

OFFICIAL



Document standards

Public Affairs Branch

12 February 2021

OFFICIAL

Document properties

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1 Introduction

1.1 Scope

This booklet updates 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 insignia.

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 are required to comply with these standards. That includes police officers, administrative officers, ministerial employees, volunteers in policing, temporary and contract staff.

1.2 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.

If you need to write a report or produce a brochure for the NSW Police Force, use this booklet as a guide. It sets the minimum acceptable standard for documents and is a reference for writing style, punctuation and grammar.

This booklet reflects the [Commonwealth Style Manual](#), which sets the standard for Australian Government writing, the Macquarie Dictionary of Australian English, general readability standard and in some cases, NSW Police Force preferred style.

2 How to present an issue paper

2.1 What is an issue paper

All official internal correspondence and non-operational communication should be written in the standard report style known as an issue paper.

Issue papers should be as short as possible, no more than two pages. Use dot points to help keep it brief. Supporting documents can be attached.

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

2.2 What colour paper

The NSW Police Force uses coloured paper to indicate the executive level the report is intended for.

White To **your commander** via your chain of command

Green To the commander or manager of **another command** via your chain of command

Yellow To a member of the **Commissioner's Executive Team (CET)** via your chain of command

Pink To the **Minister's office** via your chain of command

2.3 What it should look like

The presentation of your issue paper will be the same, no matter what colour paper is used. Turn to [page 8](#) for an example of what it should look like.

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.

2.4 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.

Note that protective markings are required in all headers and footers.

2.5 Confidentiality and information security classification

On 11 January 2021 the NSW Police Force adopted the updated Commonwealth Protective Security Policy Framework. These apply to all documents and emails.

All documents you produce for your work must be marked with a 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 just three IMM to choose from.

- If the information is subject to legal professional privilege, choose OFFICIAL: Sensitive – Legal privilege.
- If the information is subject to one or more legislative secrecy provisions, choose OFFICIAL: Sensitive – Legislative secrecy.
- And If the information is subject to provisions in the Privacy Act 1988, choose OFFICIAL: Sensitive – Personal privacy.

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

Colour your paper automatically in Word by typing 'page colour' in the search bar and choosing from the colour palette for electronic documents.

Figure 2.1

<p style="text-align: center;">OFFICIAL</p>	
<p>ISSUE: Contamination of leather search gloves belonging to Cst *****, registered number *****, and request for a replacement pair.</p>	
<p>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.</p>	
<p>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.</p>	
<p>RECOMMENDATION: That I be issued a new pair of leather search gloves.</p>	
	<p style="text-align: right;">[SIGN HERE]</p> <p style="text-align: right;">***** Constable ***** PAC **/**/**</p>
<p>1. Team Leader, ***** PAC [COMMENT / SIGN HERE]</p>	
<p>2. Duty Officer, ***** PAC [COMMENT / SIGN HERE]</p>	
<p>3. Commander, ***** PAC [COMMENT / SIGN HERE]</p>	
<p>4. Police Area Manager, ***** PAC [COMMENT / SIGN HERE]</p>	
<p style="text-align: center;">OFFICIAL</p>	

3 Preparing external correspondence

3.1 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 using Google Chrome.

Document classification markings 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 Bill Jones
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 Bill Jones
Coordinator
Information Access & Subpoena Unit
1 February 2021 [long or short date is appropriate]

4 Preparing policy and SOPs

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

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

If you're drafting such a document, refer to the latest version of the [Template - Procedures and Guidelines](#).

Find out more on the intranet homepage under Policy (scroll to the bottom).

4.1 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 (announced) in the Gazette section of Police Monthly.

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

To request changes to the Police Handbook, email the [Governance Risk & Compliance](#) team at Performance & Program Support Command at #policehandbook.

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

5 Design

5.1 Corporate stationery

Letters, business cards, with compliment slips and fax covering sheets are intended for external correspondence and should be printed using the current approved corporate stationery.

Printed stationery can be requested through your command's administrative team. Or you can download the [letterhead](#) from the intranet.



5.2 Corporate branding

All documents that use 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 by the Commissioner's Executive Team.

Documents intended for public dissemination should be co-branded with the [NSW Government Waratah logo](#).

5.3 Corporate fonts

Readability is the goal. The default setting in Microsoft Word is appropriate for most corporate documents including issue papers.

