

Professional Suitability Policy and Procedures

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NSW Police Force

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Table of Contents

1. POLICY STATEMENT AND INTRODUCTION.....	4
2. DEFINITIONS	4
3. POLICY AIM	5
4. GOVERNING LEGISLATION	5
5. PROFESSIONAL SUITABILITY POLICY	6
6. “PROFESSIONAL SUITABILITY ASSESSMENT” PROCEDURES	8
Minimum Age Requirement	9
Citizenship / Permanent Residency	9
Drivers Licence.....	9
Driver Behaviour.....	9
Criminal or related history.....	11
Overseas Criminal Clearance	13
Drug and Alcohol Testing.....	13
Medical Fitness.....	14
Other Requirements.....	15
7. EMPLOYMENT REQUIREMENTS	18
Drivers Licence.....	18
First Aid Training	18
Typing Speed.....	18
Swimming.....	18
8. PROFESSIONAL SUITABILITY & ASSESSMENT REVIEW	19
Professional Suitability Assessment Review Committee (PSARC)	19
Composition of PSARC.....	19
Meetings of PSARC	19
Discretionary Referral Power to PSARC.....	19
9. PROFESSIONAL SUITABILITY ASSESSMENT & REVIEW	19
10. MERIT SELECTION	20
11. RIGHT OF APPEAL	20
12. MISCELLANEOUS.....	20

1. Policy Statement and Introduction

1.1 Policy Statement

The NSW Police Force operates within a complex environment which requires Officers to possess the theoretical foundations and practical skills necessary to perform the inherent duties of a front line NSW Police Officer. To maintain this standard, the selection of recruits is underpinned by the Professional Suitability Policy and supported by Procedures and Review that enable NSWPF to maintain a high standard of professional suitability.

1.2 Introduction

The NSW Police Force is committed to providing a comprehensive recruitment process to ensure that police recruits and its officers reflect and uphold the organisational image and values. An efficient and reliable recruitment process will also meet community expectations in delivering a very high standard of policing services to the greater New South Wales community.

In keeping with this process the NSW Police Force Recruitment Branch (NSWPF Recruitment Branch) will actively attract and recruit quality individuals who represent the community in terms of gender, cultural and linguistic diversity and Aboriginality.

2. Definitions

<i>Professional Suitability</i>	Professional Suitability is defined as having the underlying physiological, psychological, attitudinal, communication and behavioral ability to undertake, with appropriate training and education, the inherent requirements of an operational police officer.
<i>Merit</i>	Merit for the purpose of this policy means: (a) The aptitude of the person for the discharge of the duties of the position and (b) The integrity, diligence and good conduct of the person
<i>Competitive</i>	Applicants who meet the professional suitability standards (ie: their application has not been rejected on any one standard) as outlined in this policy or by determination of the Commissioner (or officer with delegated authority) are considered competitive
<i>“Criminal” Offences</i>	Criminal offences relate to those offences which usually involve a person being charged by police or receiving a Field Court Attendance Notice or a Future-Service Court Attendance Notice and resulting in involvement in the court/criminal justice process in respect of an offence.
<i>ADPP</i>	Associate Degree of Policing Practice

3. Policy Aim

The aim of this policy is the guide for decisions and assessment of the professional suitability of New South Wales Police Force police recruits.

The policy is subject to the Commissioner's discretion in accordance with the Act and Regulations.

4. Governing Legislation

POLICE ACT 1990 No.47

Appointment of Constables [Division 4, Section 80]

- (1) The Commissioner may, subject to this Act and the regulations, appoint any person of good character and with satisfactory educational qualifications as a police officer of the rank of constable.
- (2) A person when first appointed as such a police officer is to be appointed on probation in accordance with the regulations.
- (3) The Commissioner may dismiss any such probationary police officer from the Police Force at any time and without giving any reason.

5. Professional Suitability Policy

5.1 Professional Suitability for employment as a NSW Police Force Officer

To be deemed suitable for recruitment to NSW Police Force, a person must have the underlying ability, together with the training and education, to enforce law, undertake job tasks in accordance with governing legislation, and fully perform the basic functions of an effectively performing police officer in the field.

