



New South Wales Police Force

Use of resources

Professional Standards Command

Use of resources

This document applies to all NSW Police Force employees and outline types of NSWPF resources, examples of how resources are misused and criteria to identify when a NSWPF resource is being misused.

Essential Summary

These guidelines outline examples of how tangible resources such as vehicles and stationary and intangible resources such as employee time and travel allowance and meal claims are misused and criteria to identify when a NSWPF resource is being misused.

Document Control Sheet

Document Properties

Title	Use of resources
Subject	Guidelines on appropriate use of resources and identification of misuse of resources
Command responsible	Professional Standards Command
Authorisation	Commander, Professional Standards Command
Security Classification	Unclassified
Publication date	December 2017
Current version number	Four
Review date	December 2019
Document number	D/2014/152697
Copyright statement	Copyright of this document is vested in the Commissioner of Police. © 2017

Modification History

Version #	Version approval date	Author/Position	Summary of changes
2	October 2014	Corporate Advice and Response – Professional Standards Command	<ul style="list-style-type: none"> • Conversion to current corporate template • Addition of sections: How resources are misused; How to identify a misuse of resources; Secondary employment and police resources; and Conflicts of Interest
3	March 2016	Professional Standards Command	Apply protective marking
4	December 2017	Professional Standards Command	<ul style="list-style-type: none"> • Biannual Review. • Minor wording changes. • Update of document classification under GIPA Act 2009

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1. Scope

This document applies to all NSW Police Force employees (Police Officer, Administrative Officer, Ministerial Employee or Temporary Employee) including contractors and volunteers in policing.

This document complements existing policies which explain the appropriate use of specific types of resources. These include (but are not limited) to:

- *Information Security Manual (Chapter 15 – Supplier Relationships)*
- *Mobile Device Policy (page 8)*
- *Email and Internet Guidelines (page 6)*
- *Corporate Credit Card Policy and Procedure (page 3 – Purpose of card)*

For further information, refer to the Policy Section on the NSW Police Force intranet.

2. Procedures

2.1 Context

This document provides direction and guidance to identify NSW Police Force resources, what is acceptable use of resources and how to identify misuse of resources.

2.2 Types of NSWPF Resources

Resources include but are not limited to:

- employee time
- finance (such as cash, credit cards, meal, travel or other claims)
- materials and supplies (such as uniform and stationery)
- motor vehicles, fuel, spare parts and accessories
- equipment (such as digital cameras, lockers)
- facilities (such as parking spaces)
- attendance at training, conventions or similar
- office equipment (such as photocopiers, printers and fax machines)
- communication and information devices (including telephone, tablets, internet and email)
- Information Communication Technology (ICT) Administrative privileges
- information obtained and used by the NSW Police Force.

2.3 Acceptable private use of resources

Employees are obligated to use NSWPF resources for official work purposes, however minor personal use of resources can occur:

- in a limited capacity
- without disruption to normal business; and
- with the knowledge and approval of management.

As a general rule, this includes (but is not limited to):

- reasonable telephone or email communications with friends, family, or in making medical or similar appointments
- limited use of faxes, printers or photocopiers.

Any circumstances more substantial must be negotiated with your commander, manager or supervisor and documented for future reference.

2.4 Approval process

Supervisors should only approve substantial requests in line with their command or business unit work practices and/or business needs.

2.5 Examples of misuse of NSWPF resources

Resources are misused when they are used for personal reasons and result in a benefit to the employee or another individual or organisation. Tangible resources include cars or phones which are issued to an officer for a shift or longer. Intangible resources include employee time while on duty and travel allowance.

2.5.1 Employee time

Employees are required to report for duty on time and perform their duties with minimal disruption. Many factors can take an employee away from their duties. While minor personal use of resources is allowed in a limited capacity, taking excessive breaks for personal activities can be considered a misuse of time. This includes the use of personal electronic devices to access social media sites such as Facebook while on duty.

2.5.2 Travel allowance and meal claims

In some instances, employees are entitled to claim a travel allowance to cover accommodation and meal expenses when travelling to another area as part of their rostered duties.