Avoid distractions such as coloured boxes and coloured text.

Font size: 11pt as the smallest option.

5.4 Templates

Templates for corporate PowerPoint presentations and professionally designed document covers are available for all staff to download. Find them on the intranet by searching for [corporate templates](#).

Cover design templates allow you to change the words and the photo to suit your document.

If you choose to design your own cover, they must include:

- the document title
- the correct NSW Police Force insignia, which includes the words NSW Police Force
- documents intended for public dissemination should be co-branded with the [NSW Government Waratah logo](#)



Design 01 with NSWPF Logo:
internal screen/presentation use.



Design 01 with Co-branded Logo:
external screen/presentation use.



Design 02 with NSWPF Logo:
internal screen/presentation use.



Design 02 with Co-branded Logo:
external screen/presentation use.



5.5 Text spacing

Single spaces are appropriate between sentences (hit the space bar once).
 Leave one line between paragraphs (hit the enter key twice).
 Do not indent the first line in a paragraph.

5.6 Headers and footers

Headers and footers are to be used for document classifications.
 Footers should also include the document title and page numbers. Use the same font used in the document or a little smaller.

6 Document management

6.1 Copyright

Copyright in Australia does not need to be registered but exists as soon as you create your document. It's best practice and therefore 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.

6.2 International book numbers

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
- related RMS numbers.

Two copies of each document are then 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.

7 Content

7.1 Our 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.

7.2 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	Police
Practicable	Practical

7.3 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 the [Inclusion & Diversity Strategy 2020-2023](#), or email the Inclusion & Diversity Team at #hrdiversity for a comprehensive language guide.

7.4 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, so it's irrelevant in a physical description.

7.5 Using capital letters

Only use capital letters to begin a sentence or indicate a proper noun (eg. a person's name). If in doubt, lowercase is the default. Avoid using upper case in business writing.

Position titles and ranks are not capitalised unless they are immediately followed by a person's name.

Assistant Commissioner Karen Webb APM, Commander Traffic & Highway Patrol Command...

An assistant commissioner will be appointed operations commander...

Region commanders are appointed at the rank of assistant commissioner...

Commanders, crime managers and duty officers are to ensure compliance with...

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

When spelt out, acronyms are lowercase: person of interest (POI), multicultural community liaison officer (MCLO), officer in charge (OIC).

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

7.6 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.

7.7 Rank abbreviations

Ch Supt	Chief Superintendent	L/Snr Cst	Leading Senior Constable
Supt	Superintendent	Snr Cst	Senior Constable
Ch Insp	Chief Inspector	Cst	Constable
Insp	Inspector	Prb Cst	Probationary Constable
Snr Sgt	Senior Sergeant	Det	Detective (precedes rank)
Sgt	Sergeant	A/	Acting (precedes rank and position title)

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.

7.8 Letters after names

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-General](#) nor the [Governor of New South Wales](#) use full stops or commas when presenting their postnominals.

His Excellency General the Honourable David Hurley AC DSC (Retd)

Her Excellency the Honourable Margaret Beazley AC QC

7.9 Dates

Long or short date styles are appropriate in business writing.

Long style should be day, month, year: 13 July 2021

Short date should be written: 13/07/2021

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

7.10 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.

A 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)

8 Punctuation

8.1 Apostrophes (')

The confusing its and it's:

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

Its is a possession – something belongs to something (like my or your)

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.

DVOs not DVO's

20s not 20's

MCLOs not MCLO's

FAQs not FAQ's

8.2 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.

8.3 Semicolons (;)

Use a semicolon to separate lists that already contain commas.

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

8.4 Ampersands (&)

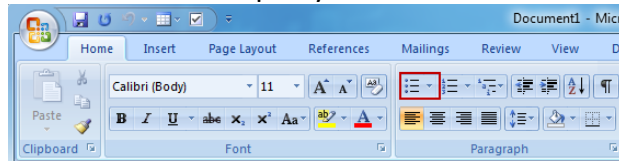
Use & in command names, document titles and acronyms to avoid confusion in sentences.

Counter Terrorism & Special Tactics Command (CT&SC)

Australian Customs & Quarantine Control

8.5 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.

8.6 Avoid brackets

The officers	not the officer(s)
Six	not six (6)
16	not sixteen (16)

8.7 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 eg: Operation 'Basalt'.

