Darwin. The allowance will be paid upon acceptance of the offer of employment and is in lieu of;

- relocation of furniture and personal effects;
- relocation of vehicle/s;
- flights; and
- temporary accommodation whilst awaiting NT Police provided accommodation and down li of furniture and effects.

Recruit ACPO’s with 1 or more dependants may seek reimbursement up to an additional $3000 for reasonable out of pocket expenses, upon production of receipts and acquittal of the original payment.
Conditions of Employment

Hours of duty
All ACPO’s are required to work a 40 hour week or an average of 40 hours per week over a roster period.

Leave entitlements
All ACPO’s are entitled to:
- annual leave of 280 hours per year;
- sick leave provision’s; and
- long service leave of four months after ten years of service.

An ACPO, who is also a member of the Defence Force Reserves, may be granted a maximum of four weeks leave in each year, with full pay, to attend camps of continuous training and/or full time, classes or courses of instruction as arranged by the Australian Defence Force.

Uniforms
A full supply of uniforms, accoutrements and physical training attire are provided free of charge at the start of recruit training and are replaced on a fair wear and tear basis.

NTP acknowledges and respects that some applicants may have cultural or religious beliefs that may require the organisation to consider providing special items of uniform. The NTPF will give all such requests appropriate consideration and will work with an applicant to reach a satisfactory arrangement.
Superannuation

In accordance with the Federal Government requirements, the NTPF will contribute an amount equal to 9.5% of the officer’s salary into a superannuation fund.

Selection Process

The recruitment process is divided into a number of stages. All stages are designed to assess the suitability of the applicant to undertake both the academic contents of the Recruit ACPO course and the subsequent demands of the role. The NTPF is an employer of choice, therefore gaining employment is a competitive process which will take a few months to complete. Applicants are notified regarding their progression through each of the stages. The NTPF do not provide feedback due to resource constraints and the confidentiality requirements surrounding the testing process.

The following is a guide only and may change without notice:

1. Initial Application

An initial application is made by submitting an application form and uploading supporting documentation on the eRecruit system. A check list and all required forms are attached to the eRecruit system to assist in completing the application online.

As an applicant, you have a duty to disclose any information to the NTPF that may impact on your suitability for appointment as a Recruit ACPO, including medical information and criminal offences (including matters that were withdrawn, dismissed or spent) and juvenile offences.

2. Integrity and Criminal History

Applicants must make full disclosure, of all criminal and civil proceedings, all spent convictions, all court appearances and all offences committed as a minor. Absolute integrity is a central requirement for policing, and as such failure to disclose any information may result in your application being withdrawn or if appointed, termination of your appointment. The Integrity Panel Assessment Guidelines on pages 22 - 29 provides further information on this matter.

All applicants are to provide a detailed criminal history from each location they have lived whether in Australia or overseas.

3. Driving and Traffic Checks

All applicants are required to disclose any driving or traffic offences including speeding tickets and are required to provide a copy of their Driving/Traffic History Record for the entire duration of holding a licence whether in Australia or overseas.

A record is required from each State/Territory/Country that has issued a licence.

- applicants who currently, or have previously held, an NT drivers licence are required to complete the form titled ‘Authority to Release Traffic Infringement and Traffic Conviction History’
- Interstate, New Zealand and those applicants who have lived overseas need to contact the relevant Road Authority in the relevant jurisdiction and provide a FULL traffic infringement history, including demerit points.
4. Written Assessment
Those applicants deemed suitable after initial assessment will be invited to attend a written test via an online assessment. The written test includes:

- reading, numeracy and writing tests; and
- Problem Solving, Aptitude and Personality tests.

5. Panel Interview
Upon successful completion of the written test, applicants undertake a structured interview to assess their suitability for the role. This interview will take approximately one hour. It is not expected that applicants will have an in-depth knowledge of Northern Territory law, policy and procedure. The interview is an assessment of applicant’s attitude, behaviour and gives interviewers an insight into an applicant’s thought processes.

6. Fit for Purpose Physical Assessment
Following the interview stage, applicants may be shortlisted to participate in the Fit for Purpose Physical Assessment. The Fit for Purpose Assessment has been designed to assess each participant’s ability in performing realistic daily functional fitness movements generally encountered by frontline Police Officers regardless of age or gender.

