

# A

## **AIRLINE FLIGHTS**

**17.5.06**

Airline flights for members of the Executive and P.A.T. staff are to be economy class except where another class or type is requested by the person travelling and there is sufficient justification on medical or other grounds to warrant the additional expense.

## **ACCESS & EQUITY**

**15.6.05**

### **ANTI DISCRIMINATION POLICY**

The Police Association of Tasmania is committed to ensuring its members and paid employees are able to work and conduct the business of the Union in an environment which fosters the principles of access, equity and diversity, and is free from all forms of direct or indirect discrimination and/or sexual harassment, bullying and victimisation.

***Access*** refers to equal access to the benefits of membership & employment offered by the Police Association of Tasmania provided for within the confines of the Rules & Constitution and By-Laws. This means access to all non-exempt activities, which may include membership benefits, development opportunities, promotion, and flexible employment.

***Equity*** does not mean treating people identically. It means that people are treated in ways that are fair and which enable them to reach their

potential, taking into account individual differences. It also means ensuring that the merit principle operates as objectively as possible, and is not skewed by inappropriate assumptions that disadvantage particular groups.

***Diversity*** relates to the differences in people and recognises the characteristics that make us unique as individuals. Diversity recognises that members and employees can make different contributions – it includes everyone and excludes no one.

*Discrimination, Sexual Harassment, Bullying and Victimisation are defined in the By-Laws.*

## **AWARDS FOR GRADUATING TRAINEES 15.7.10**

The PAT may make awards to police trainees upon their graduation as determined by the Executive.

## **AWARD FOR RECOGNITION OF EXCELLENCE IN POLICING. 15.9.11**

The Police Association of Tasmania recognise financial members by way of an Award to be called '**Police Association of Tasmania Recognition of Excellence in Policing**'. The Award will recognise member's achievements and efforts where a member is excelling, or is highly regarded, in a particular aspect of policing or the manner in which they serve their community.

The guidelines applying to this Award are as follows:

- **Nominated by** – Any PAT member by way of a nomination letter to the PAT, or by raising the issue of nomination at a branch meeting, or by any executive member by raising the issue of nomination at any executive meeting. All nominations will be considered and resolved by the executive.
  
- **Criteria** –
  - Has demonstrated significant commitment to policing and / or the Association; or
  - The member is highly regarded by their peers / or the community in which they serve; or
  - Has provided an excellent role model and / or mentor to other members; or
  - Has demonstrated a tangible commitment to improving the delivery of policing services to the community they serve; or
  - Has enhanced the profile of policing by the manner in which they perform their duties and or assist their community; or
  - Has demonstrated outstanding on-the-job performance.
  
- **Frequency of Award** – no more than one award nomination shall be approved at any Executive meeting.

- **Publicity of the Award** – Members will be recognised by way of inclusion of an article in the Association Journal, and where possible media coverage should be encouraged within the community the member lives/works in recognition of the achievement.

## **B**

### **BAILIFF DUTIES**

**18.2.04**

Bailiff duties are not considered to be a core police function.

### **BEARDS**

**15.7.10**

Police officers should be entitled to wear beards provided they are kept closely trimmed, neat and tidy.

## **C**

### **CELLS**

**18.2.04**

Members of the P.A.T. should at no time be required to clean cell blocks or the facilities associated therewith.

### **CHARGES AGAINST A POLICE OFFICER**

**18.2.04**

Where a police officer is charged with an offence and a suspension from their duties

follows, or if they are suspended from duty for any other reason, such suspension should be with pay pending the outcome of any proceedings or enquiry.

## **CIVILIANISATION OF POLICE POSITIONS** **18.2.04**

The P.A.T. is not opposed to replacing positions held by police officers with civilians providing the following criteria are strictly applied in any determination:

Police should be retained in any position –

1. which requires any exercise of police authority
2. that provides essential training for career police officers
3. where police insight into problems and conditions can improve the operations of Tasmania Police
4. where employment opportunities are made available for those police officers who are rendered physically disabled and who desire to continue to make a contribution consistent with their physical and mental capabilities
5. that the P.A.T. is consulted before any such change
6. police numbers are not reduced by any such change without consultation with the P.A.T.

