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1. 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.

Thank you for considering a career with the Northern Territory Police Force. This booklet has been developed to provide applicants with:

- Further information about working for the Northern Territory Police.
- Employment remuneration and conditions.
- A clear understanding of the criteria successful applicants will be required to meet.
- An understanding of the recruitment and selection process.
- An overview of the NT Police Accelerated Recruitment Program (ARP) training, information to assist you with your initial application, and application forms for submission.

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.

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

Completed applications are to be Scanned and Emailed to: PFESRecruitment@pfes.nt.gov.au

In order for your application to be considered, the completed application and all required supporting documentation must be received by police recruitment no later than 4:00PM on the closing date.
2. Recruitment Flow Chart

Stage 1
During a recruitment campaign – download the applications form at https://pfes.nt.gov.au/join-us/careers-policing

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 provide documentation or demonstrate that they are in the process of gaining their First Aid certificate. Referee checks may be conducted.

Stage 4
The final selection will be completed. The applicant will need to have completed and supplied First Aid evidence.

Successful applicants will be given notice of commencement date.

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).

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.

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 requirements, 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 ACPO for a period of 12 months).
3. Experienced Constable Application Check List

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
☐ If not born in Australia, evidence of Permanent Residency or Australian or New Zealand Citizenship.
☐ 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 emailed together with your application****

The following documents must be supplied by stage 4:

☐ Certified true copy of a current First Aid Certificate

If you require any further information or assistance please contact the Recruitment Office on 1800 005 099 or at PFESRecruitment@pfes.nt.gov.au
4. Policing in the Northern Territory

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.

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 members 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
5. Overview of the ARP

The ARP is conducted at the Northern Territory Police, Fire and Emergency Services College situated at the Peter McAulay Centre in Darwin.

To be eligible for the ARP you must have a minimum of two years of policing experience at the rank of Constable or above. If no longer a serving member, the application will only be considered if the length of time that has elapsed since the last period of service as a sworn police officer is less than five years.

1) Induction Training - Upon appointment, the Induction Training is of approximately 12 weeks duration conducted at the NTPFES Training College located in Darwin. The course provides the initial induction and instruction into the NT Police Force, as well as a revision of firearms (including conversion to Glock pistol for SA and VIC candidates) driver training and defensive tactics. Training will include the introduction to Northern Territory legislation and NT Police policies, procedures and systems.

Successful applicants will be appointed as a Constable and graduate at the following applicable ranks:

- A two year experienced constable will remain as Constable
- A four or more year constable will graduate as Constable First Class

Posting

On graduation experienced police will be posted to one of three major regional centres - Alice Springs, Tennant Creek or Katherine as agreed to in the Offer of Employment. These appointments are made at the discretion of the Commissioner of Police to address operational requirements. It is a condition of employment that all ARP participants serve a minimum of 12 months General Duties before being eligible to apply for specialist positions.
ARP Information Booklet

Members of the NT Police Force are required to serve in any geographical location within the Northern Territory where a police presence is required. Tenure at a posting locality is dependent upon locality and remoteness. Major regional centres retain a two year minimum tenure.

Members will also be required to complete a gazetted remote locality posting within their first six years of service.

Probation

The completion of 12 months probationary service (inclusive of training) will be required before confirmation of appointment.

6. Remuneration

Northern Territory Police enjoy attractive remuneration which includes a number of allowances.
7. Allowances

The basic salary during training will reflect your current ‘completed’ years of service. For example, if you have completed 3 full years of service you will be paid the equivalent level in the NT for a fourth year Constable. This will maximise at 10 years or greater service.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Base rate</th>
<th>Inclusive of 20% consolidated allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd year police service</td>
<td>$73,276</td>
<td>$87,931</td>
</tr>
<tr>
<td>4th year police service</td>
<td>$74,741</td>
<td>$89,698</td>
</tr>
<tr>
<td>5th year police service</td>
<td>$76,235</td>
<td>$91,482</td>
</tr>
<tr>
<td>6th year police service</td>
<td>$77,760</td>
<td>$93,312</td>
</tr>
<tr>
<td>7th year police service</td>
<td>$79,316</td>
<td>$95,179</td>
</tr>
<tr>
<td>8th year police service</td>
<td>$80,903</td>
<td>$97,083</td>
</tr>
<tr>
<td>9th year police service</td>
<td>$82,520</td>
<td>$99,024</td>
</tr>
<tr>
<td>10th year police service</td>
<td>$84,170</td>
<td>$101,004</td>
</tr>
</tbody>
</table>

