Aboriginal and Torres Straight Islanders (ATSI), Culturally and Linguistically Diverse (CALD) and Female candidates are encouraged to apply
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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 an Northern Territory Police Auxiliary Officer;
- 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

Please DO NOT send your application in a binder/folder of any type. Send ONLY the application with supporting documentation. Place all supporting documents behind the application – DO NOT place them through the application pages.

Completed applications can either be:

Scanned and Emailed to: PFESRecruitment@pfes.nt.gov.au

Or

Posted to: Northern Territory Police Recruitment Office
PO Box 39764
WINNELLIE NT 0821

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.
Recruitment Flow Chart

Stage 1

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

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.

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.

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.

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 4
Frontline Auxiliary Applicants will attend a Fit for Purpose Fitness Assessment and Functional Movement assessment.

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.

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.

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.)
**Auxiliary 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, and Military Personnel) **are NOT** eligible to certify documents for our purposes.

**APPLICANTS MUST COMPLETE ALL SECTIONS OF THE APPLICATION THEMSELVES.**

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

- Current passport photograph.
- 100 points of Certified Identification.
- 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.

The following documents must be supplied by stage 3:

- Certified true copy of a current First Aid Certificate
- Words per minute typing competency (if applying for Communications)

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 Police Auxiliary Scheme

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 Territory Police Officer demands many skills and due to the Territory’s vastness members are required to display leadership, initiative and resourcefulness to respond to incidents effectively.

The Northern Territory Police Force is a modern, professional organisation which forms part of a tri-service with Fire and Emergency Services.

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

The Police Auxiliary Scheme was introduced in 1992. The aim was to employ sworn officers for police duties, which did not require fully trained police officers.

There are 2 streams of employment offered as a Police Auxiliary with the first being Communications Auxiliary and the other being Frontline Auxiliary, which includes the following roles:

- Front Counter
- Watch House
- Police Auxiliary Liquor Inspector (PALI).

Applicants for Frontline Auxiliary will be required to pass the Fit for Purpose Physical Assessment and undertake Defensive Tactics Training.

To meet the demands of the roles, the Northern Territory Police Force 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; and
- are compassionate, tolerant and enjoy a multicultural and diverse working environment.
- possess good oral and written communication skills
It is important to note that members of the NT Police Force 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

Police Auxiliary - Communications

The Joint Emergency Services Communications Centre (JESCC)

The JESCC is located at the Peter McCauley Centre in Berrimah (Darwin) and was developed using state of the art computer and radio equipment to facilitate the merging of the Police, Fire and St John Ambulance communications needs into the one centre.

The JESCC staff undertake the duties of ‘Call Takers’ and ‘Dispatchers’ and include, but are not limited to:

- maintaining radio communications with patrol units, dispatching jobs and taking results; providing support in the form of information checks and monitoring safety of the police officers and data entry;
- provide support for all police stations within the Northern Territory; and
- to keep the Emergency Operations Centre (EOC) in a constant state of preparedness for large-scale emergencies (e.g. terrorism, cyclone, flooding, fire and other natural disasters).

The Role of a Call Taker

A Call Taker is the first member of the Northern Territory Police, Fire and Emergency Services (NTPFES) to whom the public requesting assistance or service will speak via phone. The calls are received on ‘000’ or ‘131 444’. A caller may be upset, distressed or even angry, and as such, satisfying their needs and assisting them in difficult times is rewarding work. Showing compassion and empathy are important personal traits required when dealing with members of the public.

A Call Taker is required to assess and answer questions or queries and record the relevant details for request for service ready to be actioned by the Dispatcher.

The Role of a Dispatcher

Dispatchers are responsible for monitoring the status of all Police officers working within a specified geographical area. They need to be aware of their location and availability. They are also responsible for monitoring the status of all jobs and allocating them in accordance with determined priorities.

The role of a Dispatcher is challenging but rewarding. They work closely in a team headed by the shift supervisor. To be an effective Dispatcher applicants must be task focused, a good communicator and work effectively with others. A Dispatcher provides the link between the public reporting an incident and a unit being sent to respond, as well as monitoring the activities of Police Officers under their control.

All positions offered require shift work
Frontline Auxiliary Roles

Frontline Auxiliaries are required to have a level of fitness necessary to undertake Defensive Tactics and will be required to pass the Fit for Purpose Physical Assessment.