**CLOSURE OF POLICE STATIONS 18.2.04**

Where staff of a Police Station are compulsorily transferred as a result of closure of that Station the P.A.T is to assist with negotiating an alternative suitable position.

**COLLECTION OF PUBLIC MONEY 18.2.04**

The collection of public money by police officers is not considered to be a core police function.

**COMPLAINTS AGAINST POLICE 18.2.04**

Complaints against police officers should not be investigated unless they are in Statutory Declaration form.

**CORRESPONDENCE FROM MEMBERS 18.2.04**

Letters that are directed to the P.A.T. by its members shall be treated with the utmost confidentiality and are not to be taken outside the P.A.T. offices without the authority of the Executive.

**D**

**DIRECT DEBITING 18.2.04**

The P.A.T. is to explore the option of direct debiting of members' subscriptions in preference to allowing collection and deduction of fees by the employer.

## **DISCIPLINARY CHARGES**

**18.2.04**

Members should not be charged both criminally and disciplinary for offences arising out of the same set of circumstances.

## **DISMISSAL - APPEAL**

**18.2.04**

The Commissioner should not be given the right of summarily dismissal and every member should have the right of appeal.

## **DONATIONS**

**18.2.04**

All requests for donations are to be considered by a donations committee that will consist of the treasurer and the trustees or the treasurer and any two of the trustees where only two trustees are available.

Requests for monetary donations to the P.A.T. will only be considered where the 'donations committee' determines that members generally would not have objection to such donation. The donations committee may reject a request for donation and such decision is final.

Where the donations committee recommends that a monetary donation be made by the P.A.T., such recommendation and the amount of such donation must be tabled at an Executive meeting by way of motion. The outcome of the motion will be final.

# E

## **EMPLOYMENT** **18.2.04**

Police Officers should be allowed to seek outside employment provided it does not interfere with, or jeopardise their duties as police officers.

## **EQUIPMENT – CIVIL DISORDER** **18.2.04**

In the interests of the safety & welfare of members, and for the efficiency of Tasmania Police, protective and tactical equipment should be provided as support equipment for our members in situations of civil disobedience, public disorder, demonstrations, riots and industrial turbulence.

## **EQUIPMENT – GENERAL** **18.2.04**

Members of the P.A.T. on foot patrol must be issued with a portable radio at all times so as to have continued radio contact. A member must be suitably armed and if required to patrol during the hours of darkness, then such foot patrol is to be conducted in pairs.

## **EQUIPMENT – QUOTES** **18.2.04**

Where individual purchases are made by the P.A.T. exceeding the amount of \$1,000, the Treasurer shall be consulted and the treasurer



is to provide justification for the spending at the following Executive meeting.

**ESCORTS – MENTAL PATIENTS 18.2.04**

There should be an abolition of the practice of police officers escorting mental patients except in accordance with relevant Legislation and Memorandums of Understanding.

**ESCORTS – PRISONERS 18.2.04**

Where prisoners are being extradited to or from any State in Australia, New Zealand, or transferred intrastate, each prisoner shall be escorted by a minimum of two Police Officers.

**EXECUTIVE MEMBERS – 18.4.13  
CERTIFICATE OF APPRECIATION**

Executive members shall be presented with a framed Certificate of Appreciation at the time they cease to be an Executive member. This shall be in recognition of the member's service to the Executive and the Police Association.

**EXPENSES – EXECUTIVE AND STAFF 19.2.15**

Executive Member's and PAT employees who incur work related expenses or other costs on behalf of the PAT shall be entitled to reimbursement of actual costs incurred upon the production of receipts.

Such expenditure may include, but is not limited to accommodation, meals, travel costs, communication and

other incidental expenses reasonably incurred for the benefit of/or business relating to the PAT.

All travel related expenses shall be authorised by the General Secretary and bookings and payment will usually be organised by the Administration Manager in consultation with the person travelling.