In terms of this policy an applicant to be deemed professionally suitable must:-

- (a) meet the requirements for entry into the ADPP
- (b) deemed to be competitive for the purposes of recruitment
- (c) be eligible for appointment to Constable under NSW Police Act 1990
- (d) subject to and cleared for each of the components of the “Professional Suitability Assessment” including:-
 - a. Age
 - b. Citizenship
 - c. Driver’s License
 - d. Driver Behaviour
 - e. Criminal or related history
 - f. Drug and Alcohol Testing
 - g. Medical Fitness
 - h. Other requirements as deemed appropriate by the Recruitment Branch.

5.2 Issues relating to any physiological, psychological, attitudinal, communication or behavioural criteria form part of the suitability criteria for employment as a NSW Police Officer. A failure to meet one or more of those criteria may cause an applicant to have their application rejected by reason of failing to meet those professional suitability standards.

5.3 The recruitment process for NSW Police Force has three stages included in the diagram attached to this policy namely:-

- (i) Stage 1: Academic Application (Charles Sturt University)
- (ii) Stage 2: Professional Suitability Application (NSW Police Force Recruitment Branch)
- (iii) Stage 3: Offer to Undertake Recruit Program (Charles Sturt University).

This policy and procedures outline the requirements for Stage 2 in the recruitment process.

5.4 Applicants’ who meet the professional suitability standards (ie: their application has not been rejected on any one standard) as outlined in this policy or by determination of the Commissioner (or officer with delegated authority), will be considered competitive. That is, they have been assessed as having the ability to undertake, with education and

training, the inherent requirements of operational policing duties. Applicants will be ranked against other competitors prior to selection for entry into the recruit program and Stage 3 of the process.

5.5 Applicants' who are rejected on any one standard, as outlined in this policy or by determination of the Commissioner (or officer with delegated authority), will be considered non-competitive and will not be considered for selection for entry into the recruit training program or employment with the NSW Police Force.

5.6 An applicant's professional suitability status, including medical status, will be reviewed during training. Should ANY additional adverse information or adverse behavioural traits be identified, a full review will be undertaken and professional suitability may be withdrawn at any time.

5.7 Review of outcomes from the "Professional Suitability Assessment" or Recruitment requirements

Where doubt arises in respect of the application of this policy and associated procedures during the assessment of an application, the application is to be referred to the General Manager, NSWPF Recruitment Branch in the first instance for consideration and determination. The General Manager, NSWPF Recruitment Branch, may, if appropriate, direct the application to the Professional Suitability Assessment Review Committee (PSARC) or the Commander, Education and Training Command for determination.

6. “Professional Suitability Assessment” Procedures

- 6.1** Checks and inquiries into an applicant’s background will be undertaken upon receipt of a Professional Suitability Application for enrolment into the Associate Degree of Policing Practice (ADPP). This process will occur, upon application, prior to an offer of a position in the recruit program (currently the Associate Degree in Policing Practice) being made, and again, prior to consideration of employment (Attestation) with the NSW Police Force.
- 6.2** Professional suitability will be considered and ranked prior to an offer of enrolment into the ADPP. An applicant **MUST** be deemed academically eligible via Charles Sturt University prior to any Professional Suitability Application being processed.
- 6.3** Any costs associated in obtaining information for the purpose of a Professional Suitability Application will be solely at the applicant's expense.
- 6.4** In order to assess an applicant’s professional suitability a series of checks and inquiries will be carried out by the NSW Police Force (NSWPF) Recruitment Branch. These checks and inquiries include but are not limited to, searches of:
- Computerised Operational Policing System (COPs) including Criminal Names Index (CNI)
 - Field Based Interviews and other information holdings maintained by the NSWPF Recruitment Branch.
 - Australian Law Enforcement Intelligence Net (ALIEN)
 - Australian Criminal Intelligence Database (ACID)
 - NSWPF Historical Records and Archives
 - NSWPF POL (Previous employment as a Police Officer).
 - Fingerprints (checked through NSWPF and interstate Police Force databases).
 - Prohibited Employment Declaration – in line with Commission for Children and Young People ‘working with children checks’.

