

OFFICIAL



Document standards

Public Affairs Branch



Document Control Sheet

Document properties

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Subject	Corporate standards for writing and publication management
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Version #	Version approval date	Author/Position	Summary of key changes
1	February 2010	Traci Palladino Publications Coordinator	Policy written by Public Affairs Branch
2	August 2014	Traci Palladino Publications Coordinator	Minor updates
3	February 2016	Traci Palladino Publications Coordinator	Minor updates
4	February 2018	Richard Cann A/Publications Coordinator	Security classifications updated
5	February 2021	Traci Palladino Publications Coordinator	Complete review and title change
6	November 2023	Traci Palladino Publications Coordinator	Inserted issue paper colour codes in section 2.2
7	January 2024	Osmanthus Hart-Smith Executive Officer	Minor updates to comply with NSWPF Procedure for Corporate Policy Documents
8	October 2024	Traci Palladino Publications Coordinator	Updated the order of the content, corporate font, issue paper colours, and use of command logos
9	April 2026	Traci Palladino Publications Coordinator	Minor updates

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Introduction

This procedure provides a systematic process for the development and management of corporate documents. If you need to write a report or produce a brochure for the NSW Police Force, use this booklet as a guide.

Scope

This policy provides the NSW Police Force corporate standards for preparing a range of non-operational documents including issue papers, instructions, stationery, external publications and the use of the NSW Police Force branding.

It's a guide to document organisation, design and writing style, as well as publication management and security.

This policy supersedes all previous publications with similar content.

All staff, including police officers, administrative officers, ministerial employees, volunteers in policing and temporary employees, are required to comply with this policy.

Why we need standards

Thousands of documents are produced by the NSW Police Force every year. It's important they're professional, consistent in style and have a corporate look.

This guide sets the minimum acceptable standard for documents and is a reference for writing style, punctuation and grammar.

It reflects the Commonwealth Style Manual, which sets the standard for Australian Government writing, the Macquarie Dictionary of Australian English, general readability standards and in some cases, NSW Police Force preferred style.

Content

Our organisation's name is the NSW Police Force

According to the [Police Act 1990](#), our organisation's name is the NSW Police Force – not the New South Wales Police Force.

Avoid using the NSWPF abbreviation in external documents.

Plain language

Write all non-operational documents in plain language. Use everyday words and get to the point quickly. Avoid complicated writing styles, jargon, gender specific or ambiguous terms.

Instead of	Use
Assist	Help
He/she or his/her	They or their
Male and female	Man and woman
Numerous	Several
Persons	People
Policewoman/man	Police
Practicable	Practical

Inclusive language

Bear in mind the diversity of your audience. Diversity includes professional skills, working style, location and life experiences, as well as cultural background and ethnicity, age, gender, gender identity, disability, sexual orientation, religious beliefs, language and education. Refer to the [Inclusion & Diversity Strategy](#), or email the Inclusion & Diversity Team at [#PCC-INCLUSION](#) for a comprehensive language guide.

Describing people

Great care must be taken when describing people. Refer to the most recent version of the [Media Policy](#) for a complete guide to using physical and ethnicity-based descriptors.

Ethnicity based descriptors can be used in the pre-arrest phase, when combined with a physical description. They must not be used once a person has been apprehended.

A person's nationality has no bearing on their appearance and is irrelevant in a physical description.

Using capital letters

Avoid using capital letters and upper case in business writing.

Only use capital letters to begin a sentence or indicate a proper noun (e.g. a person's name). If in doubt, lowercase is the default.

Except when referring to the Commissioner, position titles and ranks are not capitalised unless they're immediately followed by a person's name.

If you're referring to more than one officer, then the term or rank you're using is a common noun and should not be capitalised. For example:

- Supt John Smith, Commander ABC Police Area Command...
- Commanders, crime managers and duty officers are to ensure compliance with...

When spelt out, acronyms are lowercase:

- person of interest (POI)
- multicultural community liaison officers (MCLOs)
- officer in charge (OIC)

This applies to all NSW Police Force documents except legal documents.

Abbreviations and acronyms

Acronyms form a large part of our organisation's vocabulary. Find a list of [corporate abbreviations](#) at the back of this document.

When using acronyms, spell the word in full with the acronym in brackets in the first instance. Avoid using full stops when abbreviating.

Rank abbreviations

COP	Commissioner of Police	Sgt	Sergeant
DCOP	Deputy Commissioner of Police	L/Snr Cst	Leading Senior Constable
AC	Assistant Commissioner	Snr Cst	Senior Constable
Ch Supt	Chief Superintendent	Cst	Constable
Supt	Superintendent	Prb Cst	Probationary Constable
Ch Insp	Chief Inspector	Det	Detective (precedes rank)
Insp	Inspector	A/	Acting (precedes rank and position title)
Snr Sgt	Senior Sergeant		

Using rank abbreviations is appropriate in most instances except for assistant commissioner, deputy commissioner and Commissioner.

Spell out the full rank in formal documents such as award certificates, external documents and in the signature block on external correspondence.