*Annual salary rates as at 30/6/2020*

**Consolidated shift allowance**

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**

Members performing General Duties also receive the General Policing Allowance of a minimum of 5% of annual salary, conditional on completion of requisite qualifications.

**Night Shift Allowance**

Members who work regular cyclic rostered shift work, involving night shifts, will be paid an allowance of 15% of the member's base annual salary per shift, or the member's base rate of pay while on higher duties. The allowance is only payable when night shift is actually worked and is not payable where a member works a night shift on overtime.
8. Accommodation

The NTPF provides all Police Constables and Aboriginal Community Police Officers, including Recruit Constables, with either free departmental accommodation or a housing allowance.

Departmental Accommodation Single Members

Single Recruit Constables will be provided with barracks accommodation at no cost for the duration of the 30 week training program. Barracks accommodation consists of a single furnished bedroom and living room with a private bathroom and kitchenette. Each Recruit Constable is responsible for providing their own linen. Each barracks block is equipped with a communal laundry and storeroom. Recruit Constables will also have access to a communal kitchen with cooking facilities.

Members with Dependents

Recruit Constables with a spouse, and/or recognised dependants, recruited from outside Darwin may travel on their own for the 30 week training period. Under these circumstances, Recruit Constables 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>
<tr>
<td>Single person</td>
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<td>4 bedroom accommodation</td>
</tr>
</tbody>
</table>

ARP Information Booklet
ARP Information Booklet

*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 in Government Employee Housing Standard accommodation within your entitlements.

Occasionally officers may be offered a dwelling not meeting the 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.
9. Relocation Expenses

A relocation allowance of $5000 will be paid to all ARP Constables to assist in their relocation to the Northern Territory. 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 while awaiting NTPF provided accommodation and down lift of furniture and effects.

ARP Constables 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.

10. Conditions of Employment

Hours of Duty

All Constables are required to work a 40 hour week or an average of 40 hours per week over a roster period.

Leave Entitlements

All Constables are entitled to:

- annual leave of 280 hours per year;
- sick leave provision’s; and
- long service leave of four months after ten years’ service.

A Constable, 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.

The NTPF 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 NT Police will contribute an amount equal to 9.5% of the member’s salary into a superannuation fund nominated by the member. You are not required to provide any contributions from your salary. However, voluntary contributions and salary sacrifice are permitted.

Members may nominate the superannuation fund of their choice as long as it is a compliant fund. If a superannuation fund has not been nominated after 28 days of employment, contributions will be paid into the default NT Government superannuation fund Statewide Super. Members may elect to transfer to a compliant fund of their choice at any time following commencement.
11. 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 Constable 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 downloading and completing an application form from the NT Police website at: https://pfes.nt.gov.au/join-us/careers-policing

In order for your application to be considered, the completed application and all required supporting documentation must be received by Police Recruitment no later than 4:00PM on the closing date.

You must make full disclosure, which includes all criminal and civil proceedings, all spent convictions, all traffic offences including traffic tickets and court appearances and all juvenile offences. Failure to disclose any information may result in your application not being processed or once appointed, the termination of your appointment.

2. Integrity and Criminal History

Applicants are required to declare any criminal history & disciplinary matters at the time of application, including medical information and criminal offences. You are also required to sign a number of forms to allow the release of your personal information. These and a set of fingerprints (at a later stage) allows the NT Police to conduct criminal history, traffic history and background checks.

Enquiries will also be made with your respective police service to obtain information about your conduct, complaint and service history. This will involve all charges, investigations, internal and external complains, including matters that were unsubstantiated or refuted and work performance during your police service.