6.5 Minimum Age Requirement

- 6.5.1** Applicants must be a minimum of eighteen (18) years of age in order to submit a Professional Suitability Application, on the condition that they will not be offered a place in the next available ADPP class until attaining the age of eighteen (18) years and six (6) months.
- 6.5.2** An applicant **MUST** be a minimum of nineteen (19) years of age prior to Attestation as a Probationary Constable.
- 6.5.3** An applicant will be required to furnish the NSWPF Recruitment Branch with a certified copy of their birth certificate in order to verify their age.
- 6.5.4** An applicant who does not meet the minimum age requirement of eighteen (18) years of age at the time of submitting their Professional Suitability Application will have their application suspended until such time as they reach the minimum age

6.5 Citizenship / Permanent Residency

Applicants must be either Australian citizens (by birth, naturalization or citizenship), New Zealand citizens or Australian Permanent Residents.

An applicant will be required to furnish the NSWPF Recruitment Branch with a certified copy of their birth certificate, Australian citizenship, naturalization, or permanent residency certificates in order to verify their citizenship/residency status.

Applicants who are not Australian citizens (by birth, naturalization or citizenship) or Australian Permanent Residents will have their application rejected.

6.7 Appearance Standards

NSWPF Police Officers are required to meet appearance standards relevant to the NSWPF Dress Manual and other relevant policies dictating standards for uniformed officers.

6.7 Drivers Licence

Applicants must possess a current full motor vehicle driver's license or a Red Provisional License or equivalent at the time of application.

6.8 Driver Behaviour

Inquiries will be made by the NSWPF Recruitment Branch in order to assess an applicant's status with regard to the following:

6.8.1 Serious Traffic Offences

Applicants with serious traffic offences recorded against them will not normally be accepted.

An applicant is deemed to have met the Traffic History requirements for professional suitability if they have recorded against them less than one (1) infringement per every two (2) years of driving.

Individual cases may be referred to the NSWPF Commissioner, or an officer with delegated authority such as the General Manager, NSWPF Recruitment Branch, for determination, having in mind such factors as:

- Age at time of commission of offence(s);
- Passage of time since commission of offence(s) / recency of offence(s);
- Seriousness and circumstances of the offence(s);
- Overall circumstances and explanation offered by applicant; and
- Current character, conduct and behaviour of applicant
- Penalty Points associated with the driving offence

6.8.2 Prescribed Concentration of Alcohol (PCA) Offences

An applicant convicted of a Prescribed Concentration of Alcohol (PCA) offence will not normally have their application considered unless the following periods of time have elapsed since the date of offence:

- Low range (.05 - .08) = two (2) years
- Mid range (.08 - <0.15) = five (5) years
- High range (0.15 or above) = ten (10) years

In such cases the applicant will be referred to the NSWPF Commissioner, or an officer with delegated authority such as the General Manager, NSWPF Recruitment Branch, for determination.

If an applicant has been convicted of two PCA offences their application will be rejected.

6.8.3 Minor Traffic Records

Applicants with minor traffic offences recorded against them may have their application considered further.

Individual cases may be referred to the NSWPF Commissioner, or an officer with delegated authority such as the General Manager, NSWPF Recruitment Branch, for determination, having in mind such factors as:

- Consideration of overall traffic record
 - Ratio of one (1) infringement for every two years from the time the provisional driver's licence is attained
 - Recency of commission of offence(s)
 - Frequency of offences
 - Severity of offence(s)
 - Penalty Points associated with the traffic offence
- An offence-free period of not less than 12 months since commission of offences may be taken into consideration when the number of offences falls outside the abovementioned ratio
- General circumstances

6.9 Criminal or Related History

6.9.1 “Criminal” Offences

Criminal offences relate to those offences which usually involve a person being charged by police or receiving a Field Court Attendance Notice or a Future-Service Court Attendance Notice and resulting in involvement in the court/criminal justice process in respect of an offence.

Applicants who have been convicted as an adult will have their application rejected.