An outline of the course can be found on pages 18 – 20.
7. Functional Movement Assessment

Applicants who successfully complete of the Fit for Purpose Physical assessment will be required to undertake a Functional Movement Assessment comprising of 7 individual movement exercises. Overall movement and any major problems with basic movement patterns will be assessed. This process may involve a referral to a medical professional for a further assessment of suitability.

8. Medical Examination

Prior to appointment to the NTPF, applicants must be certified “medically fit” by an approved medical practitioner. All applicants will be invited to attend a medical examination where full disclosure, supported by appropriate medical documentation, must be provided at the time of attendance. An assessment on the physical fitness and functional ability of an applicant to perform the role will be conducted against the medical standards of the NTPF.

9. Referee Reports

Applicants are required to nominate:

- one character referee - someone who has known you personally for at least two years and is not a relative; and
- two professional referees - including your current employer. If you are self-employed or unemployed you must nominate your most recent employer. Please note, the NTPF will not contact your current or most recent employer in the initial stage of the recruitment process. You will be notified prior to this happening in the latter stages of the process.

10. Final Selection

Applicants who successfully progress through all stages will be considered for appointment by the NTPF Recruitment Challenge Panel.

Appointment to a particular squad will be considered ensuring a balance of gender, age and work and life skills are taken into account. Applicants found suitable but who do not make the squad being recruited for will be advised that they may be deferred to the next squad.

Please remember this is an extremely competitive selection process. There are always far more applicants than there are positions available.

11. Notification

If you are unsuccessful at any stage of the process you will be notified promptly. Please note, you are unable to receive personal feedback in regards to your assessment as this is impossible to achieve given the large numbers of applicants and the confidentiality requirements surrounding the testing process.

*Failure to disclose any information may result in your application not being processed, your exclusion from applying or, once appointed, termination of your appointment.*
Essential Criteria

There are a number of criteria which applicants will be assessed against throughout the selection process. The criteria required for appointment as a Recruit ACPO with the NTPF is extensive and in some cases requires applicants to attend training and obtain documents at their own cost.

The initial application is entirely a self-declaration relating to applicants health, physical abilities, criminal history and driving/traffic record. As applicants proceed through the recruitment process they will be required to present documentation to support their self-declarations, such as driving records and medical examination reports.

Failure to disclose relevant information or providing false information may adversely affect the application.

Criteria for Application

To be eligible to apply for the NT Police as a recruit ACPO, applicants must:

- be at least 18 years old at the commencement of training;
- provide certified proof of Aboriginality / Torres Strait Islander heritage,
- Declare any criminal history (including matters that were withdrawn or dismissed and juvenile offences) or driving/traffic offences,
- be physically fit and healthy. The medical questionnaire supplied in this booklet must be completed and submitted with the application,
- have a current provisional or open licence to drive a manual vehicle. If successful applicants will be assessed on their ability to drive a manual vehicle at the NTPFES Training College. Any applicant found to be unable to drive a manual vehicle may be removed from the training program;
- Provide driving and traffic history records to support the self-declaration

Criteria for Appointment

To be eligible for appointment as a Recruit ACPO, applicants must:

- possess a first aid qualification equivalent to the national HLTAID003 Provide First Aid or HLTAID006 - Provide advanced first aid unit of competency. This statement must be current and not expire during the training period,
- have demonstrated general computing skills including the use of Microsoft Word, email internet and typing proficiency. A certificate verifying computer/typing skills evidenced by an employer or training provider may be required to be produced where necessary.
- pass all medical tests and provide supporting documentation where necessary.
Character Assessment

Throughout the recruitment process applicant’s strength of character and life experience will be assessed. The following criteria will be highly considered:

- life and work experience;
- referee support; and
- integrity and any other enquiry as deemed fit.

Past or Current Serving Police Officers and Australian Defence Personnel

If an applicant is a past or current serving police officer or a member of the Australian Defence Force enquiries will be made with the applicant’s respective service to obtain information about their conduct and disciplinary history. This will involve all internal disciplinary matters, courses, deployments and work performance.

Fit for Purpose Physical Assessment - Information

The fit for purpose fitness test is used to determine an applicant’s ability to perform the physical demands inherent to operational policing. A medical clearance is a mandatory requirement prior to taking part in the fitness testing.