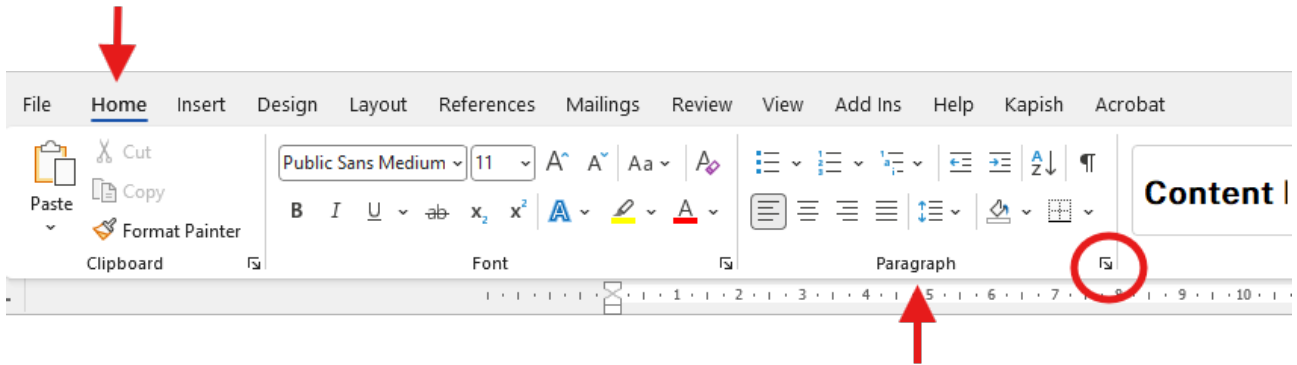
Paragraphs and text spacing

Single spaces are used between sentences (hit the space bar once).

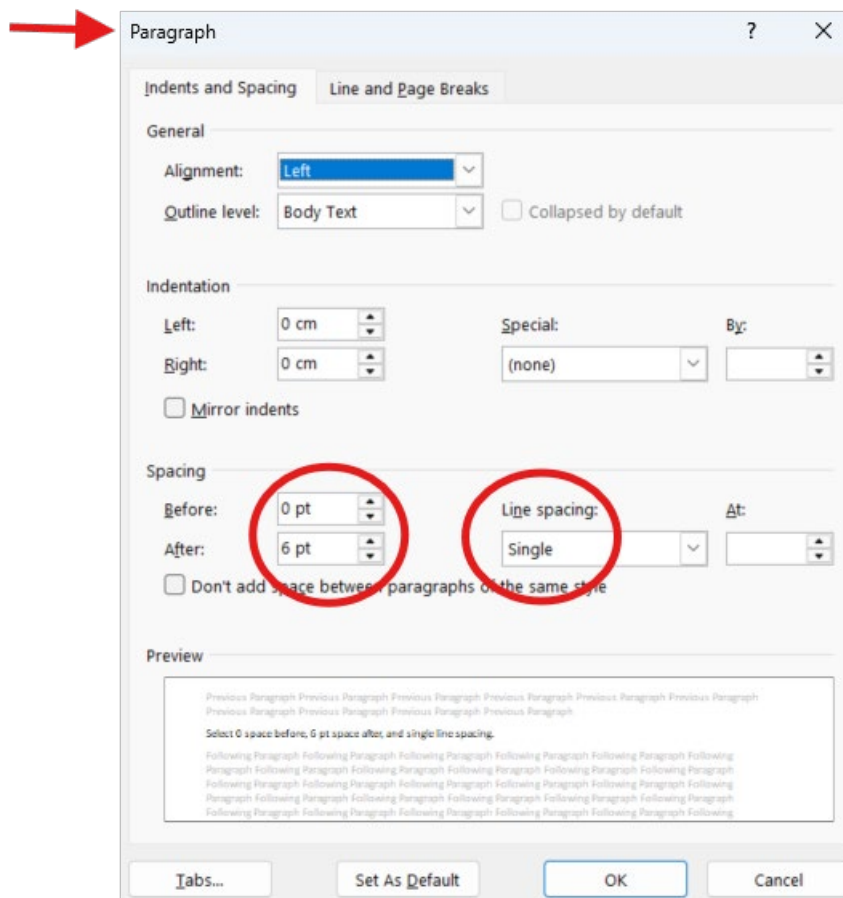
Do not indent the first line in a paragraph.

Do not insert two lines between each paragraph (i.e. do not hit the enter key twice).

Paragraph spaces are to be set through the paragraph menu on the home tab on the ribbon bar.



Select 0 space before, 6 pt space after, and single line spacing.



Graphics

Graphics including photos, charts, graphs and illustrations may be used in any document.

Do not take any images or graphics from the internet unless you have approval or credit the owner.

Do not use generative AI images except in accordance with the [Use of Generative AI Policy](#).

Letters after names (postnominals)

Postnominals are letters placed after a person's name to indicate a position, qualification, accreditation, office or honour.

Many awards carry an entitlement for recipients to use letters after their name, such as the Bravery Medal (BM), the Australian Police Medal (APM) and the Commissioner's Valour Award (VA). These should be used in all formal documents.

