



QUEENSLAND POLICE SERVICE

Human Resource Management Branch
Recruiting Section

Recruit Assessment Information

RECRUIT ASSESSMENT INFORMATION

TABLE OF CONTENTS

	Page
INTRODUCTION	3
REQUIREMENTS FOR A CONSTABLE	3
• GENERAL DUTIES POLICE OFFICER DESCRIPTION	3
• CODE OF CONDUCT	7
• CODE OF DRESS AND APPEARANCE	7
POLICE RECRUIT SELECTION PROCESS	7
• PSYCHOMETRIC ASSESSMENT	8
• HEALTH SCREENING PROCEDURES	9
• PANEL INTERVIEW	12
• INTEGRITY/CONDUCT	14
• COMMUNITY/BACKGROUND ENQUIRIES	14
• CERTIFICATES	15
• SELECTION COMMITTEE	15
INITIAL AND IN-SERVICE TRAINING	19
• INITIAL SERVICE TRAINING	19
• IN-SERVICE TRAINING	25

RECRUIT ASSESSMENT INFORMATION

INTRODUCTION

This information brochure has been designed to assist you to:

- understand the requirements of a constable in the Queensland Police Service (QPS)
- understand the stages of the police recruit selection process
- perform your best in each stage of the selection process
- understand how police recruits are selected
- understand the initial and in-service training programs for police recruits and police officers.

REQUIREMENTS FOR A CONSTABLE

The requirements of a constable in the Queensland Police Service involve duty as an operational police officer, performing shift work under any conditions or circumstances to fulfill policing requirements in any location throughout the State. A constable should normally expect to perform continuous operational police duties for at least five years, and will most likely be required to perform those duties for periods well beyond that period.

The following information sets out the general duties of an operational police constable. Also, it will help you understand the ethics and conduct required of police constables and gain a realistic insight into the nature of policing.

The Queensland Police Service has identified a number of core competencies relating to the functions performed by constables. The highlighting of these competencies serve to give an appreciation of the requirements of an operational police constable, should you be successful in your application.

Constables are required to comply with the Statement of Ethics, Code of Conduct and Code of Dress and Appearance. Full copies of these codes are available for perusal at the Recruiting Section.

RECRUIT ASSESSMENT INFORMATION

General Duties Police Officer Position Description

The duties of general duties police constables in the QPS are set out in the following position description. Officers should normally expect to perform operational police duties for at least five years, and potentially for periods well beyond that period.

Position Objective

Provide operational policing services to the community by protecting life and property, preserving peace and safety, preventing crime and upholding law in a manner which has regard for the public good and rights of individuals.

Principal Responsibilities

Maintain operational safety under varying work conditions and in diverse locations; and adhere to guidelines relating to uniform and safe practices for the use and maintenance of accoutrements and police equipment.

Undertake operational patrols, respond to situations to enforce laws and/or maintain public order, exercise police powers, investigate incidents or offences, and prepare and present evidence in a judicial or quasi-judicial setting.

Lawfully drive police vehicles safely in varying road, terrain and operational conditions, including the systematic, safe and efficient control of all vehicle functions, and effective management of hazardous situations.

Gather and exchange information from and with the community; and use analytical and keyboard skills, recording equipment and information systems to record, organise and analyse information.

Perform administrative duties in support of operational responsibilities; prepare forms, correspondence and reports and where required apply professional judgment in the issuing of licences and/or regulatory authorisations.

Manage a wide range of persons who are placed in care, detained in custody or require assistance pending the arrival of qualified personnel. Utilise appropriate communication, practical and physical skills in order to protect persons from harm or further casualty and to deal with uncooperative/aggressive people.

Perform duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal performance standards and competence, manage personal work priorities, assist and support other personnel, and maintain physical and emotional health.

Provide the public with service and support, utilise problem-solving techniques and adapt communication strategies to meet client needs, stay abreast of current affairs, and foster a positive organisational image in the community.

RECRUIT ASSESSMENT INFORMATION

Essential Selection Criteria

ESC1 Demonstrated high level of personal integrity, emotional stability and professionalism.

Key Selection Criteria

KSC1 Ability and willingness to acquire sound knowledge of laws, regulations, policies and procedures relating to the duties of a police constable.

KSC2 Ability to maintain effective working relationships with colleagues and members of the broader community, and respond to direction and instructions when necessary.

KSC3 Demonstrated reasoning and analytical ability required to research problems thoroughly, make decisions and carry out complex tasks to completion.

KSC4 Mental and physical ability to perform operational activities effectively under unpredictable, emotional and sometimes extended and dangerous conditions.

KSC5 Ability to use operational equipment in a safe and effective manner.

KSC6 Demonstrated effective oral and written communication skills and ability to negotiate and resolve conflict under different situations.

In addition, there are other considerations that are not included in the selection criteria, but nevertheless are relevant to the performance of general duties policing. These important factors are included in this document as police officers need to be prepared to:

Perform duties in varying and diverse locations throughout Queensland

QPS officers must be prepared to serve in any of the police stations/establishments (approximately 500) throughout the State during their service. They may be transferred to a variety of locations that include larger centres in the south eastern corner, provincial cities, coastal, inland and/or rural towns, including small and remote isolated communities.

Perform shiftwork

At most police stations general duties police officers are required to perform rostered shift work 24 hours a day.

Generally, each standard shift is 8 hours and there is a minimum of a 10 hour break between shifts. Although rosters vary between stations, standard shifts operate between 6 am and 4 pm (day shift); 2 pm to 12 midnight

(afternoon/evening shift); and 10 pm to 8 am (night shift) with start and finish times varying between these hours.