Before testing please consider the following:

- food intake;
- hydration;
- suitable footwear and clothing;
- applicants should not undertake heavy training the day prior to testing; and
- applicants should not consume alcohol or cigarettes prior to testing.

All participants attending on the day of testing will be provided with a full brief and demonstration of the course and tasks involved. No second attempts will be allowed on that testing day.

Participants are required to complete the course in under 2 minutes 40 seconds. Applicants for Recruit ACPO will wear a weighted vest approximately 10kg. The course is approximately 180 metres overall and includes 7 tasks.

The participant commences the course seated in a vehicle with the seatbelt buckled and are provided with 5 descriptive particulars of an imaginary suspect. Time starts once the participant is instructed to commence. The participant exits the vehicle and runs for approximately 85 metres before encountering the first of the following 7 tasks:
1. **70kg Dummy Drag** – The participant is required to safely lift a 70kg dummy off the ground by grabbing it under the armpits and dragging it rearwards for 15 metres, before safely placing it back down on the ground and continuing on;

2. **Balance Beam** – The participant next negotiates a balance beam. This must be completed without falling or stepping off. The beam is approximately 2 metres long and lays flat on the ground;

3. **Simulated curb hurdle** – The participant continues running, stepping over 2 tyre stops approximately 15cm high and approximately 1 metre apart, this simulates hurdling roadside curbs;

4. **Step ups** – This task involves the participant performing 20 step ups onto a 30cm high box, simulating running up a flight of stairs. The participant must do 10 step ups leading with the right foot and then 10 leading with the left;

5. **Fence scale** – Requires the participant to scale a 1.8 metre high chain mesh fence and get to the other side;

6. **Stomach to standing** – The participant starts in the standing position then goes to the ground and down onto their stomach, placing their arm straight out from their sides. Simulating the exertion that may be required during the arrest of a suspect. This task is to be repeated 4 more times for a total of 5; and

7. **Firearm manipulation** – Utilising a training firearm the participant is required to rack the slide of the firearm 5 times with each hand. This demonstrates grip strength and an ability to utilise fine motor skills after physical excursion.

At the conclusion of the last task the participant is required to repeat at least 3 of the 5 descriptors provided at the start of the course.

See diagram, Page 20 for Fit for Purpose Fitness Test overview
Fit For Purpose Test Diagram

- **2 mts**
- **58 mts inside measurement**
- **50 mts**
- **15 mts dummy drag**
- **18 mts (inside measurement)**

**Stages of the Test:****

- **FINISH**
  - Racking of Glock slide 5x each hand
  - Scale 1.8m chain mesh fence
  - 2.5m balance beam
  - 52 mts (inside measurement)
  - Stomach to standing x 5
  - 30cm box step ups 10x each leg
  - Simulated curb
Reading, Numeracy and Writing Tests

The NTPF written assessments are provided and assessed by the contracted provider SAFESELECT.

An invitation and instructions on how to access the NTPF assessment via an online testing portal will be sent by email to applicants deemed suitable to proceed to the testing phase.

You will be asked to complete two assessments:

1) A cognitive ability assessment - this measures verbal comprehension, numerical reasoning and problem solving. This is a game-based assessment called Cognify, which requires you to move through a series of modules or 'games' to complete the assessment.

2) A personality and behaviour assessment – This is a multiple-choice assessment, which is comprised of four questionnaires, each measuring different aspects of your personality, behavioural preferences and work style.
### Northern Territory Police Assessment Guidelines for Recruiting staff and the Integrity Panel

