



Queensland Police Service

Staff Member Integrity Policy Guidelines for Initial Engagement



Context

The *Queensland Public Sector Act 2022* and the Queensland Police Service's *Integrity Framework* emphasise the need for all members of the Service to have high standards of integrity i.e., honesty, trustworthiness, reliability, and tolerance. Members of the Service should also not be vulnerable to improper influence i.e., should not associate with people of poor character or reputation, and/or with people who may present an unacceptable risk to the Service.

The Service requires external applicants seeking to be engaged as staff members to meet high standards regarding their behaviour and conduct. The Service must have the confidence of the wider community to properly pursue its statutory functions, and systematic pre-engagement screening of applicants is an important mechanism for the maintenance and advancement of the organizational integrity of the Service.

The *Police Service Administration Act (PSAA) 1990*, Part 5AA along with Schedule 1 to the Act, describes the assessment of suitability of external applicants seeking to be engaged by the Service including consideration of criminal, traffic and discipline history and associated intelligence. In addition, if an external applicant associates with people whose poor character or reputation may present an unacceptable risk to the Service this may affect suitability for engagement.

Application. This policy applies to all persons seeking to be engaged as staff members by the Service. This includes all paid staff members under the Queensland Fire Emergency Services (QFES) organisation (including SES/Marine Rescue Queensland). As part of the machinery of government (MoG) transition to the Service these persons will be classified as staff members under the PSAA 1990 and will be screened under this policy.

Variation. However, volunteer staff members under the QFES MoG transition, and future SES/Marine Rescue Queensland volunteers will not be screened against this policy and will only be vetted under the existing Blue Card Services Vetting requirement guidelines that are currently in existence and already undertaken with QFES volunteers and Blue Card Services Queensland.

Aim

The aim of the *Staff Member Integrity Policy Guidelines for Initial Engagement* (the Guidelines) is to support the pre-engagement screening and assessment of suitability of external applicants seeking to be engaged, as staff members, by the Service. The PSAA 1990 Part 5AA and the sect 5AA.15 'Guidelines for dealing with relevant information' set out the process for assessing suitability under the PSAA 1990. These Guidelines are designed to support that process, by detailing the matters that will be considered and the expected standards of integrity for persons applying to be engaged by the Service.

Integrity Guideline Table

To be assessed as suitable to be engaged as a staff member, an applicant must be of good character and should not exceed the thresholds of offences and conduct detailed in the integrity guidelines table (the table).

When interpreting the table, a finding of guilt includes convictions – reference Criminal Law (Rehabilitation of Offenders) Act 1986 ss 9 and 9A and the PSAA s5AA.4, suspended sentences, good behaviour bonds, finalised penalty, and infringement notices. Where the outcome is caution (adult or juvenile), diversion, no conviction recorded or stay of proceedings, these outcomes will be considered on a case-by-case basis.

The table includes guidance about the recency of offences, conduct or matters - expressed in years (e.g., up to the last 5 years). Those offences, conduct or matters that occur within the time listed in the table will be considered to have exceeded the thresholds. All time listed in the table commence from the date the matter was finalised at court or other justice program including diversion programs, date any infringements were finalised or the expiration of any order.

The table identifies serious driving offences that exceed the threshold of suitable behaviour and conduct for all staff member applicants. The table also lists those driving offences that specifically relate to staff positions where driving will be a significant duty, including current licence suspensions and accrued demerit points.

Multiple lesser offences and/or integrity matters, which individually fall below the behaviour and conduct thresholds in the table, but which demonstrate a pattern of repeated offending will be assessed on a case-by-case basis to consider if the behaviour raises concerns about an applicant's judgment, reliability and maturity and may result in a determination of unsuitable.

Decisions with respect to Suitability are made by fair and equitable procedures which take account of the merits and risks of each case. Depending upon merits and risks of the case, the decision-maker may (but not must) consider the exclusion period of up to the time nominated in these guidelines. The exclusion periods set out in the Schedule are indicative rather than mandatory and may be amended depending upon the circumstances which apply at the time an application is considered.

Human Rights Act 2019:

Pursuant to the Human Rights Act 2019, decision makers have an obligation to act and make decisions in a way that is compatible with human rights and, in deciding, consider human rights relevant to the decision under the Human Rights Act 2019 and Public Sector Commissioner Directives.