Discretionary Authority

Where criminal convictions have been adjudicated on by the judicial system as “Proven and Dismissed” and/or “Admonished and Dismissed” (eg: Section 556a Crimes Act 1900 or Section 10 Crimes (Sentencing Procedures) Act 1999, such cases may be referred to the NSWPF Commissioner, or an officer with delegated authority, such as the General Manager, NSWPF Recruitment Branch, for determination. These cases will be treated on an individual basis, having in mind such factors as:

- Age at time of commission of offences;
- Seriousness and number of offences in question;
- Passage of time since commission of offences / recency of offences);
- Overall circumstances and explanation offered by applicant; and
- Current good character, conduct and behaviour of applicant.

Applicants who have committed offence(s) as a juvenile may have their applications considered further.

6.9.2 Minor Summary Offences

Applicants who have been convicted of minor summary offences as an adult may have their application considered further.

Applicants who have previously been issued with Criminal Infringement Notice(s) (CIN) may have their applications considered further.

Discretionary Authority

Where individual cases relating to minor summary offences, **or**, where criminal convictions have been adjudicated on by the judicial system as “Proven and Dismissed” and/or “Admonished and Dismissed” (eg: Section 556a Crimes Act 1900 or Section 10 Crimes (Sentencing Procedures) Act 1999, applications may be referred to the NSWPF Commissioner, or an officer with delegated authority, such as the General Manager, NSWPF Recruitment Branch for determination. These cases will be treated on an individual basis, having in mind such factors as:

- Age at time of commission of offences;
- Seriousness and number of offences in question;
- Passage of time since commission of offences / recency of offences);
- Overall circumstances and explanation offered by applicant; and
- Current character, conduct and behaviour of applicant.

6.9.3 Domestic Violence Offences

An application from an individual who has a history of incidents involving domestic violence will not normally be accepted.

6.9.4 Current Apprehended Violence Order

An applicant who is subject to a current Apprehended Violence Order (AVO) (Domestic or Personal) will be rejected.

An applicant who was subject to an AVO which has expired within the last ten (10) years (unless revoked) will be rejected.

This is in keeping with section 11(5)(c) of the Firearms Act 1996 prohibits the issue of a firearms licence to any person who is subject to an AVO or has been subject to such an order within ten (10) years.

6.9.5 Interstate Apprehended Violence Order

An applicant who is subject to a current equivalent interstate AVO (Domestic or Personal) will be rejected.

An applicant who was subject to an equivalent interstate AVO which has expired within the last ten (10) years (unless revoked) will be rejected.

This is in keeping with clause 121 of the Firearms Regulation 2006 which relates to those interstate equivalents that are deemed to be prescribed as AVOs for the purposes of the definition of an AVO under section 4(1) of the Act.

6.9.6 Provisional Order (Also Interim Apprehended Violence Order)

An applicant who is subject to a Provisional Order (or interstate equivalent) may have their application considered further.

Individual cases may be referred to the Commissioner, or an officer with delegated authority such as the General Manager, NSWPF Recruitment Branch, for determination, having in mind such factors as:

- Passage of time since commission of offence(s);
- Background enquiries made; and
- Overall circumstances and explanation offered by applicant.

6.9.7 Court Undertakings

Applicants subject to undertakings made to the court with respect to AVOs (or interstate equivalent) may have their application considered further.

Individual cases may be referred to the Commissioner, or an officer with delegated authority such as the General Manager, NSWPF Recruitment Branch, for determination, having in mind such factors as:

- Passage of time since commission of offence(s);
- Background enquiries made; and
- Overall circumstances and explanation offered by applicant.

6.9.8 Revocation of Apprehended Violence Orders during previous ten (10) years

An applicant who was the subject of an AVO (or interstate equivalent) which has been revoked during the previous ten (10) years may have their application considered further.

Individual cases may be referred to the Commissioner, or an officer with delegated authority such as the General Manager, NSWPF Recruitment Branch, for determination, having in mind such factors as:

- Passage of time since commission of offence(s);
- Background enquiries made; and
- Overall circumstances and explanation offered by applicant.

6.9.9 Expired Apprehended Violence Orders

An applicant who was subject to an AVO (or interstate equivalent) which has expired more than ten (10) years ago may have their application considered further.