All Frontline Auxiliary recruits will be cross-trained in the roles of Police Watch House, Front Counter operations and Police Auxiliary Liquor Inspector (PALI) duties.

Front Counter

Front Counter Auxiliaries are the first point of contact for members of the public when attending a Northern Territory Police Station in our major centres. The role entails courteous and effective service to all clients requesting assistance.

The duties of Front Counter staff include, but are not limited to:

- completion and initial actioning of crime reports, accident reporting, lost property reports, and similar tasks that are reported at the front counter;
- registering and issuing firearms and shooters licences subject to the necessary approval process;
- accurate recording of Bail and Community Service Order reports and matters relating to Domestic Violence Orders;
- accurate recording and safe custody of all property/exhibits received; and
- ensuring that shift and/or patrol supervisors are promptly appraised of situations reported at the front counter that require an operational response.

All positions offered require shift work.
Watch House

The Watch House is where a person is taken to if they are detained by police for any reason. As an Auxiliary your main role is to ensure that all prisoners under the control of the Northern Territory Police in the Watch House are kept in safe custody, with due regard for their welfare and safety.

The duties of Watch House staff include, but are not limited to:

- receiving, safe custody, welfare, bailing and movement of prisoners at the Watch House;
- accurate recording of all details relating to the reception/custody/welfare/bailing/movement of prisoners in the appropriate journals and computer systems;
- the safe custody and return of all prisoner property;
- performing all duties at the court cells and ensure the safety of all members of the judicial system;
- maintaining currency in first aid, resuscitation procedures and defensive tactics/restraint procedures; and
- undertaking the escort of prisoners from remote locations via Northern Territory Police Air Wing or vehicle, as required.

All positions offered require shift work.

Police Auxiliary Liquor Inspector (PALI)

The key function of a PALI is to communicate effectively with staff, licensees and customers of liquor outlets to ensure alcohol-harm minimisation strategies are undertaken in a professional and appropriate manner.

The duties of PALI staff include, but are not limited to:

- positive role modelling and mentoring to members of the community;
- policing alcohol purchases through a point of sale intervention in line with legislative powers afforded by the Police Administration Act and Liquor Act;
- support frontline policing services by providing safe and secure custody of people in their care and contributing to other operational policing aspects;
- representing the NTPF by effective engagement in a sensitive manner when dealing with local community and service providers;
- assisting in the promotion of awareness of social issues around alcohol harm and harm minimisation strategies undertaken by the NTPF;
- striving to create an environment that offers personal safety and the protection of personal property; and
- assuming responsibility for the immediate welfare of all persons in their custody.

When performing PALI duties all officers are to carry approved equipment. Unless otherwise approved or exempted, the minimum requirement for all officers is a Firearm, TASER, Spare Magazine, Baton, Handcuffs and Aerosol Subject Restraint.

All positions offered require shift work.
Overview of the Trainee Auxiliary Program

Trainee Auxiliary Programs are between 6 and 12 weeks in duration depending on the stream. All training is conducted in Darwin.

Posting

Upon graduation Auxiliaries are posted to varying locations dependant on organisational requirements and their chosen stream:
- JESCC – Darwin
- Front Line Auxiliary – Katherine, Tennant Creek Alice Springs or Darwin

Probation

A probation period of 12 months (including training) is applicable for all Auxiliary Officers.

Remuneration

Police Auxiliary Officers 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.

<table>
<thead>
<tr>
<th>Rank</th>
<th>Base Rate</th>
<th>Inclusive of 20% Consolidated Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainee Auxiliary</td>
<td>$56,382</td>
<td>Allowance not paid during training</td>
</tr>
<tr>
<td>Auxiliary Level 1</td>
<td>$56,382</td>
<td>$67,658</td>
</tr>
<tr>
<td>Auxiliary Level 2</td>
<td>$58,635</td>
<td>$70,362</td>
</tr>
<tr>
<td>Auxiliary Level 3</td>
<td>$60,981</td>
<td>$73,177</td>
</tr>
<tr>
<td>Auxiliary Level 4</td>
<td>$63,421</td>
<td>$76,105</td>
</tr>
<tr>
<td>Auxiliary 1st Class</td>
<td>$65,958</td>
<td>$79,149</td>
</tr>
<tr>
<td>Senior Auxiliary 6 years</td>
<td>$68,926</td>
<td>$82,711</td>
</tr>
<tr>
<td>Senior Auxiliary 10 years</td>
<td>$71,683</td>
<td>$86,019</td>
</tr>
<tr>
<td>Senior Auxiliary 15 years</td>
<td>$74,551</td>
<td>$89,461</td>
</tr>
<tr>
<td>Senior Auxiliary 20 years</td>
<td>$77,533</td>
<td>$93,039</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 and on the commencement of duties.
General Policing Allowance
Auxiliary officers performing frontline and communications roles will receive the General Policing Allowance of a minimum of 5% of their annual salary; this, however, is subject to qualification requirements.

