

## **STANDARDS OF BEHAVIOUR AND DISCIPLINE FOR POLICE AND UNSWORN STAFF ATTENDING HURSTVILLE TRAINING CENTRE**

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This information is provided to give you a preliminary overview of what is expected of you whilst at the Hurstville Training Centre. Please familiarise yourself of the contents of this document and the E&T Commanders Standing Direction document, prior to attending your training course.

### **Code of Conduct for Course Participants**

In undertaking their studies with the NSWPF at Hurstville Training Centre, course participants will, at all times:

- act ethically and with high standards of integrity
- maintain appropriate standards of conduct by adherence to the current E&T Commander's Standing Directions
- maintain an awareness of and adhere to NSW Police policy in regards to discrimination, harassment and gender-based harassment
- maintain a professional distance from Education & Training Staff/ students and other police employees (be aware that the maintenance of your professional distance with students, course attendees or program participants is relevant for the entire length of time that you have a professional relationship with the said students/ course attendee or course participant. The period of time includes on-going programs and distance education at Hurstville
- use appropriate language and forms of address
- demonstrate respect for all persons within the Training Centre and their property &
- adhere to the NSW Police Drug and Alcohol Policy.

### **Behaviour:**

You are reminded that you are accountable for your conduct whilst on/off duty. Breaches of what a normal appropriate standards of behaviour, both on/off duty, will not be tolerated.

Where an unacceptable standard of behaviour/conduct is reported/detected, you will be directed to leave the training centre. Your Commander will be notified and the said breach will be referred to the Complaints Management Meeting to determine what further action shall be taken.

### **Alcohol:**

No alcohol whatsoever, is permitted in any campus of NSW Police Force, Education and Training Command, which includes the Hurstville centre, unless authorised by the Commander, Education and Training.

### **Alcohol/Drug Policy:**

You are reminded to acquaint/re-acquaint of the contents of this policy and that the policy equally applies to Hurstville Training Centre. You are also reminded that you may be the subject of random testing whilst attending training.

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### **Dress Standards:**

When undertaking courses your appearance and uniform will reflect the requirements contained in the Police Handbook.

### **Appearance:**

Ensure you present neat, clean and tidy. Your uniform is to be pressed and boots /shoes polished. Your hair is to be neatly groomed. Extreme hairstyles, radical /unnatural/combo colours are not permitted, your hair is not to extend below the collar or show at the front on the forehead. Female officers, with long hair, you must secure your hair in a 'bun' with a blue scrunchy. Ponytails/free swinging plaits are not allowed.

Male officers the wearing of beards, if you wish to grow same, do so whilst on leave or absent from duty. The beard must be minimum three weeks growth before resuming duty. Beards must be full face, King George V style. It has been noted that some plainclothes officers are wearing a 'goatee' or 'chin' style combination beard/moustache. This is unacceptable unless you are attached to a specialised unit which may require some alternate appearance eg surveillance and undercover operatives. This particular exemption DOES NOT include officers who may from time to time be involved in drug related activities or similar.

Moustaches are to be kept neatly trimmed. They are not to protrude below the lower line of the top lip or the corners of the mouth. For example the Mexican style moustaches are not permitted.

Sideburns are to be neatly trimmed and not extend below the point where the earlobe joins the face.

Female officers may wear make-up and nail polish IN MODERATION.

Jewellery, you may only wear wrist watches, engagement/wedding/eternity rings and approved medical bracelets. A single conservative ring is also permitted. Do not wear any other visible trinkets or jewellery including earrings, studs, bracelets or necklaces.

### **Uniform/Dress:**

Summer dress will be worn between the 1 October and 31 March. Winter uniform will be worn between 1 May and 31 August. During this period leather jackets, 'polar fleece' style tops or jumpers may be worn. During the transition months of April and September, ties will be worn.

### **Notwithstanding the above:**

If you wear a uniform during your normal day to day duties, you WILL wear a uniform whilst attending training at Hurstville.

All uniforms should be clean and neatly pressed. Shoes/boots will be polished.

Dress uniform will be worn ie 'two tones'. Do not wear 'specialist' uniform ie, cargo pants, overalls, leather caps, HWP cyclist leggings/breeches - **unless you are specifically undertaking a practical course which requires that specific attire to be worn eg, OSG, SOCO's, SPG, 4WD, cyclist, bicycle courses. If the course merely involves a classroom setting, 'two tones' will be worn.**

All uniformed staff including visitors must wear their hat when moving around outside of the buildings while in uniform.