The amount of travel allowance is based on the presumption that any proper and reasonable expenses will be incurred in commercial premises, i.e. restaurants, cafes, hotels, motels, etc. Should expenses not be incurred, then no payment beyond the incidental allowance is payable. Employees who, when on official travel, stay with friends or family and do not incur any costs,

are not eligible for any payment except for the incidental allowance where the period of travel exceeds twenty four (24) hours. If travel allowance and/or meal claims are falsely claimed a criminal investigation may be considered.

2.5.3 Electronic devices and systems

Electronic devices and systems include, but are not limited to mobile phones, internet and instant messaging. Mobile phones provided by NSWPF to employees should only be used for work related calls. However, in some instances there may be a requirement to use communication devices for personal reasons. Personal use should be infrequent and brief, not disrupt normal business and not involve activities that might be questionable, controversial or offensive.

2.5.4 Vehicles

When an employee is issued an official vehicle and/or trailer, except under prescribed circumstances, it is only to be used for work related purposes. The use of an official vehicle to carry out personal and day to day tasks while off duty is a misuse of that resource.

2.5.5 ICT Administrative Privileges

The NSWPF has many ICT systems that are used for both administrative and policing functions. Some of these systems require an elevated level of access for their administration. Employees must not use this elevated level of systems access to bypass organisational policy, install non approved software or fast track system access.

2.5.6 Equipment and stationery

Minor personal use of equipment such as, but not limited to photocopiers, printers, scanners and fax machines can occur in a limited capacity. Excessive use is a misuse of the resource and enquiries should be made with a supervisor if an employee is unsure if their use is excessive.

2.5.7 Reward cards

The NSW Police Force is issued fuel cards by various fuel companies for use in official vehicles. In some instances, these companies offer reward points through a loyalty program such as 'Flybuys'. Employees should not take up the option of using their personal reward cards to gain points when making purchases on behalf of the NSWPF as this is a misuse of this resource as well as a breach of the gifts and benefits policy.

2.6 How to identify a misuse of resources

To identify whether a NSW Police Force resource is being misused, the following should be considered:

- Is the use of the resource for work related purposes?
- Is the use of the resource in the course of your duties?
- Is the personal use of the resource reasonable?
- Does the personal use of the resource disrupt normal business?
- Does the use of the resource relate to a secondary employment engagement?
- Does the use of my personal equipment impinge on police time?

2.7 Relevance to other related policies

2.7.1 Secondary employment

Work undertaken in a secondary employment capacity should not impinge on the employee's primary duties and must be undertaken within the employee's own time. Employees must not use any NSWPF resources, information or confidential police knowledge while undertaking secondary employment.

The *Secondary Employment Policy and Procedures* outline the particular requirements relating to resources and secondary employment.

2.7.2 Conflicts of Interest

A conflict of interest occurs when the private interests of a NSW Police Force employee interferes with, or appears to interfere with the official duties and responsibilities of the employee. A conflict of interest can occur with an excessive or unauthorised use of NSW Police Force resources that is not in the public interest

2.7.3 Code of Conduct and Ethics

All NSW Police Force employees are bound by the Code of Conduct and Ethics in regard to the use of police resources which states:

An employee of the NSW Police Force must:

9. *not make improper use of their position or NSW Police Force information or resources.*

A breach of the Code of Conduct and Ethics may result in management and/or disciplinary action up to and including termination of your employment.

3. Misconduct Resistance

As an employee of the NSWPF, you may encounter varying and complicated situations in your day to day duties. Whatever the circumstances, you need to be able to make informed, professional and ethical decisions. While legislation, organisational policies and guidelines will direct or inform you on how to deal with particular matters, they can not prescribe every situation or experience.

Before taking any action consider S.E.L.F

Scrutiny - Would your decision withstand scrutiny by the community and the NSWPF?

Ethical - Is your decision ethical and consistent with the Statement of Values, Oath of Office and the Code of Conduct and Ethics?

Lawful – Does your decision comply with all laws, regulations and policies?

Fair – Is your decision fair to your colleagues, community and family?

If the answer to any of the above questions is 'no' you should re-think your course of action to ensure your decision is compatible with NSWPF standards and community expectations.