Shiftwork can have lifestyle implications. For example, shiftwork may:

- be disruptive to family life, and it may present difficulties for family members; and
- limit the ability to participate in regular social, sporting, and study activities.

Face socialisation, cultural, organisational and management issues

Notwithstanding the attractive aspects of working for the QPS, it must be understood that it is not all glamour.

RECRUIT ASSESSMENT INFORMATION

Police officers can face situations where they are socially isolated and/or may be excluded from certain social or community activities.

New police officers may find dealing with aspects of police culture both rewarding and challenging. They may find themselves questioning organisational and management decisions, or experience difficulty in understanding certain management directions.

It must be understood that the reasons for current police culture and management style are a combination of community expectation, legislative requirements and organisational culture including historical factors. These factors combine to make a complex environment where decisions are made in the interests of serving the Queensland community in a fair and equitable manner.

Deal with public perceptions of police and policing

While most citizens have favourable impressions of police, this is not always the case. The Queensland community is diverse in terms of gender, age, racial, cultural and social backgrounds. All members of the community have perceptions of police where policing and many have preconceived ideas or have formed opinions based on their experiences with police. While community opinions are generally positive, it is not uncommon for people to have extremely negative views of police. Additionally, it is not uncommon for members of the community to react to police in a fearful or non-cooperative way.

Attend traumatic incidents (e.g. accident, fatality, and child abuse situation)

During patrols, a police officer may encounter and be expected to deal with occurrences ranging from an assault to a noise complaint, fires, burglaries and natural disasters. They are sometimes called upon to attend traumatic incidents such as serious and fatal motor vehicle accidents, murders, child abuse and drowning situation incidents.

Although a range of personal trauma strategies are in place to assist police in dealing with such incidents, individual officers must be mentally prepared to professionally manage traumatic situations to completion.

Perform duties in varying work conditions

Police officers are required to work in varying work conditions. In undertaking their duties they may encounter extreme weather, difficult terrain, varying road conditions. Also, these situations involve having to arrest or detain persons and possibly search and rescue others in hazardous scenarios.

Statement of Ethics

As a member of the QPS I have a duty to:

Protect Life and Property;

Preserve the peace;

Prevent offences;

Detect and apprehend offenders; and

Help those in need of assistance.

RECRUIT ASSESSMENT INFORMATION

At all times

I will carry out my duties without fear or favour, malice or ill will;

I will act honestly and with the utmost integrity;

I will make every effort to respect and uphold the rights of all people in the community regardless of race, social status or religion;

I will strive for excellence and endeavour to improve my knowledge and professionalism;

I will keep confidential all matters which I may learn in my official capacity, except as necessary in the course of my duties;

I will practise self-discipline in word and deed both on and off duty;

I will resist the temptation to participate in any activity which is improper or which can be construed as being improper;

I will not misuse my office for personal gain;

I will accept responsibility for my own actions and for acts which I may order;

I accept the desirability of these ethics as an integral part of my personal and professional life.

Code of Conduct

Performance of Duties:

Officers shall perform their official duties and so arrange their private affairs in such a manner that public confidence and trust in the integrity, objectivity and impartiality of the QPS are conserved and maintained.

Officers have an obligation to act in a manner that will bear the closest public scrutiny, and to act, and be seen to act, properly and in accordance with both the spirit and the letter of the law.

Code of Dress and Appearance

Members of the Service must always maintain cleanliness and smartness of appearance and be conscious of the image they portray to the community.

Police officers are expected to comply strictly with the Code of Dress and Appearance. This code gives instructions relating to the wearing of uniforms, standards in relation to hair, beards and moustaches, cosmetics and jewellery, and with dress codes when performing duty in plain clothes.

POLICE RECRUIT SELECTION PROCESS

General Selection Criteria

The selection of police recruits is specifically governed by *the Police Service Administration Act, 1990*. As the QPS forms part of the Queensland public sector, the appointment of police recruits is also governed by various legislation such as the anti-discrimination and equal opportunity legislation and standards common to all the State Public Service. One specific example of such a common requirement is that **you must have permanent residency status in Australia**.

The selection criteria listed below have been determined from the inherent requirements of general duties policing. You are assessed against these criteria in all aspects of the selection, testing and interview process. A selection committee then assesses your application on merit, based on how well you meet all of the selection criteria.

RECRUIT ASSESSMENT INFORMATION

Successful completion of all or any part of the selection process does not guarantee selection or appointment as a police constable as appointments are made on the basis of merit. Many well qualified and committed applicants seek a career in the QPS and entry is highly competitive.

If you are unsuccessful in any part of the selection process you may be required to begin the process again.

Psychometric assessment

This assessment will be conducted under normal controlled exam conditions. As the assessment will take approximately four hours to complete, you should ensure that you are well rested and mentally fresh on your assessment day. If you are unsuccessful, you are not able to re-sit the assessment for a 12-month period.

When attending the psychometric assessment, you are required to present photographic identification in the form of a driver licence or passport. No calculators, books, dictionaries, notes, writing paper or calculator watches are to be taken into the assessment room. Mobile phones are to be switched off during this period. You will be provided with the necessary materials such as pencils and erasers to complete the tests.