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

Successful completion of the written assessment allows applicants to progress to a panel interview. Applicants undertake a structured interview to assess:

- Motivation to join the NT Police and expectations of your service with us.
- General attitudes, beliefs and values.
- Thought processes and problem solving skills.
- Communication, interpersonal skills and personal suitability.
- Knowledge of the Northern Territory and the Northern Territory Police Force. This includes, but is not limited to, demographics, population, geography, industry, policing issues and current events.

If you have not already done so, applicants will need to provide a certified true copy of their first aid certificate

_Interviewees should carefully consider their presentation before the selection panel. Neatness of dress, grooming and general appearance all play an important role._

6. Medical Examination

Prior to appointment to the NT Police Force applicants must be certified “medically fit”. They will be required to be examined by an approved medical practitioner. Full disclosure, supported by appropriate
medical documentation, must be provided about any previous or current medical conditions and/or injuries.

7. Referee Reports
At this stage in the process we will contact your referees. Due care is taken to establish the credibility of your nominated referees and confidentiality of information provided.

8. 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.

9. 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, the termination of your appointment.*
12. Essential Criteria

To be eligible to apply for the Accelerated Recruitment Program with the Northern Territory Police you must meet the following criteria:

Qualifications

- completed two years' service as a Police Officer with any Police Service within Australia or New Zealand
- have obtained the Diploma in Public Safety (Policing) or an equivalent
- If no longer a serving member, the application will only be considered if the length of time that has elapsed since the last period of service as a sworn police officer is less than five years.

Citizenship Requirements

To be eligible to apply for the Northern Territory Police applicants are required to either;

- be an Australian Citizen
- be a New Zealand Citizen
- have unconditional Australian Permanent Residency

Age

The NT Police Force prefers to recruit people with good life experience after formal education. The minimum age is 18 years; however as this course is aimed at serving police officers with a minimum of two years General Duties experience, the minimum age limit does not apply. The compulsory retirement age for Northern Territory Police is 65.

Drivers Licence

Applicants must possess a current driver's licence to drive a manual motor vehicle.

First Aid Certificate

Applicants must possess a current First Aid Certificate equivalent to the national 'Provide First Aid' standard, also known as Apply First Aid and Senior First Aid (HLTAID003). If you do not hold a current certificate you will need to provide proof, at interview, that a course is being undertaken prior to the commencement of training.

For all successful NZ applicants; you must complete an Australian first aid course prior to the commencement of training.

Personal Integrity and Character Assessment

Applicants are required to declare any criminal history at the time of application. You are also required to submit a signed 'Consent and authority for the release of information to the Northern Territory Police Force' form which allows the NT Police to conduct criminal history checks.

Successful applicants who have or are currently residing outside of Australia will be required to provide criminal history checks from every country in which they have lived.

Applicants who declare a Criminal History may have their applications referred to the Integrity Committee for determination. If you do have a recorded criminal history, please read the Assessment Guidelines for Recruiting Staff and the Integrity Committee located at the end of this booklet.
Providing incorrect information or withholding any information that may adversely affect the assessment of your integrity, may result in your application being rejected, your exclusion from applying or your appointment being terminated should such information come to light after your commencement.

Physical Fitness

There is no fitness test as a pre-requisite to entry; however you should be physically fit and healthy. There is a requirement to complete Defensive Tactics and physical training at the Police College.

13. Referee Checks

To support your initial application you are required to nominate:

- One character referee - someone who has known you personally for at least two years and is not a relative.
- Two professional referees - including your current employer. If you are self-employed or unemployed you must nominate your most recent employer. Please note, the NT Police 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.

Due care is taken to establish the credibility of your nominated referees and confidentiality of information provided.

14. Past or Current Serving Police Officers and Australian Defence Personnel

Enquiries will be made with your respective service to obtain information about your conduct and disciplinary history. This will involve all charges, investigations and internal and external complaints, including matters that were unsubstantiated or refuted, and work performance.