Individual cases may be referred to the Commissioner, or an officer with delegated authority such as the General Manager, NSWPF Recruitment Branch, for determination, having in mind such factors as:

- Background enquiries made; and
- Overall circumstances and explanation offered by applicant.

6.9.10 Adverse Notice

Persons who have come under adverse notice or are known to police in an adverse capacity (eg: intelligence reports) or for any other issue that the NSWPF Recruitment Branch may consider to be adverse (eg: inappropriate associations, inappropriate family background) may have their application rejected.

6.9.11 Overseas Criminal Clearance

Applicants who have arrived in Australia at the age of 16 or above or who have resided overseas (other than New Zealand) in one country for a period in excess of 12 months will be required to furnish the NSWPF Recruitment Branch with a criminal clearance from the Embassy or Consulate of that country to assist in background checks.

6.10 Drug and Alcohol Testing

All applicants are required to consent to drug and alcohol testing. Failure to comply with this requirement will result in their application being rejected.

Applicants who declare drug use and/or alcohol abuse will be referred to a Professional Suitability & Assessment Review Committee or for Professional Suitability Assessment & Review for further assessment.

6.11 Medical Fitness

6.11.1 Applicants are required to demonstrate medical fitness to undertake operational policing duties prior to an offer of enrolment into the recruit training program. Applicants must be physically able to safely and responsibly use force as operationally required, and in accordance with legislation, guidelines and training.

6.11.2 Whilst enrolled in the recruit program a medical fitness review will be undertaken, prior to consideration of an offer of employment with the NSW Police Force.

6.11.3 Any costs incurred in obtaining this information will be at the applicant's expense. The NSW Police Force accepts no responsibility for any expenses, medical or otherwise, incurred by any applicant in connection with an application for employment with the NSW Police Force.

6.11.4 An applicant must be able to fulfil the inherent requirements for the Associate Degree in Policing Practice and Operational Policing Duties as identified in the **“Statement of Inherent Requirements of a Frontline Police Officer”**.

6.11.5 The inherent physical requirements refer to ones ability to be physically capable to safely and responsibly use force as operationally required, and in accordance with legislation, guidelines and training. This includes being able to:

- Physically restrain individuals and utilize self-defence techniques where necessary
- Walk long distance while performing beat duty or stand for lengthy periods on traffic duty
- Handcuff someone resisting arrest
- Engage in self-defence
- Withstand physical assault from another person
- Physically restrain another person
- Wrestle with a person
- Safely handle a baton
- Safely handle a firearm while on duty
- Fire a handgun while on duty
- Perform crowd control at community events or demonstrations
- Climb stairs to ascend more than one storey of a building
- Ability to run long distances and negotiate obstacles in order to pursue and effect the arrest of offenders.

Accordingly, applicants are required to disclose details regarding any current or previous illnesses, injuries, medical conditions or investigations they have undergone, including:

- Respiratory conditions;
- Orthopaedic injuries or conditions;
- Psychiatric or psychological conditions;
- Neurological conditions;
- Cardiovascular conditions;
- Infectious conditions;
- Diabetes or thyroid conditions; and
- Other conditions

6.11.6 An applicant is required to attend an external medical provider for general medical, hearing and visual acuity examinations. All costs are to be met by the applicant. The medical history required for assessment is directed by the NSWPF Police Medical Officer.

6.11.7 An applicant who does not meet the medical fitness requirements will have their application rejected.

The NSWPF Police Medical Officer may be required to conduct a further review of failed medicals and provide by way of report, professional medical opinion and recommendation to the Commander, Education and Training Command for final decision.

6.12 Other requirements

6.12.1 Prohibited Employment Checks

Applicants will be required to furnish the NSWPF Recruitment Branch with a declaration that they have read and understand the Working with Children Check and Prohibited Employment Declaration and that they are not a person prohibited by legislation.

Applicants who are prohibited by the Commission for Children and Young People Act 1998 and/or the Child Protection (Offenders Registration) Act 2000, will be rejected.