8.8 Hyphens

Avoid hyphens whenever the meaning is clear without them.

Statewide	not state-wide
Counter terrorism	not counter-terrorism
Coordinator	not co-ordinator
Cooperate	not co-operate
Antisocial	not anti-social

8.9 Graphics

Graphics including photos, charts, graphs and illustrations may be used in any document. Always credit the source for any taken from the web.

9 Corporate acronyms

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

ACIC	Australian Criminal Intelligence Commission	BI	Business inspection
ACLO	Aboriginal community liaison officer	BluePortal	Service request platform for most requests for assistance
ACPO	Aged crime prevention officer	BM	Business manager
ADVO	Apprehended domestic violence order	BTS*	Business & Technology Services
AFP	Australian Federal Police	BWV	Body worn video
AHU	Armed hold-up	C4W	Concern for welfare
ALEC*	Alcohol & Licensing Enforcement Command	CAD	Computer aided dispatch
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	CAM-FIND	CCTV register
ALP	Alcohol linking project	CAN	Court attendance notice
Alpha units	Single person police units	CARA	Criminal Assets Recovery Act 1900
ANPR	Automatic Number Plate Recognition	CaR	Child at risk
ANZPAA	Australia New Zealand Policing Advisory Agency	CASMON	Case monitoring
AOABH	Assault occasioning actual bodily harm	CASA	Civil Aviation Safety Authority
ARCIE	Alcohol related crime information exchange	Cats.i*	Complaint management system
ASB*	Aviation Support Branch	CBRN	Chemical, biological, radiological, nuclear
ATSB	Australian Transport Safety Bureau	CCRs	Call charge records
AVO*	Apprehended violence order (use ADVO or APVO)	CCTV	Closed-circuit television
B&E	Break and enter	CCU	Commuter Crime Unit or Corporate Communications Unit
Bail CAN	Court appearance notice with bail	CEIU	Child Exploitation Internet Unit
BES	Break, enter and steal	CEMIS	Complaint & Employee Management Information System
BHM	Brief handling manager	CEP	Constable Education Program
		CET	Commissioner's Executive Team
		CEW	Conducted electrical weapon (Taser)
		CI*	Commissioner's Instruction (now Police Instruction). Change to the Police Handbook as published in the Police Monthly
		CIN	Criminal infringement notices
		CIU	Criminal investigation unit

* No longer in use

CLAV	Cover light armoured vest	DLM	Dissemination limiting marker (document security)
CMF	Command management framework	DM	District managers
CMT	Complaints management team	DO	Duty officer
CMU*	Crime management unit (now crime prevention unit)	DOI*	Duty operations inspector (now state controller)
CNI	Central names index	DPOS	Digital Policing & Operational Systems
COMPASS	Command performance accountability system	DPP	Director of Public Prosecutions
CoP	Commissioner of Police	DTI	Digital Technology & Innovation
COPS	Computerised Operational Policing System	DVI	Disaster victim identification
CoPoCA	Confiscation of Proceeds of Crime Act 1989	DVIT	Domestic violence investigation team
CPN*	Commissioner's Policy Notice (now Police Instruction). Reminder of policy or procedure, as published in the Police Monthly	DVHRO	Domestic violence high risk offender
CPO	Crime prevention officer or court process officer	DVLO*	Domestic violence liaison officer (now domestic violence officer)
CPPO	Child protection prohibition order	DVO	Domestic violence officer
CPP	Close personal protection	DVR	Disaster victim registration
CPR	Child protection register	E	Event number
CPU	Crime prevention unit	eagle.i	Investigation management system
CS	Community Services (previously Department of Community Services DoCS)	EAP	Employee assistance program
CSO	Community safety officer	ECD*	Electronic control devices (Taser)
CSSB	Crime Scene Services Branch	EDO	Education and development officer
CSU	Charles Sturt University	EDW	Enterprise Data Warehouse
CT&ST	Counter Terrorism & Special Tactics	EFIMS	Exhibits Forensic Information & Miscellaneous Property System
CWU	Child Wellbeing Unit	EOI	Expression of interest
CYP	Child/young person	EPA	Environmental Protection Agency
DAL	Division of Analytical Laboratory, NSW Health	ERISP	Electronically recorded interview of suspected people
DCoP	Deputy commissioner of police	EXO	Executive officer
DEOCON	District emergency operations controller	Fastpath	COPS access acronyms
DISPLAN	Disaster plan	FAQs	Frequently asked questions
		FETS	Forensic Evidence & Technical Services Command