Neither the [Governor of New South Wales](#) nor the [Governor-General](#) use full stops or commas when presenting their postnominals:

Her Excellency the Honourable Ms Sam Mostyn AC

Her Excellency the Honourable Margaret Beazley AC KC

Dates

Long or short date styles are appropriate in business writing.

Long style should be day, month, year: 13 May 2026

Short date should be written: 13/05/2026

When stipulating a period, either of these is appropriate so long as your statement makes sense:

Provided service between 1990 and 2000

Provided service from 1990 to 2000

Numbers and decimals

In business writing, numbers are written in words from zero to nine (one, two, three) and in figures from 10 onwards. No brackets are necessary.

The conference was attended by 20 officers from nine locations

One million, two million, 10 million

Always spell out any numbers at the beginning of a sentence or paragraph.

Use figures throughout for sporting results, weights and measures.

Include a comma for numbers with five or more figures – 10,000

For decimals, add zero at the beginning – 0.2 (not .2)

Remove zeros at the end unless statistically relevant – 0.5 (not 0.50)

Punctuation

Apostrophes (')

Where to put it

One person = The officer's roster

A group = The officers' roster

When not to use it

Always leave it out when using acronyms.

Instead of	Use
DVO's	DVOs
20's	20s
MCLO's	MCLOs
FAQ's	FAQs

Confusing its and it's

It's is a contraction – the apostrophe replaces the missing letter (like shouldn't, isn't and '97)

Its is a possession – something belongs to something (the pup lost its ball)

Commas (,)

Do not overuse commas. If your sentence reads well without them, leave them out.

Use a comma to separate components of a list: policies, documents, brochures and posters.

Semicolons (;)

Use a semicolon to separate lists that already contain commas, for example:

Guests included the Deputy Commissioner Corporate Services; Executive Director, Public Affairs Branch; and Commander, Traffic & Highway Patrol Command.

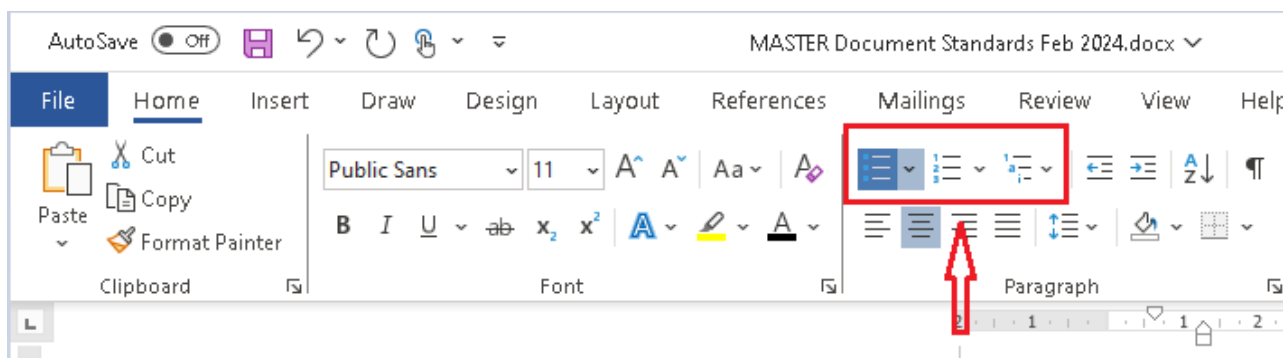
Ampersands (&)

Use & in command names, document titles and acronyms to avoid confusion in sentences.

Counter Terrorism & Special Tactics Command (CT&SC)

Bullet points

Select bullets from the Home menu at the top of your Word document.



Full stop or not

There are generally three types of bullets.

1. Those with an introductory sentence followed by dot points – no need for commas or semi colons. Just use a single full stop only at the last bullet (which is the end of the sentence)
2. Those that are complete sentences – use a full stop at the end of each bullet (which is the end of each sentence)
3. Simple lists – these are not sentences, so no full stops or commas at all

Avoid brackets

Instead of	Use
The officer(s)	The officers
Six (6)	Six
Sixteen (16)	16

Quote marks

Only use quotation marks when you're directly quoting someone, which is very rarely done in business writing.

Avoid using quotes to draw attention to a word

Instead of	Use
Operation 'Amarok'	Operation Amarok
Operation 'Easter'	Operation Easter

Hyphens

Avoid hyphens whenever the meaning is clear without them.

Instead of	Use
State-wide	Statewide
Counter-terrorism	Counter terrorism
Co-ordinator	Coordinator

Templates

Templates and corporate designs

The Corporate Communications Units provides a range of [approved templates](#) for commonly used items such as Word Documents, PowerPoint presentations and graphics. These include documents for internal and external communications, and are updated from time to time. The latest versions are available on the intranet.

Corporate branding

All documents that use the NSW Police Force logo, insignia or chequered band must comply with the [Corporate Branding Policy & Standards](#). No other police logo can be used externally unless approved as per the policy.

Documents intended for public dissemination must use the endorsed version of the NSW Police Force logo, which includes the NSW Government Waratah logo.

Command logos are for internal use only and are forbidden from being used on external communications or where they can be seen by the public (including signage, emails and documents).