The purpose of conducting psychometric testing is to ensure that recruits have the necessary abilities and personality to perform the requirements of the role. The Queensland Police Service (QPS) recognises the following 42 psychological characteristics as those desirable for general duties policing:

PERSONALITY	ABILITY	SKILLS
<ul style="list-style-type: none"> • trustworthiness • self-esteem • moral judgement • internal locus of control • orderliness • empathy • sensitivity • integrity • tolerance • agreeableness • responsibility • conformity • self-control • cooperativeness • flexibility • sociability • objectivity • conscientiousness • assertiveness 	<ul style="list-style-type: none"> • vocabulary • spelling • perception • abstract reasoning • inductive reasoning • deductive reasoning • observation skills • decision-making skills • memory • manual dexterity • finger dexterity • speed and accuracy • mechanical ability • clerical ability • writing ability • motor skills • spatial relations • reading comprehension • listening comprehension judgement 	<ul style="list-style-type: none"> • Interpersonal skills • Communication skills • Conflict resolution skills

RECRUIT ASSESSMENT INFORMATION

The psychometric assessment consists of four measures. Together these tests provide an indication of your general mental ability, personality and literacy. You will be given clear instructions on how to complete each test within this assessment.

1 x Cognitive Ability Test – Timed

Cognitive ability is a measure of general mental ability (or intelligence). It provides an indication of a person's ability to solve problems, reason, plan, organise and grasp complex problems. The Queensland Police Service's cognitive ability test indicates measures of the three core abilities: verbal, numerical and abstract reasoning.

2 x Personality Questionnaires - Untimed

These questionnaires are designed to provide a picture of the characteristics that influence your thoughts and behaviours. One of the questionnaires provides a profile of how you rate on a number of personality dimensions, including the police related dimensions: conscientiousness, emotional stability, warmth, integrity and conformity. The other questionnaire is a detailed measure which is related to emotional stability and will indicate your ability to cope under highly stressful situations.

1 x Literacy Indicator – Timed

You will be asked to write a 200 - 300 word response to a standard interview question. Your response will indicate if you have the necessary literacy skill required for a police officer.

If you are unsuccessful, you will have the opportunity to receive feedback regarding your results.

This assessment is carried out at Police Headquarters, Brisbane and at Bessells Lodge, Townsville.

Effective policing relies heavily on a good command of English language skills. One of the assessments requires you to have a good grasp of the English language. If you are from a non-English speaking background and you have difficulty interpreting the English language, you may be asked to undertake the International Second Language Proficiency Ratings Scale (ISLPR) assessment during the selection process.

Health Screening Procedures

You must be capable of performing all genuine occupational requirements of general duties policing anywhere, anytime. To determine if you have the capacity to successfully complete the physical skills program at the Academy and safely undertake the genuine occupational requirements of general duties.

The health screening process consists of:

- a complete medical examination by a Pre-Employment Medical Service (PEMS) provider; and
- a physical competency test

Health screening provides for differences amongst applicants and considers all medical, physical, and psychological issues. The screening allows you to be assessed individually within the process.

RECRUIT ASSESSMENT INFORMATION

Medical examination - To assist the PEMS provider to conduct the necessary medical examination, you must complete a health assessment medical questionnaire. The questions directly relate to the operational duties of a police officer.

You must also complete a *Declaration* and *Waiver* on the form certifying that the information is true and correct.

There is no blanket ban on any particular medical condition, physical disability or impairment. Each case is considered on its particular circumstances. You are medically examined and assessed on an individual basis by the PEMS provider and where necessary, advice from relevant medical specialists may be sought before a final assessment is made as to your ability to undertake operational duties as a police officer.

Physical Competency Test (PCT) - To meet the essential physical activities of operational policing, you need to demonstrate a reasonable degree of aerobic fitness to perform duties involving **periods of intense and strenuous physical exertion**. Therefore you are required to pass a physical competency test, involving a Beep Test (also known as a shuttle run) to demonstrate you have a reasonable degree of aerobic fitness to successfully complete the physical training program associated with the recruit training program.

The Physical Competency Test – BEEP Test is performed on a non slip surface between two markers placed 20 meters apart. Applicants are required to run between the markers in time with an audio track played by PCT officers. Beginning at Level 1, applicants must progress through each level and the required number of laps to the minimum level required for their age and gender.

Fitness preparation and training programs will be offered by appointed PCYC's throughout Queensland. These PCYC's who will be able to offer training preparation, will also be able to conduct PCT assessments on behalf of the Academy.

BEEP TEST RATING SYSTEM FOR APPLICANTS

Age/Gender	Required Level				
	A	B	C	D	E
U30 Male	≥ 9/4	9/3 - 8/6	8/5 - 7/8	7/7 - 7/4	≤ 7/3
30-39 Male	≥ 8/5	8/4 - 7/10	7/9 - 7/1	6/10 - 6/7	≤ 6/6
40+ Male	≥ 7/7	7/6 - 7/1	6/9 - 6/3	6/2 - 5/9	≤ 5/8
U30 Female	≥ 7/5	7/4 - 6/10	6/9 - 6/3	6/2 - 5/9	≤ 5/8
30-39 Female	≥ 7/1	6/10 - 6/5	6/4 - 5/6	5/5 - 5/3	≤ 5/2
40+ Female	≥ 6/5	6/4 - 5/7	5/6 - 5/1	4/9 - 4/7	≤ 4/6

Level	Laps
1	7
2	8
3	8
4	9
5	9

Level	Laps
6	10
7	10
8	11
9	11
10	11

Level	Laps
11	12
12	12
13	13
14	13

RECRUIT ASSESSMENT INFORMATION

Level A: The applicant has superior fitness and should have no difficulty in completing fitness assessments at the Academy.

Level B: The applicant has a good fitness level and should have little difficulty in completing fitness assessments at the Academy.

Level C: (Minimum entry level) The applicant has average fitness and should be able to achieve the fitness assessments at the Academy with some or minimal assistance.

Level D: The applicant has below average fitness and while an application may be submitted once an applicant has reached this level, appointment to an Academy is conditional upon attaining Level C or higher.