Assessment of Suitability

As indicated above, these Guidelines detail the types of criminal and adverse behaviour considered and the expected standards of integrity for persons applying to be engaged by the Service. For those applicants found to have previous criminal or adverse behaviour, these Guidelines are further underpinned by the *Suitability Assessment Considerations for Pre-Engagement Screening and Delegate Decisions*, which:

- Ensures the Service consistently evaluates applicant's previous criminal and adverse behaviour, including any conditions that could raise or mitigate concerns; and delivers whole-of-applicant suitability assessments.
- Assists Delegates to make balanced and consistent decisions regarding engagement, following due consideration of the suitability assessments and, if needed, recording the rationale for their decisions, including controls needed to mitigate any security risks to the Service.

Further Information

For any questions or for more information please contact the Screening and Vetting Unit via: vettingrequests@police.qld.gov.au

Schedule - Integrity Guidelines Table

OFFENCE / INTEGRITY MATTER	EXPLANATION	CONSIDERATION / TIME PERIOD
Imprisonment sentence	An applicant who has been sentenced to any term of imprisonment including suspended sentences and youth detention.	Unsuitable
Indictable offences (serious offences)	An applicant with a <u>finding of guilt</u> for an offence such of break and enter, fraud, stealing, serious assaults, unlawful use of motor vehicle or other serious offences.	Up to Unsuitable
Drugs Misuse Act 1996 including drug diversion and self-disclosure of drug use/possession	An applicant with a <u>finding of guilt</u> for drug manufacture, drug trafficking.	Up to Unsuitable
	An applicant with a <u>finding of guilt</u> for any other offence preferred under the <i>Drugs Misuse Act 1986</i> .	Up to Unsuitable
	An applicant who has <u>successfully completed</u> a drug diversion program.	Up to 5 years
	An applicant who <u>discloses</u> drug use or possession that has not previously been dealt with by police may be considered on a case-by-case basis.	Up to 5 years
Summary offences Offences involving alcohol (drunk) and non TORUM infringements	An applicant with a <u>finding of guilt</u> for an offence against a police officer or other emergency service worker.	Up to Unsuitable
	An applicant with a <u>finding of guilt</u> for a summary offence/s involving assault, property damage, dishonesty.	Up to 5 years
	An applicant with a <u>finding of guilt</u> for fare evasion including rail evasions or like offences.	Up to 2 years
Domestic and Family Violence Orders	An applicant named as the respondent in a current or previous Domestic and Family Violence Protection Order (including Interim orders).	Up to Unsuitable
	An applicant with a <u>finding of guilt</u> for contravening a Domestic and Family Violence Order.	Up to Unsuitable
Offences involving alcohol (drunk) and non TORUM infringements	An applicant with a <u>finding of guilt</u> for any offence involving alcohol that is not a drink driving offence.	Up to Unsuitable
	An applicant's non TORUM infringement history include but are not limited to: <ul style="list-style-type: none"> • Drunk • Contravene requirement Consume liquor in a public place and other <i>Liquor Act</i> offences	Up to Unsuitable
OFFENCE / INTEGRITY MATTER	EXPLANATION	CONSIDERATION / TIME PERIOD

OFFICIAL

Queensland Police Service – Staff Member Integrity Policy Guidelines for Initial Engagement