Applicants who do not agree to checks being carried out under the Working with Children guidelines as required by relevant legislation, will be rejected.

6.12.2 Fingerprint Verification

An applicant will be required to commit to facilitate the taking of their fingerprints in order to assist the NSWPF Recruitment Branch in undertaking background checks against various databases with regard to any criminal activity the applicant may have participated in or contributed to.

6.12.3 Military Checks

Applicants who are currently serving or have previously served in the Australian Defence Forces (Army, Navy, Air Force, Reserves) will be subject to checks on their military service history to assist the NSWPF Recruitment Branch in assessing an applicant's professional suitability.

6.12.4 NSW & Other Police Jurisdictions

Applicants who have previously been employed by the NSWPF or in other police jurisdictions will be subjected to checks on their personnel / service history to assist the NSWPF Recruitment Branch in assessing an applicant's professional suitability.

6.12.5 Employment History

Applicants will be required to furnish the NSWPF Recruitment Branch with the contact details of all previous and present employers so as to assist with assessment of the applicant's working history.

Applicants with adverse work history may be further investigated at the discretion of the General Manager, NSWPF Recruitment Branch, in conjunction with consideration of all other aspects of the professional suitability application.

Whilst it is a requirement to provide the NSWPF Recruitment Branch with information regarding their current employment, an applicant can elect to not have their current employer contacted.

6.12.6 Previous NSWPF Personnel File (if applicable)

Personnel files of previous applicants or employees of the NSW Police Force will be reviewed by the NSWPF Recruitment Branch to assist in background checks.

6.12.7 Financial Solvency

Applicants will be required to furnish the NSWPF Recruitment Branch with a statutory declaration as to their solvency. This declaration must be verified by a Justice of the Peace or a solicitor.

6.12.7.1 Non-completion of the financial solvency statutory declaration

An applicant who will not agree to sign a statutory declaration with regard to their financial solvency will be rejected.

The General Manager, NSWPF Recruitment Branch will conduct a full review of financial declarations which do not clearly affirm the applicant's ability to avoid financial or other interests which may compromise the impartial performance of their police duties.

6.12.7.2 Declared bankruptcy / Previous bankruptcy issues

Applicants who are subject of current bankruptcy will not be accepted.

An applicant who declares previous bankruptcy issues will be required to provide information from the Insolvency & Trustee Service Australia (ITSA). This information will then be forwarded to the General Manager, NSWPF Recruitment Branch for further review and a decision on the applicant's suitability. Such review will take into consideration:

- Passage of time since being discharged from bankruptcy / recency;
- Current financial status;
- Amount of any accumulated debt;
- Overall circumstances and explanation offered by applicant; and
- Any further information gleaned during Professional Suitability process

6.12.8 English Communication Requirement / Literacy Testing

Applicants will be required to display adequate competency in their use of the English language.

Applicants who are assessed as not meeting the English communication requirements may be further investigated at the discretion of the General Manager, NSWPF Recruitment Branch, in conjunction with consideration of all other aspects of the professional suitability application.

ALL students in the ADPP are required to undertake a literacy assessment test consisting of spelling, punctuation and essay writing components.

6.12.9 Field Based Interview

Confidential Field Based Interviews will be conducted with an applicant's relatives and/or neighbours. The interviews will be carried out by a Police Officer of the rank of Sergeant or above and the information gathered during interviews will be used to assist in determining an applicant's professional suitability.

6.12.10 Physical Capacity Testing

Applicants are required to undertake and pass a physical capacity test as part of the professional suitability process prior to the consideration of an offer of employment with the NSW Police Force.

An applicant will be given two (2) attempts to pass Physical Capacity Testing, after which they will be ineligible for repeat assessment for a period of twelve (12) months.

6.12.11 Psychometric Testing

Applicants are required to complete psychometric testing which is currently administered by qualified Organisational Psychologists from the Human Resource Command. Psychological screening consists of an initial screening/personality test using a measure that assesses normal and clinical personality characteristics.

Some applicants may need further evaluation.

The NSWPF Psychologist may be required to conduct a further review of an applicant's psychological suitability for employment and provide by way of report, professional opinion and recommendation to the Commander, Education and Training Command for final decision.