15. 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.
16. Service profile of an experienced police officer

As part of your initial application, you are required to create a typed profile of your police service in the following format. This profile then needs to be submitted with your completed application and supporting documents.

**Personal Details**
- Name
- Address
- Age
- Date of Birth

**Service Details**
- Name of Service
- Rank
- Service/Serial Number
- Date Commenced
- Date Resigned/Terminated
- Reason for Resignation/Termination (limit 50 words)
- Sick Leave Record (include details of leave taken as a result of injury, hypertension, anxiety or stress related conditions etc.)

**Training Details** (include marks, grades obtained and position in class)
- Pre-Service Training
- In-Service Training (e.g. Scenes of Crime Training Course, Investigative Skills Course, Motor Vehicle Theft Investigator Course, Accident Investigation Course etc.)
- Qualifying Courses/Examinations (e.g. Senior Constable, Sergeant)
- Special Skills/Qualifications (e.g. Breathalyser Operator, Negotiator, Diver, Detective etc.)

**Duties Performed** (list stations/units and briefly outline duties)

**Conduct** (provide brief details)
- Commendations, Favourable Record Awards
- Official Investigations (resulting in charges, reprimands, counselling or informal resolutions)

**Supervisors** (give name, rank, station and contact email address)
- Immediate Supervisor (current and/or former)
- Next Line Supervisor

**Reason for Application** (limit 50 – 100 words)
## 17. NT Police Assessment Guidelines for Recruiting staff and the Integrity Panel

| Crimes | Recruitment staff should refer all cases to the Integrity Panel for consideration of whether the applicant should remain in the selection process. 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. If a juvenile at the time of the offence, the Panel 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. |
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<tbody>
<tr>
<td>including Stealing, Unlawful Entry, Deception, Assault Police, Aggravated Assaults, Drug Offences</td>
<td></td>
</tr>
<tr>
<td>Possess/Use/Sale of Cannabis and other Illicit substances</td>
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<tr>
<td>Dangerous Driving</td>
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Guidelines
<table>
<thead>
<tr>
<th>Simple Offences</th>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Assault, Criminal Damage</td>
<td>Recruitment staff should refer to the Integrity Panel for consideration of whether the applicant should remain in the selection process. The Panel may exclude the applicant from the selection process taking into account:</td>
</tr>
<tr>
<td></td>
<td>• the length of time after the offence – for instance, if committed less than 10 years ago;</td>
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<tr>
<td></td>
<td>• the applicant's age and circumstances at the time of the offence;</td>
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<td></td>
<td>• any other criminal / misconduct history;</td>
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<td></td>
<td>• the gravity of offence;</td>
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<tr>
<td></td>
<td>• the applicant's conduct since the offence; and any other relevant consideration.</td>
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<tr>
<td></td>
<td>For matters involving Criminal Damage where the applicant was under 14 years of age, dependant on 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>
<tr>
<td>Guidelines</td>
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<td>-------------</td>
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</tr>
<tr>
<td><strong>Regulatory Offences</strong>&lt;br&gt;Driving an unregistered motor vehicle; most minor offences</td>
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</tr>
<tr>
<td>Recruitment staff should allow an applicant to remain in the selection process where:&lt;br&gt;&lt;ul&gt;&lt;li&gt;Regulatory Offences are spent, or were committed more than 5 years ago; or&lt;/li&gt;&lt;li&gt;the Regulatory Offences were minor and committed more than 2 years ago; and&lt;/li&gt;&lt;li&gt;the applicant has otherwise demonstrated very high standard of conduct; and&lt;/li&gt;&lt;li&gt;there are no other circumstances or criminal history which bring the applicant’s integrity into doubt.&lt;/li&gt;&lt;/ul&gt;</td>
<td></td>
</tr>
<tr>
<td>In all other cases and cases of doubt recruiting staff will refer to the Superintendent with responsibility for recruitment.&lt;br&gt;&lt;br&gt;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.&lt;br&gt;&lt;br&gt;The Integrity Panel may exclude the applicant from the selection process taking into account:&lt;br&gt;&lt;ul&gt;&lt;li&gt;the length of time after the offence – eg for a recent offence;&lt;/li&gt;&lt;li&gt;the applicant’s age and circumstances at the time of the offence;&lt;/li&gt;&lt;li&gt;the gravity of offence;&lt;/li&gt;&lt;li&gt;any other criminal / misconduct history – for instance multiple offences;&lt;/li&gt;&lt;li&gt;the applicant’s conduct since the office; and&lt;/li&gt;&lt;li&gt;any other relevant consideration.&lt;/li&gt;&lt;/ul&gt;</td>
<td></td>
</tr>
<tr>
<td><strong>Official Police Caution for Crimes, Drug Offences</strong>&lt;br&gt;(under 18 years)</td>
<td></td>
</tr>
<tr>
<td>In all cases refer to the Integrity Panel.&lt;br&gt;&lt;br&gt;The Panel may exclude the applicant from the selection process taking into account:&lt;br&gt;&lt;ul&gt;&lt;li&gt;the length of time after the offence - for instance if committed less than 10 years ago;&lt;/li&gt;&lt;li&gt;the applicant’s age and circumstances at the time of the offence;&lt;/li&gt;&lt;li&gt;the gravity of offence;&lt;/li&gt;&lt;li&gt;the applicant’s conduct since the office; and&lt;/li&gt;&lt;li&gt;any other relevant consideration.&lt;/li&gt;&lt;/ul&gt;</td>
<td></td>
</tr>
</tbody>
</table>
### Guidelines