False and misleading information	An applicant found or assessed to have <u>deliberately supplied false, incomplete, or misleading information</u> to be engaged by the Service.	Up to Unsuitable
Currently under investigation	An applicant who is currently under investigation for, charged with or awaiting criminal proceedings.	Up to Unsuitable.
Associations	An applicant who associates with people of poor character or reputation or who associates with people who may present an unacceptable risk to the Service.	Up to Unsuitable
Drink driving and serious driving offences	An applicant with a <u>finding of guilt</u> for any driving offence involving a blood alcohol level of 0.15% or higher, including but not limited to: <ul style="list-style-type: none"> • Drug Impaired Driving • Failure to Supply Breath/Blood/Saliva/Urine • Dangerous Operation of a Motor Vehicle 	Up to Unsuitable.
	An applicant with a finding of guilt for blood alcohol reading of less than 0.15%.	Up to Unsuitable
Disciplinary finding and/or action - current and former public sector employees	An applicant who is currently under investigation for a disciplinary action.	Up to Unsuitable.
	An applicant who has had a serious disciplinary finding and/or action taken against them.	Up to Unsuitable
	An applicant who has had any other disciplinary finding and/or action taken against them.	Up to Unsuitable
Current or former members of LEA and the ADF	The complaints and discipline history of an applicant who is a current or former member of a Law Enforcement Agency (LEA) and/or the Australian Defence Force (ADF) will be assessed on a case-by-case basis.	Up to Unsuitable
Intelligence	These applications will include consideration of intelligence holdings from the Service and any other law enforcement agency.	Up to Unsuitable
Online digital footprint and/or social media presence	An applicant who has or who at any time had an online digital footprint and/or social media presence in any form whatsoever including (but not limited to) postings, comments or chat groups that do not comply or align with the Services values or Code of Conduct may not be suitable. This also includes membership of groups who espouse or promote views and ideals in conflict with the Services values or the Code of Conduct.	Up to Unsuitable
Staff positions where driving will be a significant duty		
Driving whilst licence suspended, cancelled, or disqualified	An applicant with a <u>finding of guilt</u> for driving whilst disqualified or driving on a cancelled licence.	Up to 5 years
	An applicant with a <u>finding of guilt</u> for driving on a suspended licence.	Up to 2 years
OFFENCE / INTEGRITY MATTER	EXPLANATION	CONSIDERATION / TIME PERIOD

OFFICIAL

Queensland Police Service – Staff Member Integrity Policy Guidelines for Initial Engagement

Licence suspensions, SPER suspensions	An applicant who has a current licence suspension.	Up to Unsuitable
	An applicant (open or probationary licence holder) with any licence suspension/cancellation for matters involving SPER.	Up to 1 year from reinstatement of licence
	An applicant with a <u>finding of guilt</u> for offences including Recently Expired Licence or Unlicensed Driving or Drive Unregistered/Uninsured vehicle.	Up to 1 year from reinstatement of licence
Demerit points	Applicants are expected to have no more than 8 demerit points accumulated (within the last 3 years). Applicants who have accumulated 9 demerit points may be considered unsuitable. Applicants who have accumulated 8 or 7 demerit points may be subject to a show cause process and their suitability reviewed on a case-by-case basis.	9 demerit points – up to Unsuitable 8 or 7 demerit points - assessed on a case-by-case basis

© State of Queensland (Queensland Police Service) 2024

The Queensland Government, acting through the Queensland Police Service, supports and encourages the dissemination and exchange of publicly funded information and endorses the use of [Creative Commons](#).

All Queensland Police Service material in this document – except the QPS logo, any material protected by a trademark, and unless otherwise noted – is licensed under <https://creativecommons.org/licenses/by/4.0/legalcode>.



The Queensland Police Service has undertaken reasonable enquiries to identify material owned by third parties and secure permission for its reproduction. Permission may need to be obtained from third parties to re-use their material.

Written requests relating to the copyright in this document should be addressed to:

Intellectual Property Coordinator

QPS Legal Unit, Legal Division
Queensland Police Service
GPO Box 1440, Brisbane 4001

PH: 07 3364 3958

EM: Copyright@police.qld.gov.au

Disclaimer

To the extent possible under applicable law, the material in this document is supplied as-is and as-available and makes no representations or warranties of any kind whether express, implied, statutory, or otherwise. This includes, without limitation, warranties of title, merchantability, fitness for a particular purpose, non-infringement, absence of latent or other defects, accuracy, or the presence or absence of errors, whether known or discoverable. Where disclaimers of warranties are not allowed in full or in part, this disclaimer may not apply.

To the extent possible under applicable law, neither the Queensland Government or the Queensland Police Service will be liable to you on any legal ground (including, without limitation, negligence) or otherwise for any direct, special, indirect, incidental, consequential, punitive, exemplary, or other losses, costs, expenses, or damages arising out of the use of the material in this document. Where a limitation of liability is not allowed in full or in part, this limitation may not apply.