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

Allowances do not apply to Recruit Auxiliaries, while in training at the NTPFES College.

Conditions of Employment

Hours of Duty
All Auxiliary officers are required to work a 40 hour week or an average of 40 hours per week over a roster period.

Leave Entitlements
All Auxiliary officers are entitled to:
- annual leave of 280 hours per year;
- personal and carer’s leave provisions; and
- long service leave of four months after ten years service.

An Auxiliary officer, 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 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.

Housing
Departmentally provided for frontline auxiliaries housing is supplied in Tennant Creek ONLY.
Selection Process

The Police Auxiliary recruitment process is divided into a number of stages. All stages are designed to assess the suitability to undertake both the academic contents of the Police Auxiliary 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 month to complete. All applicants are notified promptly at the end of each stage. The NTPF do not provide feedback due to resource constraints.

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.

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 Auxiliary, including medical information and criminal offences (including matters that were withdrawn, dismissed or spent) and juvenile offences.

2. Integrity, Criminal History and Driving and Traffic Checks

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 19 - 26 provides further information on this matter.

Driving and Traffic Records

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 have, 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, NZ 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.

3. 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.
4. 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 and insight of an applicant’s thought processes.

5. Fit for Purpose Physical Assessment

Following the interview stage, all frontline auxiliary applicants may be shortlisted to participate in the Fit for Purpose Physical Assessment. The Fit for Purpose test has been designed to assess each participant’s ability to perform 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 15 - 17.

6. 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.

7. Medical Examination

Prior to appointment to the NTPF, applicants must be certified “medically fit” by an approved medical practitioner. Applicants will be invited to attend a medical examination where full disclosure, supported by appropriate medical documentation, must be provided at the time of attending. 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.

8. 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.
9. Final Selection
All applicants who successfully progressed through all stages will be considered for appointment by the NT Police 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.

10. 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.
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 Auxiliary 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 NTPF as an Auxiliary, applicants must;

- be at least 18 years old at the commencement of training;
- be an Australian citizen, have unconditional Australian permanent residency or be a New Zealand Citizen eligible for a Special Category Visa;
- have year 10 or equivalent education level;
- have general computing skills including the use of Microsoft Word, email internet and required typing proficiency; and
- be physically fit and healthy. The medical questionnaire supplied in this booklet must be completed and submitted with the application.

In addition applicants for individual streams must meet the following essential criteria:

Communications
- Capability to obtain a typing certificate indicating a typing ability of 28wpm with 85% accuracy. Online certificates will NOT be accepted.

Frontline Auxiliary
- Possess a current provisional or open driver’s license to drive a manual motor 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.

Criteria for Appointment

To be eligible for appointment as a Trainee Auxiliary, applicants must:

- possess a first aid qualification equivalent to the national "Provide First Aid" standard also known as Apply First Aid/Senior First Aid. This certificate must be current and not expire during the training period.
Character Assessment
Throughout the recruitment process an 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.

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.

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
All frontline Auxiliary applicants are required to undertake a Fit for Purpose Physical Assessment.

The Fit for Purpose Physical Assessment is used to determine an applicant’s ability to perform the physical demands inherent to operational Auxiliary roles. 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 previous 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 2:40 minutes. Applicants for PALI will wear a weighted vest approximately 10kg. The course is approximately 180 metres overall & includes 7 tasks.