Level E: The applicant has poor fitness level and an application should not be submitted until a higher level of fitness is attained.

On the day of your test you are required to present photographic identification.

You must also present a copy of the Certificate of Fitness/Indemnity form completed by the Pre Employment Medical Service (PEMS) provider after undertaking your full medical assessment and prior to submitting your application. The certificate confirms that you are physically fit to perform this test.

You are required to wear appropriate footwear and clothing when completing the test. You are not permitted to use a personal trainer or any other person when completing the test. It is suggested that you arrive at your test venue with sufficient time to warm up.

If you are ill or injured and do not attend the physical competency test, you should advise POLICE RECRUITING (07) 3364 8000 on the next working day and arrange an alternate test date.

Swimming proficiency

Prior to, or during recruit training you will be required to demonstrate a swimming proficiency involving a supervised 100m clothed and un-timed swim of any stroke.

RECRUIT ASSESSMENT INFORMATION

Panel Interview

The interview is an important part of the selection process. The interview panel will generally comprise a senior police officer (convenor), and a representative of the community. A clinical psychologist may also be present to assist in your evaluation.

The interview is structured and all applicants are asked the same series of pre-determined questions based upon the selection criteria contained in the position description to ensure a consistent form of assessment. The interview provides you with an opportunity to demonstrate your merit for each criteria, and to demonstrate your level of life experience, employment skills, community involvement, communication and interpersonal skills, and overall personal suitability to undertake general duties policing.

The panel interview has been designed to assess your suitability against five (5) of the seven (7) - General Duties Police Officer Position Description selection criteria (page 3), that are used to determine suitability for general duties policing. The other two (2) criteria are not included in the panel interview as they are assessed using other assessment measures such as medical examinations and referee reports.

You will be provided with the essential and key selection criteria, explanatory notes and the panel interview questions 40 minutes before the panel interview. You will then have 40 minutes to peruse the questions and to think about how you will respond to each question. You may make notes on the questions and refer to the notes during the course of the interview.

Approximately 40 minutes has been scheduled for each interview. Therefore, you should plan your responses and comments to allow adequate time for all questions to be addressed in the allocated time. At the conclusion of the interview you will be given the opportunity to provide additional information.

Essential Selection Criteria

ESC1 Demonstrated high level of personal integrity, emotional stability and professionalism.

Explanatory Note

There is an expectation that police will undertake their duties in a professional and ethical manner, and with the integrity required to ensure the public's confidence in its police service. It is therefore essential that officers individually possess, maintain and develop ongoing personal performance standards and competence; manage personal work priorities; assist and support other personnel; and maintain physical and emotional health.

Key Selection Criteria

KSC1 Ability and willingness to acquire sound knowledge of laws, regulations, policies and procedures relating to the duties of a police constable.

Explanatory Note

Police are required to serve the community by undertaking operational patrols, responding to situations to enforce laws and/or maintain public order, exercise police powers, investigate incidents or offences, and prepare and present evidence in a judicial or quasi-judicial setting. They must possess a sound knowledge of laws, regulations, policies and procedures. This is to enable them to competently assess and preserve crime/incident scenes, conduct and assist in investigations and exercise police powers such as searching of persons, property and vehicles, dealing with suspects and victims of crime and arresting persons.

RECRUIT ASSESSMENT INFORMATION

KSC2 Ability to maintain effective working relationships with colleagues and members of the broader community, and respond to direction and instructions when necessary.

Explanatory Note

Police are required to participate in teamwork and contribute to team morale. They need to be responsive to direction and instruction, particularly during operational emergency situations. They are required to provide the public with service and support and respond to various types of clients in a fair and equitable manner. They require the ability to assess situations and to take into account the needs and characteristic of factors such as age, gender, racial, cultural and social background and to use conflict resolution and negotiation skills to address issues/incidents.

KSC3 Demonstrated reasoning and analytical ability required to research problems thoroughly, make decisions and carry out complex tasks to completion.

Explanatory Note

In providing the public with service and support, police require analytical and problem-solving skills to enable them to evaluate situations, to assess behaviours of people and determine and/or implement appropriate reaction/response strategies. They must utilise problem-solving techniques to observe, assess and classify human behaviour in terms of custodial risks, to protect persons from harm or further casualty and to deal with uncooperative/aggressive people.

KSC6 Demonstrated effective oral and written communication skills and ability to negotiate and resolve conflict under different situations.

Explanatory Note

Police must have a sufficient degree of oral and written communication skills to give evidence, gather and record information from the community, take and compile statements, conduct interviews and exchange information with others. Police also provide the public with service and support, therefore they require a sufficient degree of communication skills to enable them to liaise and negotiate with, and respond to various types of clients in a fair and equitable manner. They require the ability to assess situations and adopt communication strategies tailored to the identified audience, giving consideration to social, cultural, gender and age issues; as well as utilising conflict resolution and negotiation skills to address issues/incidents.

(Key Selection Criteria 4 and 5 are not assessed during the panel interview.)

It is suggested that at the interview you should:

- provide specific examples which demonstrate how they satisfy each of the selection criteria;
- be straightforward and honest;
- volunteer or present information/documentation to support your case;
- present themselves in a positive manner;
- listen carefully and ask for clarification where necessary;
- keep to the point and avoid the temptation to over elaborate.

RECRUIT ASSESSMENT INFORMATION

Integrity/Conduct

The QPS is committed to being an employer of choice through the selection of people who display the attributes of integrity, fairness, equity, professionalism and accountability.

Police officers are granted powers and responsibilities that exceed those afforded to other citizens. However, in order to properly pursue these statutory functions police officers must have the confidence of the wider community.

