



NSW Police Force

## Guidelines for Managing Administrative Employee Misconduct - Policy Statement

Members of the NSW Police Force are required to maintain expected standards of conduct and behaviour both on and off duty in accordance with the NSW Police Force *Code of Conduct and Ethics* and the *Statement of Values*, section 7 of the *Police Act 1990*.

Failure to maintain the expected standards of conduct and behaviour, by administrative employees, may result in action being taken under section 69(4) of the *Government Sector Employment Act 2013*.

Administrative employees suspected of engaging in misconduct are to be dealt with in accordance with the NSW Police Force *Guidelines for Managing Administrative Employee Misconduct*.

### Our commitment is to ensure that the NSW Police Force:

- complies with legislation dealing with allegations of misconduct against administrative employees;
- the misconduct process is transparent, equitable and affords the relevant employee procedural fairness; and
- confidentiality is maintained.

### Responsibilities:

- **All members of the NSW Police Force** are to strictly comply with the NSWPF *Code of Conduct and Ethics*, in particular, point 10 which requires them to report misconduct.
- **Commanders/Managers** are to ensure all administrative employees are aware of the *NSW Police Force Guidelines for Managing Administrative Employee Misconduct* and that allegations of misconduct against administrative employees are dealt with strictly in accordance with those *Guidelines*.
- **Commissioner's Delegate** – the Commissioner of Police has delegated the functions in section 69 of the *Government Sector Employment Act 2013* and Part 6 of the *Government Sector Employment (NSW Police Force) Rules 2017*, to various senior officers within Professional Standards Command. A delegate is to determine whether the misconduct process should commence against an administrative employee and where appropriate, take disciplinary action for proven misconduct.

**Assistant Commissioner  
Professional Standards Command  
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