| **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 office; 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. |
### 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 was 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 office; and
- any other relevant consideration.

<table>
<thead>
<tr>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Street Offences</strong></td>
</tr>
<tr>
<td>- the offences were minor - based on the facts on the Court Brief etc - and committed more than 2 years ago; and</td>
</tr>
<tr>
<td>- does not form part of a series or pattern of similar offences</td>
</tr>
<tr>
<td>- the applicant has otherwise demonstrated very high standard of conduct; and</td>
</tr>
<tr>
<td>- there are no other circumstances or criminal history which bring the applicant's integrity into doubt.</td>
</tr>
<tr>
<td>In all other cases and cases of doubt recruiting staff will refer to the Superintendent with responsibility for recruitment.</td>
</tr>
<tr>
<td>The Superintendent with responsibility for recruitment will evaluate and make a determination was to whether the applicant proceed to testing or be referred to the Integrity Panel.</td>
</tr>
<tr>
<td>The Integrity Panel may exclude the applicant from the selection process taking into account:</td>
</tr>
<tr>
<td>- the length of time after the offence - for instance if committed less than 2 years ago;</td>
</tr>
<tr>
<td>- the applicant's age and circumstances at the time of the offence;</td>
</tr>
<tr>
<td>- the gravity of offence;</td>
</tr>
<tr>
<td>- any other criminal / misconduct history;</td>
</tr>
<tr>
<td>- the applicant's conduct since the office; and</td>
</tr>
<tr>
<td>- any other relevant consideration.</td>
</tr>
<tr>
<td>Guidelines</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td><strong>Bankruptcy</strong></td>
</tr>
<tr>
<td>Recruitment staff may allow an applicant to remain in the selection process where:</td>
</tr>
<tr>
<td>• the applicant's bankruptcy was discharged or the order expired more than 5 years ago;</td>
</tr>
<tr>
<td>• did not form part of a series or pattern of similar orders;</td>
</tr>
<tr>
<td>• the applicant has otherwise demonstrated very high standard of conduct; and</td>
</tr>
<tr>
<td>• there are no other circumstances or criminal history which bring the applicant's integrity into doubt.</td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unlicensed Driving Offences</strong></td>
</tr>
<tr>
<td>Recruitment staff should allow an applicant to remain in the selection process where:</td>
</tr>
<tr>
<td>• the unlicensed driving offence was committed more than 5 years ago; or the unlicensed driving offence was minor - based on the facts on the Court Brief etc - and committed more than 2 years ago; and in either case:</td>
</tr>
<tr>
<td>o does not form part of a series or pattern of similar offences</td>
</tr>
<tr>
<td>o the applicant has otherwise demonstrated very high standard of conduct; and</td>
</tr>
<tr>
<td>o there are no other circumstances, criminal or misconduct history which bring the applicant’s integrity into doubt.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Recruitment staff should allow an applicant to remain in the selection process where:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Blood Alcohol Content (BAC) was under .15% and</td>
</tr>
<tr>
<td>• there are no circumstances of aggravation; and</td>
</tr>
<tr>
<td>• the offence was committed more than 5 years ago; or</td>
</tr>
<tr>
<td>• BAC was .15% or over; and</td>
</tr>
<tr>
<td>• there are no circumstances of aggravation; and</td>
</tr>
<tr>
<td>• the offence was committed more than 10 years ago.</td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Drug Driving Offences</strong></td>
</tr>
<tr>
<td>Recruitment staff should allow an applicant to remain in the selection process where:</td>
</tr>
<tr>
<td>• the offence was committed more than 10 years ago and there are no circumstances of aggravation</td>
</tr>
<tr>
<td>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;</td>
</tr>
<tr>
<td>• the offence was committed less than 10 years ago</td>
</tr>
<tr>
<td>• circumstances surrounding the offence</td>
</tr>
<tr>
<td>In all other cases and cases of doubt recruiting staff should refer to the Superintendent with responsibility for recruitment.</td>
</tr>
<tr>
<td>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>
<tr>
<td>The Panel may exclude the applicant from the selection process taking into account:</td>
</tr>
<tr>
<td>• the length of time after the offence(s) – eg for a recent offence</td>
</tr>
<tr>
<td>• the applicant's age and circumstances at the time of the offence;</td>
</tr>
<tr>
<td>• the gravity of offence;</td>
</tr>
<tr>
<td>• any other criminal / misconduct history – for instance multiple offences;</td>
</tr>
<tr>
<td>• the applicant's conduct since the offence; and</td>
</tr>
<tr>
<td>• any other relevant consideration.</td>
</tr>
</tbody>
</table>
### Guidelines