* No longer in use

FCAN	Field CAN. Offence with full admission, notice to attend court given in the field	HWP	Highway patrol
FIO	Field intelligence officer	iASK	External agency information request system (now RFI)
FOLRPT	Follow up report	ICC	Intelligence Coordination Centre
FOUO*	For official use only (document security)	Ice	Methamphetamine, meth, crystal or crystal meth.
Forensic ID	Fingerprints / DNA		Illicit drug
FPO	Firearm prohibition order	ID	Identification
FRA	First response agreement	IED	improvised explosive device
FRU	Facial Recognition Unit	ILAV	Integrated light armoured vest
FTIDD	Field Training Instructor (Driver Development) Course	IM	Investigations manager
FCAN	Future CAN. Court attendance notice issued after the offence	IMS	Incident management system, or imagery management system
GAO	General administration officer	IMM	Information management markers
GASO*	General administration support officer	IRT	Intelligence Response Team
GBH	Grievous bodily harm	INTREP	Intelligence report
GDs	General duties police officers	INTSUM	Intelligence summary
GHB	Gamma hydroxybutyrate, a depressant, classed as a prohibited drug	iPES	Intranet-based person enquiry
GIC	Goods in custody	IR	Information reports
GLLO	Liaison officers for people who have identified themselves as lesbian, gay, bisexual, transgender, intersex, or questioning (LGBTIQ)	IRC	Industrial Relations Commission
HAZMAT	Hazardous materials, Fire & Rescue NSW	IROSH	Immediate risk of significant harm
HDA	Higher duties allowance	IRP	Internal review panel
HR	Human Resources Command	IRT	Incident response team, or intelligence response team
HROs	High risk offenders	ISB	Identification Services Branch
HRDO	Human resources duty officer	ISS	Investigative system support
HRPCA	High range prescribed concentration of alcohol (drink driving)	iTask	Computer tasking system
HSRI	Human Skeletal Remains Initiative	JIG	Joint Intelligence Group
HRM	Human Resource Manager	JIRS	Joint Investigation Response Squad
HVP	High visibility policing	JIRT	Joint Investigation Response Team
		KLO4	Keep a lookout for
		LAC*	Local area command (now police area command or police district)
		LAM*	Local area manager (now police area manager or district manager)
		LBV	Load bearing vest

* No longer in use

* No longer in use

LECC	Law Enforcement Conduct Commission	NCIDD	National criminal investigation DNA database
LEOCON	Local emergency operations controller	NCIS	National criminal intelligence system
LEPRA	Law Enforcement (Powers & Responsibilities) Act 2002	NCTP	National counter terrorism plan
LGBTIQ	Lesbian, gay, bisexual, transgender, intersex, or questioning	NEMESIS	Statewide emails
LOI	Location of interest	No Bail CAN	Court attendance notice with no bail
LRPCA	Low range prescribed concentration of alcohol (drink driving)	NOK	Next of kin
LPI	Licensed premises inspection, or land and property information	NPRS	National police reference system
MAC	Marine Area Command	NSWPF	NSW Police Force (not New South Wales Police Force)
MANPR	Mobile automatic number plate recognition	NTP	Notice to produce
MCLO	Multicultural community liaison officer	OCM	Operation commander's meeting
MDMA	ecstasy, an illicit drug	ODPP	Office of the Director of Public Prosecutions
MDT	Mobile data terminals	OIC	Officer in charge
MEIG*	Major Events & Incidents Group (now Major Events & Emergency Management Command)	OLAU	Operational Legal Advice Unit
MIIG	Major Incident Intelligence Group	OMCG	Outlaw motorcycle gang
MLO	Media liaison officer	OP	Operational portfolio
MMI	Maximum medical improvement	OPP	Operational Policing Program
MMPC	Multimedia computer	OSG	Operations Support Group
MO	Modus operandi	PA NSW	Police Association of NSW
MoU	Memorandum of understanding	PAB	Public Affairs Branch
MPU*	Missing Persons Unit	PABs	Police accountable books
MPR	Missing Persons Registry	PAC	Police area command
MRU	Marine Rescue Unit	PACER	Police, Ambulance, Clinical, Early, Response for people experiencing mental health crisis
MTC	Major traffic crash	PAL	Police Assistance Line, for reporting minor crime
NAFIS	National automated fingerprint identification system	PAM	Police area manager
NAIDOC	National Aborigines & Islanders Day Observance Committee	PASAC	Police & Aboriginal Strategic Advisory Council
NATA	National Association of Testing Authorities	PCA	prescribed concentration of alcohol, drink driving
		PCT	Proactive crime unit
		PCYC	Police & Community Youth Club
		PEO	Police Executive Offices, 201 Elizabeth St, Sydney
		PERFIND	COPS person enquiry