Corporate fonts

The NSW Government employs the Public Sans font for all digital products and services, creating a unique yet uniformed appearance. This font is the preferred option for both headings and body text. Public Sans should already be installed on all computers and can be downloaded at no cost from [Google fonts](#).

Simply follow the link and click download. Then open your download folder, click on each file and click install.

As Public Sans is a custom font, it is advisable to designate a Web Safe Font as a fallback option when defining your font stack. For the NSW Police Force Design System, Arial is the preferred backup font.

Headers and footers

Headers and footers are to be used for [information security classification protective markers](#).

Footers should also include the document title and page numbers. Use the same font used in the document or a little smaller.

Preparing letters and emails

All external correspondence should be prepared in a respectful and professional manner, with the appropriate address line, greeting and subject.

[Corporate letterhead](#) is required for external letters and a corporate signature is required on all emails.

Generate your [email signature](#) on the intranet.

Information security classification protective marking are not required on external letters unless the information in the document or enclosed with the document contains sensitive or classified material.

External correspondence should read like it's written by a person, not a government organisation. If possible, negative replies should be conciliatory and leave an opening for review.

Never apologise for a government policy. However, accept responsibility for legitimate mistakes and express regret or promise to investigate.

If more contact is suggested, include a contact name and number if appropriate.

Letters to a member of the community or a business:

Mrs Jane Smith
PO Box 1234
Sydney
NSW 2000

Dear Mrs Smith

Subpoena no: 1234
With regard to your subpoena... [LETTER CONTINUES]

Yours faithfully
Senior Constable Jane Smith
Coordinator
Information Access & Subpoena Unit
01/02/2021 [LONG OR SHORT DATE IS APPROPRIATE]

Letters to a member of a law firm:

Smith & Smith Solicitors
PO Box 1234
Sydney
NSW 2000

Dear Sir/Madam

Subpoena no: 1234
With regard to your subpoena... [LETTER CONTINUES]

Yours faithfully
Senior Constable John Smith
Coordinator
Information Access & Subpoena Unit
1 February 2021 [LONG OR SHORT DATE IS APPROPRIATE]

Preparing an issue paper

What is an issue paper

Official internal correspondence and non-operational communication should be written in the standard report style known as an issue paper. They should be as short as possible, generally no more than two pages. Use dot points to help keep it brief.

Supporting documents can be attached as tabs (e.g. “see Attachment A”). Identify the document title and/or RMS number, and briefly identify the relevant section that supports the argument.

Each report should be recorded on the [Records Management System](#) (RMS), our internal document and records management software. RMS numbers should be displayed on the top right corner of the report. Typing or handwriting the RMS number is appropriate in all cases.

TIP: press Ctrl R to right align the RMS number in a Word document

What colour paper

White Within your own branch, section, unit via your chain of command.

- | | |
|--------|---|
| Green | Across commands and up to region level (and equivalent).
(Colour code on PDF: H73 S103 L197 or Word: R197 G229 B190) |
| Yellow | Above region commands and up to Commissioner level via your chain of command.
(Colour code on Adobe PDF: H34 S237 L166 or Word: R254 G232 B99) |
| Pink | To the Minister’s office via your chain of command.
(Colour code on Adobe PDF: H229 S228 L221 or Word: R254 G215 B226) |

To add the correct colour code to your paper

Word:

1. Go to Design Tab and look for Page colour
2. Select More colours / Custom
3. Insert the numbers

Adobe:

1. Click Edit PDF
2. Select more (beside Watermark)
3. Select Background then Add
4. Select Source / From colour / Other colour
5. Insert numbers into Custom
6. Save your custom colours for next time

What it should look like

The presentation of your issue paper will be the same, no matter what colour paper is used.

Each should contain:

- **Issue:** A brief statement of the reason for the submission.
- **Background:** A summary, history and current position of the issue.
- **Comment:** Outline proposed changes and recommendations, with justifications.
- **Recommendation:** A brief statement requesting approval for the action being proposed.
- **Information security classification markings** are required in all headers and footers.

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ISSUE:
Contamination of leather search gloves belonging to Cst *****, registered number *****, and request for a replacement pair.

BACKGROUND:
I was issued my current leather search gloves on *****.
On the evening of the *** of ***, ***, I attended an incident that involved the arrest of a violent offender who was bleeding heavily from a laceration to his arm. I was required to use weaponless control tactics and had my leather search gloves on at the time. As a result of this incident my gloves were contaminated with the offender's blood. E***** relates.

COMMENT:
My search gloves are contaminated with blood and cannot be cleaned. Those gloves are to be destroyed due to health and safety concerns. I request that a new pair be issued to me for my protection.

RECOMMENDATION:
That I be issued a new pair of leather search gloves.

[SIGN HERE]

Constable
***** PAC
//**

1. Team Leader, ***** PAC
[COMMENT / SIGN HERE]

2. Duty Officer, ***** PAC
[COMMENT / SIGN HERE]

Information security classification

On 11 January 2021, the NSW Police Force adopted the updated *Commonwealth Protective Security Policy Framework*.

All documents you produce for your work must be marked with an information security classification protective marking. The minimum protective marking is OFFICIAL for all work-related documents.