<table>
<thead>
<tr>
<th>Driving whilst Disqualified Offences</th>
<th>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:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• the length of time after the offence – for instance if a single offence committed less than 10 years ago;</td>
</tr>
<tr>
<td></td>
<td>• circumstances surrounding the disqualification</td>
</tr>
<tr>
<td></td>
<td>The Panel may exclude the applicant from the selection process taking into account:</td>
</tr>
<tr>
<td></td>
<td>• the length of time after the offence - for instance if a single offence committed less than 10 years ago;</td>
</tr>
<tr>
<td></td>
<td>• the applicant's age and circumstances at the time of the offence;</td>
</tr>
<tr>
<td></td>
<td>• the gravity of offence including circumstances of aggravation</td>
</tr>
<tr>
<td></td>
<td>• any other criminal or misconduct history – for instance if the applicant has multiple convictions for driving whilst disqualified;</td>
</tr>
<tr>
<td></td>
<td>• the applicant's conduct since the offence; and</td>
</tr>
<tr>
<td></td>
<td>• any other relevant consideration.</td>
</tr>
</tbody>
</table>
## Other Traffic Offences

(traffic breaches such as Driving Without Due Care)

Guidelines

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; and
- any other relevant consideration.
<table>
<thead>
<tr>
<th>Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Failure to Disclose Relevant Information</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>Concerns re Integrity and Conduct</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>Guidelines</strong></td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td><strong>Multiple Integrity Issues</strong></td>
</tr>
<tr>
<td><strong>Other Offences or Integrity Concerns not included in above categories</strong></td>
</tr>
</tbody>
</table>
### Court Outcomes re Offences

<table>
<thead>
<tr>
<th>No Conviction Recorded</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>Charged but not found guilty</td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nolle Prosequi</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Re-enlistees or lateral transfers (former or serving police officers from other jurisdictions)</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

<p>| Exclusion from other policing jurisdictions | 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. |</p>
<table>
<thead>
<tr>
<th>Guidelines</th>
</tr>
</thead>
</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. |