



Application for the New South Wales Police Diligent and Ethical Service Medallion (The NSW Police Medallion)

To be completed by the FORMER Administrative Officer

STATUTORY DECLARATION – OATHS ACT 1900, SCHEDULE 9, NEW SOUTH WALES

I, (Full name) (Insert the full name of the FORMER Administrative Officer making the declaration)

Of, (Full address)

Postcode

Telephone (Area code) ( )

Mobile

Email

Date of Birth / /

Do solemnly and sincerely declare and affirm that I served as an administrative officer with the New South Wales Police Force and that my service details were as follows:

Details of Service

Serial No

Date of Entered on Duty / /

Date of Discharge / /

Reason for Discharge

- Retirement, Optional Retirement, Voluntary Redundancy, Medical, Resignation, Other, Please specify

1. A certified copy of my Certificate of Discharge/Service is attached Yes No If NO – Reason Why

2. Do you confirm that your service was diligent and ethical? Yes No If NO – State Reasons

3. Do you know of any other reason as to why you should not receive this Medallion? Yes No If YES – State Reasons

And I make this solemn declaration, as to the matters aforesaid, according to the law in this behalf made—and subject to the punishment by law provided for any wilfully false statement in any such declaration.

Signature of Deponent

Declared at

In the State/Territory of

this day of 20

Before me

Signature Justice of the Peace

Name Name of Justice of the Peace

Registration No Registration No of Justice of the Peace

RETURN FORM BY MAIL ONLY TO NSW Police Medallion Protocol & Awards Unit NSW Police Force Locked Bag 5102, Parramatta NSW 2124

PRESENTATION / MAIL You may elect to have your service recognised at a presentation arranged by your State Electorate, Police Local Area Command or you may also receive your Medallion by way of registered mail Presentation – My State Electorate is Presentation – NSW Police Force Local Area Command Mail – Registered Post

THIS FORM IS TO BE USED FOR THE NSW POLICE MEDALLION ONLY

For further information see website www.police.nsw.gov.au or contact Police Protocol & Awards Unit on (02) 9285 3986

# NEW SOUTH WALES POLICE MEDAL AND MEDALLION

## INFORMATION SHEET



### Advice to applicants

The award of the New South Wales Police Medal and Medallion is to recognise and encourage diligent and ethical service by members of the New South Wales Police Force and is not granted as a right by virtue of long service. The medal and the medallion were instituted on the 5 February, 2002. On the 8 October, 2007, the Commissioner and the Minister for Police met and agreed to make the award available to living former members.

Applicants are advised that there may be some delays when processing the applications.

### The Medal

The medal may be awarded to sworn and former sworn officers of NSWPF who:

- (i) have accrued ten years qualifying service, and
- (ii) are in the opinion of the Commissioner or Commissioner's delegate an appropriate person to receive the medal
- (iii) are subject to diligent and ethical service

A sworn officer of the New South Wales Police Force refers to a police officer as defined in the Police Act 1990.

### Clasp

A clasp may be awarded to a medal recipient upon completion of each successive five years period of qualifying service where the recipient is in the opinion of the Commissioner or Commissioner's delegate an appropriate person to receive the clasp. Medallion lapel pins are awarded similarly.

### The Medallion

The medallion may be awarded to serving unsworn and former unsworn members of the NSWPF who:

- (i) have accrued ten years qualifying service, and
- (ii) are in the opinion of the Commissioner or Commissioner's delegate an appropriate person to receive the medallion
- (iii) are subject to diligent and ethical service

### Diligent and Ethical Service

A member of the NSW Police Force has served diligently and ethically if, in the opinion of the Commissioner:-

- (i) the service given by the member has been conscientious, ethical, and of good standard;
- (ii) in the performance of the service, the member showed good conduct and ethics as a member of the New South Wales Police Force.

When completing question 2 & 3 on the Application for NSWPM refer to the above definitions for Diligent and Ethical Service. 'Service' relates to time served with the NSW Police / Force / Service / Department and includes conduct both on and off duty.

### **Probity and the Commissioners Discretion**

The Commissioner retains the right to conduct full probity checks on applicants having regard to suitability to be considered for the award of the medal or medallion.

The Commissioner's or the Commissioner's delegate has the discretion to:

- (i) award or refuse the medal or clasp; medallion or lapel pin;
- (ii) defer consideration of the awarding of the medal or clasp; medallion or lapel pin; or
- (iii) determine periods of qualifying and nonqualifying service.