The participant commences the course seated in a vehicle with the seatbelt buckled, are provided with 5 descriptors 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 17 for Fit for Purpose Fitness Test overview
Fit For Purpose Fitness Test Diagram

- Racking of Glock slide 5x each hand
- Scale 1.8m chain mesh fence
- Stomach to standing x 5
- Simulated curb
- 30cm box step ups 10x each leg

2 mts

58 mts inside measurement

50 mts

15 mts dummy drag

2.6m balance beam

52 mts (inside measurement)

FINISH

18 mts (inside measurement)
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>Crimes</td>
<td>the length of time after the offence – for instance, if committed more than 15 years ago;</td>
</tr>
<tr>
<td>Crimes</td>
<td>the applicant’s age and circumstances at the time of the offence;</td>
</tr>
<tr>
<td>Crimes</td>
<td>the gravity of offence;</td>
</tr>
<tr>
<td>Crimes</td>
<td>any other criminal /misconduct history;</td>
</tr>
<tr>
<td>Crimes</td>
<td>the applicant’s conduct since the offence; and any other relevant consideration.</td>
</tr>
<tr>
<td>Drug Offences</td>
<td>Recruitment staff should refer to the Integrity Panel for consideration of whether the applicant should remain in the selection process.</td>
</tr>
<tr>
<td>Drug Offences</td>
<td>The Panel may exclude the applicant from 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 less than 10 years ago;</td>
</tr>
<tr>
<td>Drug Offences</td>
<td>the applicant’s age and circumstances at the time of the offence;</td>
</tr>
<tr>
<td>Drug Offences</td>
<td>any other criminal / misconduct history;</td>
</tr>
<tr>
<td>Drug Offences</td>
<td>the gravity of offence;</td>
</tr>
<tr>
<td>Drug Offences</td>
<td>the applicant’s conduct since the offence; and any other relevant consideration.</td>
</tr>
<tr>
<td>Drug 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>
<tr>
<td>Simple Offences</td>
<td>Recruitment staff should refer to the Integrity Panel for consideration of whether the applicant should remain in the selection process.</td>
</tr>
<tr>
<td>Simple Offences</td>
<td>The Panel may exclude the applicant from the selection process taking into account:</td>
</tr>
<tr>
<td>Simple Offences</td>
<td>the length of time after the offence – for instance, if committed less than 10 years ago;</td>
</tr>
<tr>
<td>Simple Offences</td>
<td>the applicant’s age and circumstances at the time of the offence;</td>
</tr>
<tr>
<td>Simple Offences</td>
<td>any other criminal / misconduct history;</td>
</tr>
<tr>
<td>Simple Offences</td>
<td>the gravity of offence;</td>
</tr>
<tr>
<td>Simple Offences</td>
<td>the applicant’s conduct since the offence; and any other relevant consideration.</td>
</tr>
</tbody>
</table>

- **Crimes**
  - including Stealing, Unlawful Entry, Deception, Assault Police, Aggravated Assaults,

- **Drug Offences**
  - Possess/Use/Sale of Cannabis and other Illicit substances

- **Dangerous Driving**

- **Simple Offences**
  - Common Assault, Criminal Damage
| **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 – eg for a recent offence;  
the applicant’s age and circumstances at the time of the offence;  
the gravity of offence;  
any other criminal / misconduct history – for instance multiple offences;  
the applicant’s conduct since the offence; and  
any other relevant consideration. |
|---|---|
| **Official Police Caution for Crimes, Drug Offences**  
(under 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.

### 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.

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

<table>
<thead>
<tr>
<th><strong>Drink Driving Offences</strong></th>
<th>Recruitment staff should allow an applicant to remain in the selection process where:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Blood Alcohol Content (BAC) was under .15% and</td>
</tr>
<tr>
<td></td>
<td>there are no circumstances of aggravation; and</td>
</tr>
<tr>
<td></td>
<td>the offence was committed more than 5 years ago; or</td>
</tr>
<tr>
<td></td>
<td>or</td>
</tr>
<tr>
<td></td>
<td>BAC was .15% or over; and</td>
</tr>
<tr>
<td></td>
<td>there are no circumstances of aggravation; and</td>
</tr>
<tr>
<td></td>
<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.
| **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) – eg for a recent offence  
the applicant’s age and circumstances at the time of the offence;  
the gravity of offence;  
any other criminal / misconduct history – for instance multiple offences;  
the applicant’s conduct since the offence; and  
any other relevant consideration. |
| **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  
y 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>Concerns re Integrity and Conduct</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Multiple Integrity Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Offences or Integrity Concerns not included in above categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Court Outcomes re Offences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No Conviction Recorded</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<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>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>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>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 facie case exists before committing the matter to the higher court.</td>
</tr>
</tbody>
</table>
| **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. |
| **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. |
| **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. |