The systematic integrity screening of police recruit applicants is an important mechanism for the maintenance and advancement of the organisational integrity of the QPS.

The QPS requires that persons applying to be appointed as a police recruit meet very high standards with regard to their past behaviour and conduct. In selecting people to join the QPS, applicants will undergo a rigorous selection process that includes self-disclosure of '**relevant information**'. At this stage of the process the QPS will undertake a thorough evaluation of all integrity issues. It is the applicants responsibility to advise the QPS of any additional matters relating to 'relevant information' that have occurred since completing the original 'Assessment of Suitability Form'.

For full information relating to the disclosure of 'relevant information' please contact Queensland Police Service personnel on (07) 3364 8000 or email: Recruiting@police.qld.gov.au

Community/Background enquiries

As part of the police recruit selection process, the QPS undertakes a wide range of community background enquiries. Community background enquiries, including reports from your referees and police referees, current and former employers, and residence checks are conducted to assist in determining your suitability to perform general duties policing and to assess your level of integrity, character and conduct for appointment as a police recruit.

You are required to complete an authority form for the consent and authority to undertake background enquiries and for the release and delivery of such information to the QPS.

The comments or information received during community background enquiries will be treated confidentially by the QPS - (unless the person expressly authorises the release of the comments or information to the applicant). The comments and information provided to the QPS will be used for the express purpose of assessing your merit for appointment as police recruit.

In circumstances where adverse comments or information is provided and the comments or information will likely exclude you from appointment as a police recruit, procedural fairness requires that you be informed of the substance, basis or essential elements of the adverse comments or information to give you an opportunity to answer or respond to it before any decision is made.

The selection of the right people as police officers is especially critical to maintain community confidence in the integrity of the Service. Bearing in mind the very high expectations the community places in its police service, it is necessary to ensure your suitability to perform police duties, and that your integrity, character and conduct is of a very high standard.

RECRUIT ASSESSMENT INFORMATION

Fingerprints

At the time of the interview you will have your fingerprints taken to be recorded and checked against computer data base records.

Certificates

A Senior First Aid Certificate is required prior to your appointment as a police recruit and must remain current for the duration of the police recruit training program. It should be obtained and produced to processing staff at least six (6) weeks prior to commencement of the intake. On the day of the psychometric test, staff will advise you of the date that certificates **must** be produced.

A number of organisations conduct Senior First Aid courses, including:

Queensland Ambulance Service, St John Ambulance, Australian Red Cross, Emergcare.

You should enquire as to the local availability and location of courses and select an organisation to provide the certificate. This certificate is valid for three years and it must be current during all recruit training. The 'resuscitation' component of this certificate is valid for one year and must be current during all recruit training.

THE QPS WILL NOT ACCEPT RESPONSIBILITY FOR ANY COSTS ASSOCIATED WITH THE QUALIFICATION OR REQUALIFICATION OF CERTIFICATES.

Selection Committee

Successful completion of all stages of the selection process does not guarantee that you will be selected as a police recruit. The Selection Committee considers all applicants and makes recommendations to the Chief Superintendent,

Human Resources Development Branch, for appointment based on the comparative merit of each applicant.

The Selection Committee assesses how well you meet the selection criteria identified in the General Duties Police

Officer Position Description when making a recommendation for appointment on the basis of merit. The prerequisite skills certificates are required to allow the Selection Committee to assess Key Selection Criteria 4 and 5.

The assessment measures used by the Selection Committee for all selection criteria are:

ESSENTIAL SELECTION CRITERION 1

Demonstrated high level of personal integrity, emotional stability and professionalism.

Integrity screening

It is expected that you will have the highest level of integrity, exemplary character and conduct.

Persons convicted or found guilty of criminal, or other serious charges that indicate a serious disregard of the law, property rights and/or individuals' rights, are permanently excluded from consideration for appointment.

Persons with an extensive traffic history and/or offences for driving with a blood alcohol concentration may be permanently excluded from appointment, or be excluded until they have a traffic offence free history for a number of years.

Persons who knowingly fail to disclose relevant information on their application and/or in their medical health assessment, may be permanently excluded from consideration for appointment.

RECRUIT ASSESSMENT INFORMATION

Assessment includes checking the following police records:

- Driver licence(s)/traffic history
- Firearms (licences/prohibition/adverse history)
- Criminal history
- Orders (restraining, domestic violence)
- Missing persons
- Drugs
- Persons wanted for questioning and/or under investigation
- Aliases.

Psychometric testing

Personality Questionnaire

Referee and employer reports

Obtained from previous employers and members of the community, particularly in relation to your character and past conduct.

Interview

Structured panel interview conducted by a senior police officer (convenor) and a representative of the community.

KEY SELECTION CRITERION 1

Ability and willingness to acquire sound knowledge of laws, regulations, policies and procedures relating to the duties of a police constable.

Education

Type and level of education attained – refer to education requirements as outlined in the PROVE information brochure.

Employment experience can include voluntary or unpaid work performed on a regular basis (e.g. caring for family, disabled or elderly people). Recent substantial police experience in a state/territory police service may also be assessed as meeting the minimum criteria.

Tertiary studies in a range of undergraduate degree courses are favourably considered. Such degree courses include sociology, psychology, law, commerce, economics, management and business, and criminology/justice studies.

Psychometric tests

Non-verbal Reasoning

Verbal Reasoning

Referee and employer reports

Obtained from previous employers and members of the community.

Interview

Structured panel interview conducted by a senior police officer (convenor) and a representative of the community.