Where departmental transport is not available for travel to and from PAT meetings or other PAT official business, alternative travel arrangements shall be made by PAT Administration Staff in consultation with the person travelling. A small/medium size hire car may be arranged or in the event this is not possible and the person uses their private vehicle, the motor vehicle expense allowance pursuant to clause 10.6 of the Police Award will be paid.

Payments in advance may be approved by the General Secretary. Production of receipts to verify the payments must be provided within 21 days to the Administration Manager.

Cash withdrawals from the PAT's bank accounts are not to occur unless there is a demonstrated necessity and the withdrawals are fully justified by the production of receipts to the Administration Manager within 21 days of the withdrawal.

# F

## **FINANCIAL ADVICE**

**18.2.04**

The P.A.T. will not offer specific financial advice to members, or recommend one institution against another.

## **FIREARMS – VALIDATIONS**

**18.2.04**

Unless members qualify in the use of a Firearm by the due date, they should not be permitted to carry firearms and therefore must perform non-operational duties.

## **FUNCTIONS – RETIREMENT/ RESIGNATION OF PAT MEMBERS**

**15.7.10**

Where a member of the PAT retires or resigns (in accordance with the Retirement Gifts policy) and an official farewell function is held and a representative or representatives of the PAT is attending to make a presentation on behalf of the PAT, an amount not exceeding \$300.00 shall be provided for refreshments at the function.

In such cases, a cheque made out to the establishment where the function is held will be provided by the PAT office for that purpose, or where that is not possible a PAT debit/credit card may be used at the establishment to pay the amount. A receipt from the establishment will be obtained and produced to the Administration Manager in order to verify the expense and claim GST.

In cases where an official function is not held for the retired or resigned member, the President or another

Executive member may, on behalf of the PAT invite the member to lunch or other occasion in order to present them with their retirement or resignation gift.

## **FUNERALS – PAT MEMBERS**

**15.7.10**

In the event of the death of a PAT member, the President shall attend the member's funeral wherever reasonably possible. In any case, at least one member of the Executive shall attend the funeral to represent the Police Association. .

The families of deceased members' should be offered a funeral with 'full' police honours in recognition of their duty and service to the community.

## **FUNERALS – POLICE UNION REPRESENTATION**

**18.2.04**

The President or a representative of the President of the P.A.T. is to attend the funerals of Police Officers killed in the execution of their duty in Australia or New Zealand (if deemed appropriate by the affiliate organisation). The respective Commissioner of Police is to be informed of such pending attendance.

## **FUNERAL BENEFIT – STILLBORN CHILDREN OF PAT MEMBERS**

**16.2.17**

Where a member's child is stillborn from 20 weeks onwards into the gestation period of the pregnancy or the stillborn child weighs more than 400 grams, and funeral costs are incurred as a result of the death of the

child, actual costs up to 12.3 percent of the base salary of a level one constable will be reimbursed to the member, or alternatively the applicable accounts shall be paid up to 12.3 percent of the base salary of a level one constable.

## **FUNERALS – TRIBUTES**

**19.10.05**

Upon P.A.T. office staff becoming aware of the death of a member, or members immediate family, a floral or other appropriate tribute shall be sent to the funeral of that member.

'Immediate family' means a members spouse/partner, mother, father, brother, sister or child.

The President or General Secretary may authorise the sending of a floral or other appropriate tribute where deaths occur that do not fit the above criteria.

**G**

**H**

## **HOSPITALISATION OF MEMBERS**

**18.2.04**

Upon the P.A.T. office staff becoming aware that a member has been hospitalised for a period exceeding 2 days, and that the member is to remain on sick leave following that

hospitalisation, a floral or other tribute is to be sent to that member.



## **INCORPORATION**

**18.2.04**

That the PAT, on the advice from the Association Solicitors; Wallace, Wilkinson and Webster, through David Wallace at the February 2004 Executive meeting, adopt the following policy:

“That the PAT not be an incorporated body as per the advice from David Wallace from Wallace, Wilkinson and Webster on 18/2/04”.

## **INDUSTRIAL ACTION – DETENTION CENTRES**

**18.2.04**

No member of the Police Association of Tasmania is to be used in an industrial dispute involving Prison Officers other than to preserve the peace and to protect life and property.