- SECRET **restricted to commands with access to the Australian Secret Network (ASNET) system and an approved Class B safe
- PROTECTED
- OFFICIAL: Sensitive
- OFFICIAL
- UNOFFICIAL

Sometimes additional restrictions apply and an information management marker (IMM) should be used. There are three IMM to choose from. If the information is subject to:

- legal professional privilege, use OFFICIAL: Sensitive – Legal privilege
- one or more legislative secrecy provisions, use OFFICIAL: Sensitive – Legislative secrecy
- provisions in the *Privacy Act 1988*, use OFFICIAL: Sensitive – Personal privacy.

You will need to have the protective marking and IMM (if required) in the header and footer for each page.

Who should approve it

At the end of your issue paper, list (using numbers) the positions in your chain of command beginning with your immediate supervisor.

Include each commander's title and position, but not their name. This allows for the movement of commanders and managers into different positions.

Always sign off your issue paper with your rank, name, title and the date in either long or short format.

The issue paper will be sent to each officer in turn, and each movement is to be recorded on RMS.

Provide enough space between each commander in the list to allow for comment – at least three hard returns (hit the enter button [↵] three times).

Each commander should make their comment below their title in the list and sign off with their rank, name and date.

Preparing policy and SOPs

Policy and standard operating procedures (SOPs) set out the NSW Police Force position on a specific issue and enable consistency in decision making and service delivery.

It's important that best practice is followed when developing, implementing and evaluating these documents.

When drafting such a document, you must comply with the [Procedures for Corporate Policy Documents](#).

Find out more on the [Policy & Procedures](#) intranet page (scroll to the bottom).

Changing the NSW Police Force Handbook

Police Instructions are published in [Police Monthly](#) and announce changes to the [NSW Police Force Handbook](#) as well as reinforce current SOPs, policy and guidelines.

To protect the integrity of police and evidentiary procedure, changes to the NSW Police Force Handbook must be actioned across all commands at the same time, which is why they're published in the Gazette section of Police Monthly.

A list of current Police Instructions is published by the [Library & Information Services](#) online.

To request changes to the Police Handbook, email the team at #policehandbook.

Publishing Police Instructions requires the approval of the relevant [corporate sponsor](#) or commander at assistant commissioner rank via an issue paper.

Document management

Copyright

Copyright in Australia does not need to be registered but exists as soon as you create your document. It's best practice and is required by NSW Police Force that you include copyright notices on your documents to remind third parties of copyright protection in your document.

Include either of these copyright notices on your document and keep a dated copy for your records:

© Crown in right of NSW through NSW Police Force [year]

© This work is copyright. Apart from any use permitted under the Copyright Act 1968 (Commonwealth), no part may be reproduced, stored or transmitted in any form, or by any process, without the prior written approval of the Commissioner of Police [year]

TIP: To insert a copyright symbol type "(c)" and then press the spacebar.

Public documents

All NSW Police Force documents that are distributed to members of the public must have an international standard book number (ISBN).

These numbers are allocated by the Corporate Design Team in Public Affairs Branch. To request an ISBN number, send an email to #Corpdesign with the following details:

- title/working title
- subject
- command responsible
- contact officer
- contact number
- date project started
- estimated completion date, and
- related RMS numbers.

Two copies of each document should then be sent to the National and the State Library, as well as to the University of Sydney Library and the Parliamentary Library (eight in total). One copy should also be sent to the NSW Police Force Library at the Police Academy in Goulburn.

Pamphlets, leaflets, charts or flyers do not require an ISBN, but will still need to be deposited with all four libraries.

Corporate acronyms

This list is a guide only. Feel free to email us at #news with your suggestions.

AAO	Active Armed Offender	ANZPAA	Australia New Zealand Policing Advisory Agency
ABIN	Australian Ballistics Information Network	ANZPCF	Australia & New Zealand Police Commissioners' Forum
AC	Assistant Commissioner	AOABH	Assault occasioning actual bodily harm
ACIC	Australian Criminal Intelligence Commission	APM	Australian Police Medal
ACLO	Aboriginal community liaison officer	ARCIE	Alcohol related crime information exchange
ACPO	Aged crime prevention officer	ASB*	Aviation Support Branch (now Aviation Command)
ACWAP	Australasian Council of Women & Policing	ASViC	Adult Sexual Violence Course
ADVO	Apprehended domestic violence order	ATSB	Australian Transport Safety Bureau
AFP	Australian Federal Police	ATSI	Aboriginal & Torres Strait Islander
AHA	Animal Health Australia or Australian Hotels Association	ATU	Alcohol Testing Unit
AHU	Armed hold-up	AVO	Apprehended violence order
AIPM	Australian Institute of Police Management	B&E	Break and enter
ALEC*	Alcohol & Licensing Enforcement Command	Bail CAN	Court appearance notice with bail
ALERT	A safety framework to ensure the safety of NSW Police Force staff and the security of police property, based on the National Terrorism Public Alert Level	BES	Break, enter and steal
ALP	Alcohol linking project	BHM	Brief handling manager
Alpha units	Single person police units	BI	Business inspection
ANPR	Automatic Number Plate Recognition	BluePortal	Platform for requests for assistance
ANZCTC	Australia New Zealand Counter Terrorism Committee	BM	Business manager
		BSO	Ballistics Support Officer
		BTS*	Business & Technology Services
		BWV	Body worn video
		C4W	Concern for welfare