RECRUIT ASSESSMENT INFORMATION

KEY SELECTION CRITERION 2

Ability to maintain effective working relationships with colleagues and members of the broader community, respond to direction and instructions when necessary.

Psychometric tests

Personality Questionnaire

Referee and employer reports

Obtained from previous employers and members of the community.

Structured panel interview conducted by a senior police officer (convenor) and a representative of the community.

KEY SELECTION CRITERION 3

Demonstrated reasoning and analytical ability required to research problems thoroughly, make decisions and carry out complex tasks to completion.

Education

As outlined in Key Selection Criterion 1.

Psychometric tests

Non-verbal Reasoning

Verbal Reasoning

Speed and Accuracy

Referee and employer reports

Obtained from previous employers and members of the community.

Interview

Structured panel interview conducted by a senior police officer (convenor) and a representative of the community.

KEY SELECTION CRITERION 4

Mental and physical ability to perform operational activities effectively under unpredictable, emotional and sometimes extended and dangerous conditions.

Medical examination

Completion of a Health Assessment medical questionnaire.

PEMS medical examination.

Physical Competency Test

Beep Test conducted at the QPSA in Brisbane or Townsville and appointed PCYC's throughout Queensland - to demonstrate a reasonable degree of aerobic fitness, relative to age and gender.

RECRUIT ASSESSMENT INFORMATION

Swimming proficiency

Prior to, or during recruit training you will be required to demonstrate a swimming proficiency involving a supervised 100m clothed and un-timed swim of any stroke.

Senior First Aid Certificate

Possession of a current Senior First Aid Certificate is required prior to appointment as a police recruit.

Psychometric tests

Personality Questionnaire

Non-verbal Reasoning

Verbal Reasoning

Referee and employer reports

Obtained from previous employers and members of the community.

KEY SELECTION CRITERION 5

Ability to use operational equipment in a safe and effective manner.

Driver Licence

Current Australian Open driver licence to operate a motor car (manual or automatic); or

Current Australian Provisional driver licence, with one years driving experience and successful completion of 'Defensive Driver Training Course' TLIC107C, to operate a motor car (manual or automatic). This course must be delivered by a Registered Training Organisation (RTO) which is recognised by the Queensland Police Service.

(There is a need to meet particular medical and health standards to drive commercial vehicles (Unconditional Licence) - which includes a police vehicle.)

Traffic history

Persons with an extensive traffic history and/or offences for driving with a blood alcohol concentration may be permanently excluded from appointment, or excluded until they have a traffic offence free history for a number of years.

Referee and employer reports

Obtained from previous employers and members of the community.

RECRUIT ASSESSMENT INFORMATION

KEY SELECTION CRITERION 6

Demonstrated effective oral and written communication skills and ability to negotiate and resolve conflict under different situations.

Education

As outlined in Key Selection Criterion 1.

Psychometric tests

Personality Questionnaire

Non-verbal Reasoning

Verbal Reasoning

Referee and employer reports

Obtained from previous employers and members of the community.

Interview

Structured panel interview conducted by a senior police officer (convenor) and a representative of the community.

Notification of Appointment

If you are successful you will be notified in writing of your appointment as a police recruit approximately one month prior to your commencement of the intake. Also, you will receive detailed joining instructions relating to pay and the training program at the QPSA after accepting your appointment as a police recruit.

Advice to Unsuccessful Applicants

If you are unsuccessful, you will be notified in writing as soon as possible after selection process has been completed. You are encouraged to obtain feedback from Recruiting staff concerning your application.

INITIAL AND IN-SERVICE TRAINING

Initial Service Training

Initial service training has been adapted to equip police recruits and officers in their first year of service with the knowledge, skills and attitude necessary to respond in a professional manner to community problems they will encounter.

Training for police recruits extends over a period of approximately 30 weeks with the Police Recruit Operational Vocational Education (PROVE) program at the Queensland Police Service Academy (QPSA) in Brisbane and at the North Queensland Campus in Townsville. Following successful completion of the PROVE program, recruits will be inducted into the QPS and then enter the First Year Constable (FYC) program which is undertaken in an operational environment. Further, newly sworn officers will be on probation for a minimum 12 month period.

RECRUIT ASSESSMENT INFORMATION

PROVE Program

The 30 week learning experience for new recruits involves the integration of theoretical knowledge, problem analysis, practical and operational skills.

The program has a basis in the Problem Based Learning (PBL) educational methodology. This methodology is similar in methodological approach to that used by the English police services and many faculties of architecture, engineering, medicine and nursing at universities throughout the world.

Problem Based Learning differs from conventional instructional methods. Following appropriate training, recruits are presented with problems to solve. These problems are taken from everyday policing situations and allow recruits to gain knowledge, skills and attitudes relevant to 'best police practice'. In the process of doing so, they develop appropriate decision making processes to solve operational policing problems.

The program has an interdisciplinary focus as opposed to the previous 'limited expert' model. Police recruits undergo training to develop the following core competencies, which enable them to carry out the inherent requirements of the duties of police officers. The training is based on National Competency Based Standards. These standards are broad based functions that integrate a series of skills, which will apply in a variety of contexts.

Competency focuses on what is expected of a person in the workplace and embodies the ability to transfer and apply skills and knowledge to new situations and environments. The Operational Core Competencies are:

Maintain operational safety - competency to assess and respond to general workplace safety risks, including the use of defensive tactics and/or restraining techniques.

Employ policing methods - competency to undertake patrols and to respond to situations to enforce laws and/or maintain public order.

Conduct initial police investigation - competency required to conduct initial investigation in response to offences against persons, property and associated public order issues.

Gather, collate and record information - competency to gather and record information from a variety of sources including interviews and police database systems.