## **INTERNAL INVESTIGATION INTERVIEWS**

**18.2.04**

Police members share with the Commissioner the responsibility for maintaining lawful and professional conduct on the part of all police officers, and in that context they have an obligation to cooperate when investigations into alleged breaches of discipline or breaches of the law by police officers are being conducted.

A police officer cannot be subject to undue duress, pressure or threats and cannot be detained in any place against his/her will.

In particular, a police officer is –

1. entitled as a right to demand a copy of any record of interview, audio tape or video recording of any interview
2. entitled to legal advice, and if being questioned or interviewed is entitled to decline answering questions or making statements unless given the opportunity to consult legal counsel should it be requested
3. is entitled to leave immediately if unhappy about the way in which any interview is being conducted

The P.A.T. is totally opposed to interviewing police officers in their own homes, and the practice of recalling police officers back to duty for the purpose of interviews.

## **INTERSTATE CONFERENCES**

## **16.4.08**

The P.A.T. send up to two persons, comprising Executive Members, the General Secretary or Assistant Secretary to selected affiliate conferences, except where business class airfares are incurred then only one person will attend. A report on the conferences shall be presented to the P.A.T. Executive.

## **INTERSTATE/INTERNATIONAL WELFARE ASSISTANCE 23.6.16**

It is the policy of the PAT to provide assistance to members in circumstances where they are required to travel interstate or internationally for:

- urgent medical treatment for themselves or to accompany an immediate family member who requires urgent medical treatment;
- the purposes of visiting an immediate family member who is critically ill;
- the purposes of caring for and/or supporting an immediate family member who requires their care and/or support and there is no other person able to provide that care and/or support; or
- the death of an immediate family member who resides outside Tasmania

Where seeking assistance, members are to notify the President, General Secretary or Assistant Secretary as soon as possible of the circumstances of the situation requiring travel. Furthermore members are requested to make contact with the President, General Secretary or Assistant Secretary prior to seeking the assistance of any interstate jurisdiction's welfare services.

The President, General Secretary or Assistant Secretary are authorised to approve assistance to members under the aforementioned circumstances, including, but not limited to:

- Assistance with emergency accommodation – up to \$250 per night for a maximum of 3 nights only where commercial accommodation is required. Proof of expenditure is required or



accommodation bookings are to be made through the PAT office.

- Reimbursement of costs associated with required land transport of up to \$150.00. Receipts to be provided to claim OR cab vouchers may be used up to maximum amount.
- Liaison with interstate jurisdictions and their welfare staff for provision of assistance on the members behalf
- Any other assistance deemed appropriate under the given circumstances

The President, General Secretary or Assistant Secretary may approve a request for assistance not defined in this policy based on the nature and urgency of the circumstances of each request.

Notwithstanding this policy, members can also apply for welfare assistance in accordance with Clause 64 (Welfare Assistance Fund) of the *Rules & Constitution, By Laws, Police Association of Tasmania*.

For the purposes of this policy the following definitions apply:

**'Immediate Family Member'** has the same meaning as defined in clause 15.1 of the *Police Award*.

**'Urgent Medical Treatment'** refers to treatment that is time critical or potentially life threatening in nature. It does not include elective procedures or procedures that are non-time critical.

It does not include treatment where travel and related expenses may be claimed by other means such as but not limited to workers compensation legislation, MAIB or Department of Health & Human Services.

**'Sudden and Unexpected Death'** refers to a death that was not foreseen, expected or as a result of a diagnosed long term illness.

**J**

**K**

**L**

**LEGAL ASSISTANCE – 18.2.04  
REIMBURSEMENT OF COSTS**

Costs of legal representation for police officers charged with matters before any jurisdiction shall be reimbursed where such matters arise out of their employment and the said matters are not proven.

**M**

**MEDICAL EXAMINATIONS – 18.2.04  
PROMOTIONS**

Any form of medical examination as a pre requisite for promotion is opposed.

**MEMBERSHIP – GUIDELINES 21.7.04**

The PAT will assess applications for membership in accordance with its discretion.