* No longer in use

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CAD	Computer aided dispatch	CIU	Crash Investigation Unit, or Criminal Investigation Unit
CAM-FIND	CCTV register	CLAV	Cover light armoured vest
CAN	Court attendance notice	CMF	Command management framework
CARA	Criminal Assets Recovery Act 1900	CMT	Complaints management team
CaR	Child at risk	CMU*	Crime management unit (now crime prevention unit)
CASMON	Case monitoring	CNI	Central names index
CAS	Computerised Assessment System or Child Abuse Squad	COMPASS	Command performance accountability system
CASA	Civil Aviation Safety Authority	CoP	Commissioner of Police
CASCS*	Child Abuse & Sex Crimes Squad	COPS	Computerised Operational Policing System
Cats.i*	Complaint management system	CoPoCA	Confiscation of Proceeds of Crime Act 1989
CBRN	Chemical, biological, radiological, nuclear	CPAAW	Commissioner's Perpetual Award for the Advancement of Women in Policing
CCRs	Call charge records	CPEA*	Child Protection Enforcement Agency
CCTV	Closed-circuit television	CPN*	Commissioner's Policy Notice (now Police Instruction). Reminder of policy or procedure published in the online Police Gazette and in Police Monthly
CCU	CrimTrac Coordination Unit, or Corporate Communications Unit	CPO	Crime prevention officer or court process officer
CEIU	Child Exploitation Internet Unit	CPPO	Child protection prohibition order
CEMIS	Complaint & Employee Management Information System	CPP	Close personal protection
CEP	Constable Education Program	CPR	Child Protection Register
CET	Commissioner's Executive Team	CPU	Crime prevention unit
CEW	Conducted electrical weapon (Taser)	CREWS	Corporate Risk (Enterprise & Warrant) System after the late Det Cst Bill Crews VA
Ch Supt	Chief Superintendent		
Ch Insp	Chief Inspector		
CI*	Commissioner's Instruction (now Police Instruction). Change to the Police Handbook as published in the Police Monthly		
CIN	Criminal infringement notices		
CIS	Criminal Investigation Support		

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CS	Community Services (previously Department of Community Services DoCS)	DVHRO	Domestic violence high risk offender
CSO	Community safety officer	DVLO*	Domestic violence liaison officer (now DVO)
CSSB	Crime Scene Services Branch	DVO	Domestic violence officer
CSU	Charles Sturt University	DVR	Disaster victim registration
CT&ST	Counter Terrorism & Special Tactics	E	Event number
CWU	Child Wellbeing Unit	eagle.i	Investigation management system
CYP	Child/young person	EAP	Employee assistance program
DAL	Division of Analytical Laboratory, NSW Health	ECD*	Electronic control devices (Taser)
DCoP	Deputy Commissioner of Police	EDO	Education and development officer
DDD	Drug Detection Dog	EDW	Enterprise Data Warehouse
DEFTAC	Defensive Tactics	EFIMS	Exhibits Forensic Information & Miscellaneous Property System
DEOCON	District emergency operations controller	EOI	Expression of interest
DEP	Detective Education Program	EPA	Environmental Protection Agency
DigPro*	Dignitary Protection	ESN	Electronic Serial Number
DIPRO	Dignitary Protection	ERISP	Electronically recorded interview of suspected people
DISPLAN	Disaster plan	EXO	Executive officer
DLM	Dissemination limiting marker (document security)	Fastpath	COPS access acronyms
DM	District managers	FABS	Finance & Business Services
DO	Duty officer	FAQs	Frequently asked questions
DOI*	Duty operations inspector (now state controller)	FETS	Forensic Evidence & Technical Services Command
DPOS	Digital Policing & Operational Systems	FCAN	Field CAN. Offence with full admission, notice to attend court given in the field
DPP	Director of Public Prosecutions	FIO	Field intelligence officer
DTI	Digital Technology & Innovation	FMS	Functional movement screening
DV	Domestic violence	FOLRPT	Follow up report
DVI	Disaster victim identification		
DVIT	Domestic violence investigation team		