PFSES	Police Force Senior Executive Service	PT&PSC	Police Transport & Public Safety Command
PhotoTrac	Facial recognition system	PTC	Police Transport Command
PHQ	The Curtis Cheng Centre, NSW Police Headquarters, 1 Charles St, Parramatta	PTI	Personal training instructor
PICS	Public Imagery Collection System	RA or RFA	Request for assistance, usually via BluePortal
PIC	Police Integrity Commission (now LECC), or property identification code	RBDU	Rescue & Bomb Disposal Unit
PIFAC	Public information functional area coordinator	RCPT	Rural Crime Prevention Team
PINOP	Person in need of protection	RFA	COPS reason for access
PLEO	Principle law enforcement officer	RFI	Request for information
PMA	para-methoxyamphetamine, a synthetic hallucinogen often passed off as ecstasy	REAC	Rewards Evaluation Advisory Committee
PMU	Police Media Unit	ReAP	Recovered Assets Pool
POI	Person of interest	RES	Region Enforcement Squad
PORS	Public Order & Riot Squad	R&IM	Records and information management
PPLEC	Police Prosecutions & Licensing Enforcement Command	RIN	Railway infringement notice
PRD*	Permanent restricted duty (now MMI)	RMVE	Religiously motivated violent extremism
Priority 1	Police officer being attacked or requires urgent help (signal one)	ROSH	Risk of significant harm
Priority 2	Life threatening assault or accident, rescue incident, armed robbery	RTIC	Real Time Intelligence Centre
Priority 3	Routine job	SAP	Corporate resource planning software
Priority 4	Administration job	SCC	State Crime Command
PSC	Professional Standards Command	SD	Surveillance device
PSA	Public Service Association	SEEB*	State Electronic Evidence Branch
PSDO	Professional standards duty officer	SEOCON	State Emergency Operations Controller (usually a deputy commissioner)
PSM	Public Service Medal, or professional standards manager	SFMV	Steal from motor vehicle
PSPF	Protective Security Policy Framework	SIC	State Intelligence Command
		SIG	Strategic issues group
		SIO	Senior investigating officer, or serious indictable offence
		SITREP	Situation report
		SLED	Security Licensing & Enforcement Directorate
		SLO	Street level operatives
		SLP	School liaison police
		SMAC box	Shared mailbox

* No longer in use

SMDT	Software for mobile data terminals	WIPE	Warning an accused: <ul style="list-style-type: none"> - 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
SMV	Steal motor vehicle		
SOCO	Scene of crime officer		
SOPs	Standard operating procedures		
SPC	Sydney Police Centre, 151-241 Goulburn St, Surry Hills		
SPG*	State Protection Group (now Tactical Operations Group)	WPO	Weapons prohibition order
SPU	State Planning Unit	YLO	Youth liaison officer
SSB	State Surveillance Branch	YO	Youth officer
STIU	State Technical Investigation Unit	YP	Young person
STMP	Suspect Targeting Management Plan		
T&D	Tasking and deployment		
TAG*	Target action group		
TO	Telephone intercept		
TIN	Traffic infringement notice		
TIU	Telecommunications Interception Unit		
TIU	Terrorism Intelligence Unit		
TMF	Treasury managed fund		
TOG	Tactical Operations Group		
TORS	Tactical Operations Regional Support		
TOU	Tactical Operations Unit		
UCB	Undercover Branch		
UCO	Undercover operative		
VIEW IMS	Digital imagery system		
VIKINGS	Funding for frontline commands for high visibility policing operations		
VIP	Volunteer in policing		
VKG	Police radio		
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		

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