The guiding principles for acceptance to membership are that any application needs to demonstrate that:

1. It is in the best interests of the general membership; and
2. It does not undermine or dilute the negotiating power of the PAT; and
3. Any group or individuals applying for membership hold complimentary office or functions to that of a sworn police officer; and
4. Membership would be complimentary to the objectives of the PAT.

## **MINIMUM HOUSING STANDARDS      18.2.04**

Minimum housing standards for personnel living in accommodation supplied by Tasmania Police should be as follows –

- Roof insulation
- Standard interior paint colour
- Net curtains and standard colour drapes (no Venetians)
- Holland blinds where applicable (kitchen, bathroom, laundry)
- Standard pattern and coloured carpet to all rooms
- Standard vinyl floor tiles to kitchen, laundry, bathroom
- Fly wire screens to all opening windows
- Security screen doors
- Exhaust fans in kitchen and bathrooms
- Light fittings in all rooms
- Outside security lighting (front and rear doors)

- Built in wardrobes in bedrooms
- Shower and bathtub
- Wood heater or central heating (under carpet electric heating for all rooms in Remote locations)
- Adequate kitchen cupboards and linen closets
- Fully automatic washing machine (large)
- Electric stove
- Electric clothes dryers (Remote locations)
- Concrete paths and driveways
- Garage and woodshed
- Rotary clothes line
- Letter box

Repairs and maintenance should be the responsibility of Tasmania Police. Tenants should be encouraged to maintain well kept gardens and lawns. On vacating a residence the previous tenant should be responsible for leaving the residence in a clean condition. Inspection of a vacated residence should be conducted by a Divisional Inspector or his/her delegate. Unclean vacated premises to be cleaned at the expense of the previous tenant. Regular inspections of residences should be maintained.

## **MOTOR VEHICLES - PAT**

## **18.8.16**

The PAT vehicles may be replaced at 80,000 kms or 2.5 years, whichever comes first, unless otherwise directed by the Executive.

PAT vehicles will be offered to members for purchase by tender following the receipt of at least one trade-in price. The trade-in price will be notified to members as the minimum acceptable offer at the time the vehicle is advertised to the membership. Only written tenders will be considered and they will need to be returned to the PAT by a specified time and date, when the highest tender above the trade-in price will be accepted.

**N**

**O**

**P**

#### **PFAWAC ATTENDANCE**

**17.3.04**

That a nominated female member of the PAT be selected by the Executive to attend the PFWAC meetings to represent this organisation. Proxy members may be selected if the nominated member is unavailable to attend.

#### **POLICE COMPLEXES**

**18.2.04**

All future police stations and police complexes should comply with the following –

1. That appropriate facilities are provided for the use of members

2. That the P.A.T. be consulted prior to the final approval of plans for such complexes
3. That non compliance with any or all of the above will result in objections from the
4. P.A.T. being raised in the strongest possible terms, and the issue of appropriate instructions to members concerned.

**POLICE OFFICERS** **18.2.04**  
**PERFORMING COURT DUTY**

Police officers should not perform court security duties unless specific circumstances exist which necessitates police presence.

**POLICE PIPE BAND** **18.2.04**

The Police Pipe Band is expected to be financially self-supporting, the same as civilian pipe bands throughout the state.

**POLICE POWERS** **18.2.04**

Full police powers should only be available to those persons who have completed full police training in the Tasmania Police.

**POLICE PROSECUTIONS** **18.2.04**

The P.A.T. strongly opposes the introduction of any system involving the use of outside prosecutors for the Court of Petty Sessions.

## **POLICE VEHICLES – REPLACEMENT 18.2.04**

All police vehicles should be replaced after 40,000 kilometres or 2 years, whichever is the sooner.

## **PRIVACY - MEMBERS 18.2.04**

Tasmania Police should only become involved in the private lives of police officers when it can be shown that their actions are bringing discredit upon the Department generally.

## **PROMOTION EXAMINATIONS – 16.4.08**

Any promotional examination/modules which are satisfactorily passed should be accredited to the officer at the time of passing.