* No longer in use

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FOUO*	For official use only (document security)	HSRI*	Human Skeletal Remains Initiative
Forensic ID	Fingerprints / DNA	HRM	Human Resource Manager
FPO	Firearm prohibition order	HVP	High visibility policing
Fr	Father (as in cleric)	HWP	Highway patrol
FRA	First response agreement	IALG	International Action Learning Group
FRU	Facial Recognition Unit	iASK	External agency information request system (now RFI)
FSG*	Forensic Services Group	ICATSS	Interception Collection & Analysis of Telecommunications Surveillance System
FTIDD	Field Training Instructor (Driver Development) Course	ICC	Intelligence Coordination Centre
FCAN	Future CAN. Court attendance notice issued after the offence	ICV	In car video
GAO	General administration officer	Ice	Methamphetamine, meth, crystal or crystal meth. Illicit drug
GASO*	General administration support officer (now GAO)	ID	Identification
GBH	Grievous bodily harm	IED	improvised explosive device
GDs	General duties police officers	ILAV	Integrated light armoured vest
GG	Governor General	iLEAD	Leadership development program
GHB	Gamma hydroxybutyrate, a depressant, classed as a prohibited drug	IM	Investigations manager
GIC	Goods in custody	IMS	Incident management system, or imagery management system
GLLO	Liaison officers for people who have identified themselves as lesbian, gay, bisexual, transgender, intersex, or questioning (LGBTIQ)	IMM	Information management markers
HAZMAT	Hazardous materials	Insp	Inspector
HDA	Higher duties allowance	INTREP	Intelligence report
HR	Human Resources Command	INTSUM	Intelligence summary
HROs	High risk offenders	iPES	Intranet-based person enquiry
HROT	High Risk Offender Team	IPROWD	Indigenous Police Recruitment Our Way Delivery Program
HRDO	Human resources duty officer	IR	Information reports
HRPCA	High range prescribed concentration of alcohol (drink driving)		

* No longer in use

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IRC	Industrial Relations Commission	LFRiB	Live Fire Ranges in a Box (for firearm training)
IRT	Intelligence Response Team	LGBTIQA+	Lesbian, gay, bisexual, transgender, intersex, queer/questioning, asexual, (plus other diverse sexual orientations, identities and variations)
IROSH	Immediate risk of significant harm	LiDAR	Light detection and ranging
IRP	Internal review panel	LOI	Location of interest
IRT	Incident response team, or intelligence response team	LRPCA	Low range prescribed concentration of alcohol (drink driving)
ISB	Identification Services Branch	LPI	Licensed premises inspection, or land and property information
ISS	Investigative system support	MAC	Marine Area Command
IT	Information technology	MANPR	Mobile automatic number plate recognition
iTASK	Computer tasking system	MCLO	Multicultural community liaison officer
IWD	International Women's Day	MDMA	ecstasy, an illicit drug
JCSC	Joint Cyber Security Centre	MDT	Mobile data terminals
JCTT	Joint Counter Terrorism Team	MEIG*	Major Events & Incidents Group (now Major Events Group)
JIG	Joint Intelligence Group	MHIT	Mental Health Intervention Team
JIRS	Joint Investigation Response System (IT system)	MIIG	Major Incident Intelligence Group
JIRT	Joint Investigation Response Teams (respond to serious child abuse)	MLO	Media liaison officer
KLO4	Keep a lookout for	MMI	Maximum medical improvement
LAC*	Local area command (now police area command or police district)	MMPC	Multimedia computer
LAM*	Local area manager (now police area manager or district manager)	MO	Modus operandi
LBV	Load bearing vest	MOIC	Major Operations Incident Controller
LECC	Law Enforcement Conduct Commission	MoU	Memorandum of understanding
LEOCON	Local emergency operations controller	MPU*	Missing Persons Unit
LEPRA	Law Enforcement (Powers & Responsibilities) Act 2002		
LETR	Law Enforcement Torch Run		

* No longer in use

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MPR	Missing Persons Registry	OCIC	Operational Communications & Information Command
MRU	Marine Rescue Unit	OCM	Operation commander's meeting
MRP	Mainframe Replacement Program	ODPP	Office of the Director of Public Prosecutions
MTC	Major traffic crash	OGC	Office of the General Counsel
NAFIS	National automated fingerprint identification system	OIC	Officer in charge
NAIDOC	National Aborigines & Islanders Day Observance Committee	OLAU	Operational Legal Advice Unit
NATA	National Association of Testing Authorities	OMCG	Outlaw motorcycle gang
NCIDD	National criminal investigation DNA database	OP	Operational portfolio
NCIP	National Criminal Intelligence Priorities	OPP	Operational Policing Program
NCIS	National criminal intelligence system	OSG	Operations Support Group
NCTP	National counter terrorism plan	OSSC	Operational Safety & Skills Command
NEMESIS	Statewide emails	PANSW	Police Association of NSW
NFP	Not for profit, or Not for publication	PAB	Public Affairs Branch
No Bail CAN	Court attendance notice with no bail	PABs	Police accountable books
NOK	Next of kin	PAC	Police area command
NORIT	Northern Region Intelligence Team	PACT*	Police and Community Team
NPRD	National Police Remembrance Day	PACER	Police, Ambulance, Clinical, Early, Response for people experiencing mental health crisis
NPRS	National police reference system	PAL	Police Assistance Line, for reporting minor crime
NSWPF	NSW Police Force (not New South Wales Police Force)	PAM	Police area manager
NTP	Notice to produce	PASAC	Police & Aboriginal Strategic Advisory Council
NWM	North West Metropolitan Region	PEO	Police Executive Offices
OC	Oleoresin capsicum spray	PCA	prescribed concentration of alcohol, drink driving
		PCT	Proactive crime unit
		PCYC	Police & Community Youth Club
		PEO	Police Executive Offices, 201 Elizabeth St, Sydney

