



NSW Police Force

Development & Management of Policy Statements & Procedures

The NSW Police Force is committed to better practice in the development, implementation and evaluation of corporate policy statements and procedures to support effective management, compliance and governance.

A 'Policy Statement' is a concise and clearly worded summary of the NSW Police Force position on an issue, defining the principles which will determine present and future decisions and actions.

'Procedures' are an established or accepted way of achieving the outcomes defined by a policy statement or other activity. They provide guidance to employees in the performance of their duties, and enable consistency in decision making and service delivery.

Our commitment is to ensure that NSW Police Force policy statements and procedures:

- are binding on all employees of the NSW Police Force, including volunteers and contractors
- establish standards that promote operational efficiency, compliance, and effective risk management
- appropriately define and allocate responsibilities
- are consistent with legislation, industrial awards, related NSW Government policies and other NSW Police Force policy statements and procedures
- support ethical practices
- support a safe work environment
- are created in an appropriate manner and in a consistent format
- are approved at the appropriate level
- are accessible through the Intranet, and if appropriate, the NSW Police Force Internet site
- are reviewed regularly.

Responsibilities:

- **Senior Executive** – support the NSW Police Force commitment to the consistent development and management of policy statements and procedures; regularly monitor and review corporate policy and procedures; promote and support a culture that promotes compliance and consistency.
- **Performance Improvement & Planning Command** – design, develop, implement, monitor and improve the development and management of policy statements and procedures; and maintain the Corporate Policy and Procedure Register.
- **Commanders/Managers** – communicate, manage and achieve compliance by identifying risks and obligations; developing controls; monitoring the effectiveness of controls; and attesting to the effectiveness of command compliance.
- **Document Authors** – know and comply with the policy and procedures for the development and management of policy statements and procedures.

Endorsed by Deputy Commissioner, Corporate Services