**Q**

**R**

## **RECORDS OF COMPLAINTS 18.2.04**

All records of complaints of alleged misconduct against police should be expunged after a period of 2 years has elapsed from the date of the alleged misconduct and such alleged misconduct not be held against the member when applying for any transfer or promotion.

## **RETIRED MEMBERS**

**18.2.04**

That the Executive of the PAT adopt the policy of writing to each member who resigns or retires from the PAT thanking them for their involvement and participation in the PAT where appropriate.

## **RETIREMENT GIFTS**

**23.6.16**

Financial members who retire from Tasmania Police Service are eligible to receive a gift from the PAT up to the value of \$150.00.

Financial members who resign from Tasmania Police Service after 15 years service are eligible to receive a gift from the PAT up to the value of \$150.00.

The Executive reserves the right to present a gift up to the value of \$150.00 to any financial member upon separation from the Police Service based on the merits of each case.

## **S**

## **SIRENS POLICE VEHICLES**

**18.2.04**

All operational police vehicles (marked and unmarked) should be fitted with suitable sirens.



# T

## **TATTOOS**

**17.5.12**

Police Officers should be entitled to wear tattoos uncovered provided the tattoo(s) is/are not sexist, racist, discriminatory or indecent.

## **TELEVISIONS – HOSPITALISED MEMBERS**

**18.2.04**

Where a financial member of the P.A.T. is hospitalised, and a request is made to provide that member with a hired television throughout that hospitalisation, such request is to be granted and the hire paid for by the P.A.T.

## **TERTIARY QUALIFICATIONS FOR OFFICERS**

**18.2.04**

It should not be a pre-requisite for Commissioned Officers or prospective Commissioned Officers to have tertiary qualifications.

## **TRAINING COURSES**

**18.2.04**

The number and length of assignments should be managed to allow free time on weekends at home.

A 12 month study guide for promotional examinations should be made available to all police officers in January of each year.

A program of all courses to be conducted at the Academy for the ensuing 12 months should be available to all police officers in January of each year.

Adequate notice should be given to members who are required to attend such courses.

## **TRANSPORT – TRAINING COURSES 16.4.08**

The Tasmania Police Service should provide comfortable and adequate vehicle transport to members attending courses at the Academy or elsewhere within Tasmania.

The preferred options in order are –

1. Police sedan or station wagon
2. Rental vehicle as above paid for by Tasmania Police
3. Private vehicle provided mileage as per the Police Award is paid and travelling time is approved.

## **U**

## **UNION RATIONALISATION 18.2.04**

The P.A.T. is to remain with the Police Federation of Australia as a united body with all other States and affiliates.

## **UNIFORM JUMPERS**

**15.7.10**

The jumper shall be for permitted to be worn outside police stations at the discretion of the member.

## **V**

## **VACANCIES**

**18.2.04**

All vacancies are to be advertised in the Police Gazette.

## **VEHICLE ESCORTS**

**18.2.04**

Vehicle escorts should not be conducted by Police Officers unless specific circumstances exist which necessitate a police presence.

## **VEHICLE INSPECTIONS**

**18.2.04**

Vehicle inspections for the purpose of registration shall not be carried out by police officers.

## **VOLUNTEER POLICING**

**18.2.04**

Volunteer policing is not acceptable to, nor will it be tolerated by the P.A.T. in so far as the normal duties of full time professional police officers are concerned.

# W

## **WAGES – PAT STAFF**

**19.5.04**

That it become policy of the PAT that future wage determination for employees of the PAT be discussed and ratified by the Executive prior to any offer being put to the employee concerned.

## **WORKERS' COMPENSATION**

**16.12.05**

The Executive of the P.A.T. recognises workers' compensation matters as a fundamental service to members and shall consider this principle when determining applications for legal assistance under the By-Laws.

Where the PAT provides legal assistance for worker's compensation hearings and claims are successfully concluded, the PAT will not then recover a shortfall between the actual and awarded costs. This shall apply unless excessive costs are incurred as a result of a member's actions, whereby the PAT reserves the right to consider some cost recovery.