<table>
<thead>
<tr>
<th>Crimes</th>
<th>Recruitment staff should refer all cases to the Integrity Panel for consideration of whether the applicant should remain in the selection process.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crimes</td>
<td>If an adult at the time of the offence, the applicant will be excluded unless the Panel is satisfied there are exceptional circumstances which should permit the applicant to remain in the selection process.</td>
</tr>
<tr>
<td>Crimes</td>
<td>If a juvenile at the time of the offence, the Panel may approve the applicant remaining in the selection process, taking into account:</td>
</tr>
<tr>
<td>Drug Offences</td>
<td>- the length of time after the offence – for instance, if committed more than 15 years ago;</td>
</tr>
<tr>
<td>Drug Offences</td>
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<tr>
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<td>- the gravity of offence;</td>
</tr>
<tr>
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<td>- any other criminal /misconduct history;</td>
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<td>- the gravity of offence;</td>
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<td>- the applicant’s conduct since the offence; and any other relevant consideration.</td>
</tr>
<tr>
<td>Simple Offences</td>
<td>For matters involving Criminal Damage where the applicant was under 14 years of age, dependant the explanation provided by the applicant, the Superintendent with responsibility for recruitment will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.</td>
</tr>
</tbody>
</table>
| **Regulatory Offences**  
Driving an unregistered motor vehicle; most minor offences | Recruitment staff should allow an applicant to remain in the selection process where:

- 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.

In all other cases and cases of doubt recruiting staff will refer to the Superintendent with responsibility for recruitment.

The Superintendent with responsibility for recruitment will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.

The Integrity Panel may exclude the applicant from the selection process taking into account:

- the length of time after the offence – e.g. 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 18 years) | In all cases refer to the Integrity Panel.

The Panel may exclude the applicant from the selection process taking into account:

- 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 18 years) | All cases should be referred to the Superintendent with responsibility for recruitment for evaluation and a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.

The Panel may exclude the applicant from the selection process taking into account:

- 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. |
**Domestic Violence Orders (DVOs)**

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.

The case must be referred to the Integrity Panel for evaluation and determination based on individual circumstances and applicants may be excluded for a period to be determined by the Panel.

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**Liquor Act Offences**

Recruitment staff should allow an applicant to remain in the selection process where:

- 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 will refer to the Superintendent with responsibility for recruitment.

The Superintendent with responsibility for recruitment will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.

The Integrity Panel may exclude the applicant from the selection process taking into account:

- 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.

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**Bankruptcy**

Recruitment staff may allow an applicant to remain in the selection process where:

- 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.

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 by the Superintendent with responsibility for recruitment. This assessment may include obtaining a transcript of the Court hearings and findings of fact made by the Magistrate.

All bankruptcy matters to be referred to the Integrity Panel for evaluation and determination based on circumstances of each individual case and applicants may be excluded for a period to be determined by the Panel.
| **Unlicensed Driving Offences** | Recruitment staff should allow an applicant to remain in the selection process where:

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

in either case

do 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.

In all other cases the Superintendent with responsibility for recruitment will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.

The Integrity Panel may exclude the applicant from the selection process taking into account:

- 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.

| **Drink Driving Offences** | Recruitment staff should allow an applicant to remain in the selection process where:

Blood Alcohol Content (BAC) was under .15% and

there are no circumstances of aggravation; and

the offence was committed more than 5 years ago; or

BAC was .15% or over; and

there are no circumstances of aggravation; and

the offence was committed more than 10 years ago.

The Superintendent with responsibility for recruitment may exclude the applicant from the selection process taking into account:

- the offence was committed less than 10 years ago.

In all other cases and cases of doubt recruiting staff should refer to the Superintendent with responsibility for recruitment.

The Superintendent with responsibility for recruitment will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.

The Panel may exclude the applicant from the selection process taking into account:

- the length of time after the offence;
- 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. |
| **Drug Driving Offences** | Recruitment staff should allow an applicant to remain in the selection process where:
- the offence was committed more than 10 years ago and there are no circumstances of aggravation

The Superintendent with responsibility for recruitment will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel taking into account:
- the offence was committed less than 10 years ago
- circumstances surrounding the offence

In all other cases and cases of doubt recruiting staff should refer to the Superintendent with responsibility for recruitment.

The Superintendent with responsibility for recruitment will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.