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If a leather/polar fleece jacket is worn they are to be done up correctly, which is the zipper is to be drawn up to a point that is centred between the silver buttons of the breast pockets. During winter periods/transition periods, leather jackets are to be worn.

Name badges shall be worn at all times whilst within the Hurstville Training Centre.

**Plainclothes officers** (male/female) are to wear suitable business attire and name badge.

**Unsworn staff** are to wear corporate uniform or equivalent or business attire and name badge. Collar and tie should be worn by males.

Failure to comply with dress standards, in the first instance, the principal tutor will remind the sworn/unsworn officer to comply with the standards. Should a subsequent reinforcement be required, the offending member's Local Area Commander will be informed by way of a Local Management Issue (LIM). If the offending member does not remedy the issue they may be removed from the course.

**Appointments:**

You do not have to bring your appointments to Hurstville if you are travelling in your private vehicle or an unmarked police vehicle and your uniform is not visible and you do not need them as part of your course requirements.

If you are travelling in a marked police vehicle, you will of course be required to wear your appointments. When not required/being utilised, your appointments will be secured by your principal tutor within the Student armoury.

**Business Hours:**

The Hurstville Training Centre is open for students between 7.30am and 5.00pm Monday to Friday.

**Training Rooms access:**

Entry is gained via the Emergency Services Building, 5-9 Butler Road, Hurstville. (Next to the Fire station). Take the lift to Level 3 where the training rooms are located.

**COMPUTER Training Rooms access:**

Entry is gained via the Police Station Building, Greenbank St, (next to Ormonde Pde) Hurstville. Take the lift to Level 5, where the Computer rooms are located.

**Meal Facilities:**

On Level 3 of the Training Floor a refreshment area is provided for students to break for morning and afternoon tea. A fully equipped meal room for students is provided on Level 1 of the Hurstville Emergency Services Building.

**Disabled Facilities:**

Training Rooms in the Emergency Services Building on level 3, 5-9 Butler Rd – please take the lift to level 1 and there is a disabled toilet opposite the lifts.

Computer Training Rooms Level 5, Greenbank St, above Hurstville Police Station - please take the lift to level 6 and there is a disabled toilet down the corridor.

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**Smoking:**

All buildings, floors, entrances & exits at Hurstville are 'non smoking'. Specifically No SMOKING in or around the entrances, exits, or driveways of the Fire brigade, Ambulance bays, or Police parking in Butler Road. There is no Smoking at the front of the Police Station in Ormonde Parade.

Smoking is **permitted** in the designated area, at the ground level on Greenbank St. Students are to walk around to this area from Butler Road. Signs are provided.

**Transport:**

The Hurstville Centre is located adjacent to the Hurstville railway station, which is serviced by the Eastern Suburbs and Illawarra lines.

**Police Vehicles:**

There is **NO PARKING FOR STUDENTS IN POLICE VEHICLES**. All parking around the **Hurstville Police Station** is reserved for Hurstville LAC vehicles.

**PARKING:**

**Street Parking** - Restricted & unrestricted parking is available in the surrounding residential streets. Allow up to a 15 minute walk.

**Hurstville Central Carpark** - Enter from Greenbank Street. Follow the signs straight up the ramp. An hourly rate applies to a maximum fee of \$25 per day. Open Mon-Sun 6am-midnight. Pay with cash or credit card, change given. Make your way down the escalator into Ormonde Parade & Butler Road.

0-1 hr free	2-3 hrs \$5	4-5 hrs \$15
1-2 hrs \$3	3-4 hrs \$9	5-6 hrs \$25

**Woniora Gardens Carpark** - Enter from Empress Lane, cross of Woniora Road. 5 min walk. Open 6am to 8pm daily with a flat rate of \$5.00 per day. Pay and Display system, coins only, no credit cards, no change given. \$1.00 per hour – (max charge \$5.00)

**Medica Carpark** - Enter via Dora Street, corner of Queens Road. A 10 minute walk away. Hourly rates apply to a maximum fee of \$26.00 per day. Walk to Forest Rd, then through the railway station complex to Ormonde Pde & Butler Road.

0-1 hr free	4-5 hrs \$17	3-4 hrs \$12
1-2 hrs \$3	5-6 hrs \$21	6+ hrs \$26
2-3 hrs \$7		

Check Parking company websites for any further updates or changes to opening and closing times.