Use and maintain operational equipment - competency to safely use and, where required, maintain administrative and general field based police equipment.

Facilitate effective communication in the workplace - competency to communicate verbally and non-verbally (body language) in the workplace. (This competency does not address written communication).

Manage persons in care or custody or in need of assistance - competency to process and provide for persons in police care or custody or to provide assistance pending the arrival of qualified personnel.

RECRUIT ASSESSMENT INFORMATION

Perform administrative duties - competency to perform a range of administrative functions and to prepare, submit and/or assess documentation pertaining to jurisdictional needs, licensing/regulatory requirements and the receipt, storage and recording of money/property.

Manage own professional performance - competency to effectively manage one's professional performance and perform ethically and with the integrity required to ensure the public's confidence in its police service.

Address client needs - competency to identify client needs and provide client support.

Foster a positive organisational image in the community - competency to enable effective two-way communication with the community, and to promote a positive public image.

Give evidence in a judicial or quasi-judicial setting - competency to prepare evidence, present evidence and follow up on the outcomes of proceedings.

Electives:

Drive vehicles under operational conditions - competency to drive vehicles safely, including the systematic, safe and efficient control of all vehicles functions and effective management of hazardous situations under operational conditions.

Assist in the judicial process - competency to prepare and manage evidence, witnesses and offenders for the relevant judicial authority in accordance with jurisdictional laws and organisational policies and procedures.

Supervise response - competency to supervise an initial response of a small team to incidents and to competently proceed to the incident, assess the incident, and plan and implement an operational response and post-response activities.

Multiple forms of assessment will be used across the program to enable the recruit to demonstrate knowledge, skills and application in a variety of ways. Methods of assessment will be such that recruits can clearly demonstrate the level of competence they have reached in the particular area being assessed.

The PROVE program is of 30 weeks duration, of which 10 days are accumulated recreation leave which must be taken prior to leaving the Academy.

The program consists of a wide variety of specialised training competencies, essential in the training of a police officer. In addition to those competencies previously mentioned, recruit training also consists of:

- Physical Skills and Health Education
- Station Duty at a nominated Police Station
- Computer Training
- Driver Training
- Firearms and Officer Safety Training

RECRUIT ASSESSMENT INFORMATION

During the program, recruits are also required to undertake activities outside normal study schedules involving:

- group activities to complete assignment work
- attend special tutorials
- undertake research as preparation for the next day's activities
- undertake physical competency testing, and
- work late shifts on occasions to attend police establishments

It should be stressed that the activities over and above normal study schedule are mandatory for recruits to successfully complete the program.

LIVE OUT POLICY: The PROVE program has a live out policy regarding your training at the Academy for the duration of the 30 weeks. However, accommodation may be available at the Brisbane or Townsville Academy.

Should you require accommodation prior to or during the course, application must be made on the prescribed form to the Inspector in Charge, PROVE program, outlining the reasons for consideration. All applications will be considered on merit. As a general rule recruits residing within the greater Brisbane Metropolitan area for the Brisbane Academy or Townsville City/Thuringowa City Council Boundaries for the Townsville Academy will not be considered for living in.

Single room accommodation with shared facilities is provided at the QPSA, Oxley in Brisbane, at a cost of \$50.00 per fortnight. Meals, which are available Monday to Friday only, are required to be paid for in advance with the fortnightly cost depending on the type of meal package purchased. Motel style unit accommodation is provided at the Townsville Academy at a cost of \$250.00 per fortnight including meals (Monday to Friday).

Physical Skills Education Program

During initial training at the QPSA, police recruits are required to regularly participate in physical fitness training and assessment as part of the Physical Skills Education (PSE) program. Recruits participate in physical fitness classes that aim to enhance their level of muscular and cardiovascular endurance, strength, anaerobic capacity, coordination, balance and agility. All components of the PSE program culminate in job tasks aimed at simulating operational policing situations.

The physical requirements of the program are vigorous and demanding and unlike conventional examinations, participants cannot 'cram' for the assessment. The successful completion of the PSE program requires dedication, determination and regular training.

Police task fitness assessment

The physical fitness tests outlined below are designed to simulate job tasks that police officers may encounter during their daily police work. There are three 'gates' of assessment with each gate being undertaken on separate days.

RECRUIT ASSESSMENT INFORMATION

GATE 1 - BEEP Test:

Assessment designed to assess the recruit's aerobic capacity and cardiovascular endurance.

GATE 2 - Urban Environment Simulator (UES):

The urban environment simulator course is designed to simulate a suburban backyard or industrial complex foot chase. The course contains a range of 15 common obstacles which an officer may be required to negotiate while performing operational duties and provides the recruit with skills to negotiate obstacles and complete the course quickly, safely and efficiently as possible.

The course is a test of cardiovascular endurance, muscular endurance, strength, co-ordination and balance. The course is 700 metres in length and is comprised of three sections:

- run of 230 metres;
- a series of obstacles including walls, steps, balance beams, windows, fences and ramps over a total distance of 240 metres; and
- a run of 230 metres.

To complete the course, recruits must successfully negotiate all of the sections safely, efficiently and quickly and achieve the following times:

	Under 30 years	30-39 years	40-49 years
MALES:	5 mins 30 secs	6 mins	6 mins 30 secs
FEMALES:	7 mins	7 mins 30 secs	8 minutes

GATE 3 – Combination of BEEP/UES/Rescue Drag Assessment:

The assessment will be a combination of the BEEP, Urban Environment Simulator and Rescue Drag Assessment.