### **Qualifying Service**

- Qualifying service is the service of a sworn officer of NSWPF which in the opinion of the Commissioner has been diligent and ethical.
- Qualifying service may be accrued through full-time service, part-time service, or a combination of full-time and part-time service (including maternity leave).
- All periods of leave without pay are to be deducted from the eligibility period.

### **Prior Service**

- Service as a Police Recruit, Probationary Constable, Cadet or Junior Trainee, Trainee, Student Police Officer or prior service as a Police Officer with the NSWPF, or prior service as a Transit Officer (Special Constable) with the NSWPF, counts towards the award.
- Prior service (under 10 years) as a sworn officer with the NSWPF counts towards the award for unsworn members.

### **Periods with other organisations will not be counted, except where a sworn officer met one of the following criteria:**

- continued to serve the NSWPF whilst at the other organisation
- was attached for the period to an organisation unit officially recognised (e.g. Corrective Services Liaison Unit)
- was on paid leave or received salary for the period which was ultimately paid by the NSWPF either directly or through special funding arrangements
- undertook the service at the other organisation as a NSWPF management initiative to further the member's professional development
- served for the period at an organisation within Australia under a staffing interchange agreement between the NSWPF and the other organisation
- served for the period at an organisation within Australia under an agreement to supply personnel to the other organisation on a temporary or rotational basis, to undertake policing or police related services
- served at the other organisation for the purpose of providing policing or security services in another country
- undertook service at the other organisation which has otherwise been approved by the Commissioner as service which may be count towards the award.

### **Application by Former Sworn and Unsworn Members**

- Living former members who meet the eligibility criteria as outlined in this information sheet may apply in writing to the Commissioner of Police by providing a statutory declaration to the effect that their service was diligent and ethical.
- A copy of the certificate of service/discharge must be attached, where issued

### **Living Former Members**

Living former members include – age retirees, medical retirees, and resigned officers.

### **Posthumous Awarding of the NSW Police Medal / Medallion**

- The Commissioner may award the medal to current members with less than 10 years of service if the circumstances resulting in the loss of life occurred when the officer was directly performing police duty.

### **Wearing of the medal**

The NSW Police Medal is a right side decoration and not recognised under the Australian Honours System. The manner in which it may be worn is as directed in the NSW Police Protocol Manual.

Medallion lapel pins are worn in the normal position.

### **For NSW Police Officers, the order of precedence for right side decorations is:**

The Medal or Commendation highest in the order of precedence is worn closest to the wearer's right shoulder, or the furthest left as viewed by others. The awards lower in the order of precedence are worn progressively closer to the centre of the chest. This is also the order for any citations which are worn in a row above any name plate or medals.

#### **1. Royal Humane Society Medals**

#### **2. NSW Police Force Medals**

- Commissioner's Valour Award
- Commissioner's Commendation – Courage
- Commissioner's Commendation – Service
- Commissioner's Olympic Commendation
- Commissioner's Community Service Commendation
- NSW Police Diligent and Ethical Service Medal

#### **3. Other medals and commendations**

- Medals and commendations issued by other Australian Policing jurisdictions, approved Australian Emergency Service Organisations and Australian Corrective Service organisations **in order of date of presentation.**

## New South Wales Police Medal Design

The medal is made of polished nickel silver finish and portrays the 'Nemesis Eagle' and the NSW State Badge surrounded by the inscription 'NSW Police - Diligent and Ethical Service' for which the award is granted. The recipients name is engraved on the reverse.

The ribbon supporting the medal is 32mm in width. It consists of five dark blue and light blue vertical bands and reflects the two blue colours of the NSW Police Force uniform.

Miniatures and a ribbon bar are included within the medal set.

Recipients are not entitled to Post Nominals.



**NSW Police Medal Set**

## New South Wales Police Medallion Design

The medallion is a display item made of pewter and portrays the 'Nemesis Eagle' and the NSW State Badge surrounded by the inscription 'NSW Police - Diligent and Ethical Service' for which the award is granted. The recipients name is engraved on the reverse. A pin denoting the length of service is included for daily wear.



**NSW Police Medallion Set**

For further information contact the Police Medal clerk at the NSW Police Force Protocol and Awards Unit on (02)92853986 or visit our website at

[www.police.nsw.gov.au/about us/](http://www.police.nsw.gov.au/about-us/)