7. Employment Requirements

7.1 Drivers Licence

Students must hold a minimum Green 'P' Provisional License or equivalent prior to Attestation as a Probationary Constable.

7.2 First Aid Training

Students are required to hold a current Senior First Aid Certificate, or appropriate first aid training that includes certification in the resuscitation mask before an offer of employment with the NSW Police Force can be made.

An applicant is required to furnish the Student Management Unit with a certified copy of a current Senior First Aid Certificate awarded by a recognized institution. The Senior First Aid Certificate must be current prior to Attestation as a Probationary Constable.

7.3 Typing Speed

Students are required to be able to type a minimum of 25 words per minute with 98% accuracy before an offer of employment with the NSW Police Force can be made.

An applicant is required to furnish the Student Management Unit with a certified copy of a Typing Certificate (to the Australian Standard 2708) from an accredited College, TAFE or agency prior to Attestation as a Probationary Constable.

7.4 Swimming

Students are required to be able to swim 100 metres (unaided and continuously) before an offer of employment with the NSW Police Force can be made.

An applicant is required to furnish the Student Management Unit with a certified copy of a 100m Swimming Certificate from a recognized aquatic centre prior to Attestation as a Probationary Constable.

8. Professional Suitability & Assessment Review Committee

8.1 Professional Suitability Assessment Review Committee (PSARC)

PSARC will convene to interview applicants and clarify any issues which have an impact on an applicant's professional suitability.

8.2 Composition of PSARC

Members comprising PSARC shall include:

- Operational Commander / Manager / Supervisor / representative with delegated authority
- Professional Standards Manager (or representative with delegated authority / similar role)
- Employee Management / Human Resources representative

8.3 Meetings of PSARC

Meetings of PSARC shall be called at the discretion of the General Manager, NSWPF Recruitment Branch.

8.4 Discretionary Referral Power to PSARC

The General Manager, NSWPF Recruitment Branch, will have discretionary power to refer any matter(s) where there are issues concerning applicants applying to join the NSW Police Force to PSARC.

The General Manager, NSWPF Recruitment Branch will have discretionary power to refer any matter relating to applicant process(es) that he/she considers warrants consideration by PSARC for a determination and recommendation.

Any decision made by PSARC must be endorsed by the General Manager, NSWPF Recruitment Branch.

9. Professional Suitability Assessment & Review

A Professional Suitability Assessment & Review (PSAR) will be conducted at a Local Area Command for the purpose of reviewing drug use declarations made by applicants living outside the Sydney Metropolitan area.

10. Merit Selection

To satisfy requirements for joining the NSW Police Force an application must be completed prior to being considered. The application will be comprised of:

- an academic application;
- a professional suitability assessment pack;
- an employment application form;
- a medical history assessment pack;
- a physical fitness assessment; and
- any other additional information as the General Manager, NSWPF Recruitment Branch, or person with delegated authority, determines to be applicable.

Applicants should be selected on the basis of merit, as defined, in relation to the number of student places/positions available in conjunction with NSW Police Force staffing requirements.

11. Right of Appeal

The General Manager, NSWPF Recruitment Branch or representative with delegated authority may review written appeals by applicants whose original professional suitability assessment has been rejected in the first instance.

12. Miscellaneous

12.1 Variation to Entry Requirements

NSW Police Force maintains the discretion to vary entry requirements as determined by the NSW Police Force Handbook, NSW Police Force policies, the Commissioner of Police or a person with delegated authority.

12.2 Payment

12.1.1 The NSW Police Force will not bear any costs associated with applications for employment to the NSW Police Force, including applications for the recruit program, academic applications, professional suitability applications, medical assessments, physical training and assessment, completion of the recruit program (currently the Associate Degree in Policing Practice), or any associated educational programs.

12.1.2 The applicant will meet ALL medical costs, including any consultation fees and specialist reports that may be required.

12.1.3 The first aid training costs are those equivalent to the Senior First Aid course including the resuscitation mask.

12.1.4 The applicant will meet all costs associated with obtaining the required First Aid, swimming and typing certificates.