The Panel may exclude the applicant from the selection process taking into account:
- the length of time after the offence(s) – e.g. 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. |
| **Driving whilst Disqualified Offences** | The Superintendent with responsibility for recruitment will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel, taking into account:
- the length of time after the offence – for instance if a single offence committed less than 10 years ago;
- circumstances surrounding the disqualification

The Panel may exclude the applicant from the selection process taking into account:
- 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. |
| Other Traffic Offences  
(traffic breaches such as Driving Without Due Care) | Recruitment staff should allow an applicant to remain in the selection process where:  
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  
in either case: 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.  
If significant number of offences (6 or more in total), Recruitment staff to refer to the Superintendent with responsibility for recruitment who will assess the number, nature and timeframe of offences to determine overall gravity of traffic history.  
If 6 or more offences and the most recent offence committed is less than 2 years ago. The Superintendent with responsibility for recruitment will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.  
The Panel may exclude the applicant from the selection process on the basis of multiple and/or serious traffic offences taking into account: 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. |
| --- | --- |
| Failure to Disclose Relevant Information  
Provision of False Information | 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.  
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 Panel 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 Panel.  
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 will be referred to the Superintendent with responsibility for recruitment who will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.  
An applicant who accidentally or inadvertently makes an error or omission may continue to be considered. The onus is on the applicant to provide further information to support their reasons for the error or omission. The matter including the applicant’s reasons for the error or omission is to be referred to the Integrity Panel for evaluation and a determination based on the circumstances and gravity of the applicant’s conduct. |
<table>
<thead>
<tr>
<th><strong>Concerns re Integrity and Conduct</strong></th>
<th>Any integrity/conduct concerns resulting from background inquiry sources (such as an employer, police referee or personal referee) or from information that has been volunteered from any other source, should be referred to the Superintendent with responsibility for recruitment to be individually assessed for credibility and a determination made as to whether the applicant proceed to testing or be referred to the Integrity Panel after considering the gravity of the concerns.</th>
</tr>
</thead>
</table>
| **Multiple Integrity Issues** | 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. Any concerns should be referred to the Superintendent with responsibility for recruitment who will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.  

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. |
| **Other Offences or Integrity Concerns not included in above categories** | 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.  

The Superintendent with responsibility for recruitment will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel. |
| **Court Outcomes re Offences** | 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.  

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.  

Where an applicant has been charged with an offence but found not guilty, or where a Nolle Prosequi has resulted, the Superintendent with responsibility for recruitment will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.  

The Integrity Panel will review the available evidence regarding the alleged offence, and will reach its own conclusion regarding the applicant’s standard of conduct.  

Where charges have undergone committal proceedings and committed to the Supreme Court, the Integrity Panel will take into account that the Magistrate had to be satisfied that a prima face case exists before committing the matter to the higher court. |
| **No Conviction Recorded** |  |
| **Charged but not found guilty Nolle Prosequi** |  |
| **Re-enlistees or lateral transfers**  
(former or serving police officers from other jurisdictions) | 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.  

Any applicant that reveals a significant history of complaints or disciplinary proceedings will be referred to the Superintendent with responsibility for recruitment who will evaluate and make a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exclusion from other policing jurisdictions</strong></td>
<td>Applicants who are currently excluded from applying to other policing jurisdictions will have their applications and reasons for exclusion reviewed by the Superintendent with responsibility for recruitment for a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.</td>
</tr>
</tbody>
</table>
| **Failure to respond to correspondence** | Applicants who fail to respond to a receipted email requesting further information regarding their criminal history will be referred to the Superintendent with responsibility for recruitment for a determination as to whether the applicant proceed to testing or be referred to the Integrity Panel.  

In the absence of further information the Integrity Panel will review the available evidence regarding the alleged offence, and will reach its own conclusion regarding the applicant’s standard of conduct and required period of exclusion. |
Proof of Identity Document List

In addition to a certified true copy of a birth certificate, **ALL** applicants are required to provide 100 points of proof of identification by providing **certified true copies** of identification as described below.

*Note: A minimum of one of the supplied Documents must contain a photograph and be from the Primary Identification Category*

<table>
<thead>
<tr>
<th>Primary Identification</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport</td>
<td>70</td>
</tr>
<tr>
<td>Photographic identification issued under law (drivers licence, 18+ card, working with Children's card or shooters licence)</td>
<td>50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secondary Identification</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photographic Employment ID (name and address)</td>
<td>35</td>
</tr>
<tr>
<td>Photographic Employment ID (name only)</td>
<td>25</td>
</tr>
<tr>
<td>Rates notice</td>
<td>35</td>
</tr>
<tr>
<td>Credit/Debit cards/Passbooks (only one per institute)</td>
<td>25</td>
</tr>
<tr>
<td>Medicare Card</td>
<td>25</td>
</tr>
</tbody>
</table>