* No longer in use

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PERFIND	COPS person enquiry	Priority 1	Police officer being attacked or requires urgent help (signal one)
PFSES	Police Force Senior Executive Service	Priority 2	Life threatening assault or accident, rescue incident, armed robbery
PhotoTrac	Facial recognition system	Priority 3	Routine job
PHQ	The Curtis Cheng Centre, NSW Police Headquarters, 1 Charles St, Parramatta	Priority 4	Administration job
PICS	Public Imagery Collection System	PSC	Professional Standards Command
PIC	Police Integrity Commission (now LECC), or property identification code	PSA	Public Service Association
PIFAC	Public information functional area coordinator	PSDO	Professional standards duty officer
PINOP	Person in need of protection	PSM	Public Service Medal, or professional standards manager
PiP	Pearls in Policing	PSPF	Protective Security Policy Framework
PLC	Police Leadership Centre	PT&PSC	Police Transport & Public Safety Command
PLEO	Principle law enforcement officer	PTC	Police Transport Command
PM	Police Monthly magazine	PTSD	Post traumatic stress disorder
PMA	para-methoxyamphetamine, a synthetic hallucinogen often passed off as ecstasy	PTI	Personal training instructor
PMU	Police Media Unit	PULSE	Health, safety + wellbeing initiatives
POC	Police Operations Centre	R&IM	Records and information management
POI	Person of interest	RA or RFA	Request for assistance, usually via BluePortal
POLAIR	Aviation Command	RBDU	Rescue & Bomb Disposal Unit
POP	Problem-oriented policing	RBT	Random breath testing
PORS	Public Order & Riot Squad	RCI	Rural crime investigation
PPC	Police Prosecutions Command	RCPT	Rural Crime Prevention Team
PPK	Personal protection kit	RDT	Roadside Drug Testing
PPLEC	Police Prosecutions & Licensing Enforcement Command	REAC	Rewards Evaluation Advisory Committee
Prb Cst	Probationary constable	ReAP	Recovered Assets Pool
PRD*	Permanent restricted duty (now MMI)		

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Recce	Reconnaissance	SLO	Street level operatives
RES	Region Enforcement Squad	SLP	School liaison police
RFA	COPS reason for access	SMAC box	Shared mailbox
RFI	Request for information	SM	Social Media
RHIB	Rigid hull inflatable boat	SMDT	Software for mobile data terminals
RIN	Railway infringement notice	SMT	Senior Management Team
RMS	Records management system, or Roads & Maritime Services	SMV	Steal motor vehicle
RMVE	Religiously motivated violent extremism	Snr Cst	Senior constable
ROSH	Risk of significant harm	SOCO	Scene of crime officer
RPA	Restricted Premises Act, or Remotely piloted aircraft	SOP	Sydney Olympic Park, or standard operating procedures
RPAS	Remotely piloted aircraft systems	SPC	Sydney Police Centre, 151-241 Goulburn St, Surry Hills
RTIC	Real Time Intelligence Centre	SPG*	State Protection Group (now Tactical Operations Group)
SAR	Search and rescue	SPU	State Planning Unit
SAP	Corporate resource planning software	SSB	State Surveillance Branch
SCC	State Crime Command	SSO	Single sign on
SD	Surveillance device	SteerCo	Steering committee
SEEB*	State Electronic Evidence Branch	STIU	State Technical Investigation Unit
SEOCON	State Emergency Operations Controller (usually a deputy commissioner)	STMP	Suspect Targeting Management Plan
SF	Strikeforce	SWM	South West Metropolitan Region
SFMV	Steal from motor vehicle	T&D	Tasking and deployment
SIC	State Intelligence Command	TAG	Target action group
SIG	Strategic issues group	TF	Task force
SIO	Senior investigating officer, or serious indictable offence	THWP	Traffic & Highway Patrol Command
SITREP	Situation report	TI	Telephone intercept
SLED	Security Licensing & Enforcement Directorate	TIN	Traffic infringement notice
		TIU	Telecommunications Interception Unit

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TIU	Terrorism Intelligence Unit	WPO	Weapons prohibition order
TMF	Treasury managed fund	WPU	Witness Protection Unit
TOG	Tactical Operations Group	YAM	Youth action meeting
TORS	Tactical Operations Regional Support	YLO	Youth liaison officer (now YO)
TOU	Tactical Operations Unit	YO	Youth officer
UCB	Undercover Branch	YP	Young person
UCO	Undercover operative		
USAR	Urban Search & Rescue		
VIEW IMS	Digital imagery system		
VIKINGS	Funding for frontline commands for high visibility policing operations		
VIP	Volunteer in policing		
VKG*	Police radio		
VoC	Victim of Crime		
VOI	Vehicle of interest		
VR	Voluntary redundancy		
WebCOPS	Modern version of COPS		
WellCheck	Part of the psychological screening process for employees working in the highest risk areas		
WDTU	Weapons & DEFTAC Training Unit		
WHS	Work Health & Safety		
WIP	Women in policing		
WIPE*	Warning an accused:		
-	Warn the person failure to comply may be an offence		
-	Inform the person of the reason for the exercise of power		
-	Provide your name and station		
-	Evidence that you are a police officer		

* No longer in use

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