The rescue *drag assessment* is designed to simulate the dragging of two average sized persons (75kg) from a fire, serious road accident scene or gas/bomb explosion. Recruits are required to undertake:

- two 35 metre running approaches
- two 35 metre drags of 75 kg dummy.

Running is mandatory in the approaches, but no time limit is required for the assessment.

RECRUIT ASSESSMENT INFORMATION

Police operational skills and tactics training:

The police operational skills and tactics training follows a progression in 'use of force' options and is designed to provide recruits with a range of skills to physically move, restrain or handcuff persons who may be violent, aggressive or disorderly, in a safe, efficient and effective manner.

Program Progression

- i. Situational Use of Force:
 - Presence
 - Communication
- ii. Restraint and Control – Standing (Open Hand Tactics)
- iii. Handcuffing/Watchhouse procedures
- iv. Motorised Offenders/Search Persons
- v. Closed Hand Tactics
- vi. Accoutrements – Batons
- vii. Ground Restraint
- viii. Capsicum Spray
- ix. Unconscious/Intoxicated Persons
- x. Demonstrations/Crowd Control
- xi. Regaining Firearm
- xii. Firearm Retention

Lifesaving requirements

Swimming and lifesaving are undertaken as part of the Physical Skills Education Program.

PSE Clothing

You will be required to purchase physical education clothing. All items will be available from the Academy Sports Store and you will receive further advice upon your arrival at the Academy. From this information it should be clearly evident that prospective recruits must therefore prepare themselves in advance for the rigours of recruit training, by ensuring they are physically fit and that they possess good levels of cardiovascular endurance, strength and muscular endurance. Specific training advice has been included in the Health

Screening Procedures and PSE program information brochure previously provided to you.

Station Duty

This module provides an opportunity for recruits to gain an introduction to the broad range of activities undertaken by police officers during their normal operational duties. The aim is to ensure that recruits gain sufficient understanding of the practical nature of police work to enable them to create linkages between their studies and operational requirements.

RECRUIT ASSESSMENT INFORMATION

Computer Training

Police officers must be proficient in the use of desktop computers using some business systems (e.g. word processing) and centralised data base applications.

It is assumed that recruits will have basic knowledge of personal computer use and a basic level of word processing knowledge. The service is currently using Microsoft Office products.

The computing environment is constantly changing with new and upgraded applications and hardware. In order to carry out their duties, police officers must have knowledge of the specific computer applications that they will be required to use. They must also possess the skills required to use the applications and have an understanding of the relationship between the various computer systems and operational procedures/duties.

The computer training course develops the information processing skills of recruits and provides them with the ability to apply their knowledge and skills in a policing environment in an effective and ethical manner.

Driver Training

Police officers may need to use motor vehicles to respond quickly in emergency situations. Therefore, it is essential they be able to handle their vehicles safely and with an exceptional level of skill. Participation in driver training enables recruits to develop the appropriate attitudes and defensive driving skills necessary to operate police motor vehicles in all situations.

In addition, aspects such as vehicle maintenance, use of the police radio and emergency systems, interception of traffic offenders and legal liabilities are addressed.

Firearms and Officer Safety Training

In the course of their duties police officers may be placed in situations which require the use of firearms. In the study of this unit recruits are given the opportunity to develop and demonstrate skill in all aspects of the use of regulation issue firearms. Particular attention is given to safety precautions in the use of firearms, as well as the demonstration of appropriate forms of preventive and reactive behaviour in dangerous situations.

Also, there is a drill component in this unit which covers the development of those skills required for use on ceremonial occasions.

In-Service Training

The QPS provides comprehensive and ongoing professional developmental programs for police officers for the attainment of further knowledge, understanding and skills essential in a progressive and expanding society.

The problems encountered by police officers in today's society are far more complex and require greater knowledge and depth of understanding particularly in respect to social, ethical and moral issues and cultural differences. This knowledge and understanding enables police officers to analyse situations, provide sound solutions to problems and implement preventative measures for the greater protection of the community.

RECRUIT ASSESSMENT INFORMATION

Three examples of In-Service Training courses which are available to police officers are the:

- First Year Constable Program (FYCP);
- Constable Development Program (CDP); and
- Management Development Program (MDP).

First Year Constable Program

The First Year Constable Program is conducted over a period of twelve months and is operationally-based. Newly inducted constables are posted to designated training centres throughout the State under the supervision of District Education and Training Officers for the duration of the program.

The program begins with an eight week mentor component followed by a general training component. During the mentor component constables work in operational duties under the 100% supervision of a Field Training Officer. Successful completion of the mentor component enables progression to the general training component.

The general training component, where officers are required to work at least 50% of their duties under the supervision of a Field Training Officer, builds on and extends competencies developed during the eight week mentor component. Constables develop proficiency in specific competencies and undertake duties in general policing as well as specialist areas to broaden their experience.

The FYCP will assess the knowledge, skills, ethical conduct, attitudes and professionalism of first year constables during their probationary period through various forms of assessment.

Confirmation of appointment as a constable in the QPS will normally occur at the end of the 12-month probationary period, following assessment of suitability for appointment. This assessment is based on an evaluation of information gathered from a range of instruments that have provided a history of the constable's development and application of policing practices during the FYCP.

Constable Development Program

Upon successful completion of the FYCP all constables are eligible and encouraged to participate in the CDP. The CDP is a three year program specifically designed for constables to develop a police constable's skills, knowledge, and abilities. The program focuses on the actual operational experiences of each officer and these are used to illustrate the connections between law, orders, policies, procedures and daily police duties.

The program's primary aim is to enable constables to perform their job better while preparing constables for the increased responsibilities that occur as they progress in their careers to the rank of senior constable. In addition, completion of each year of the program results in higher pay point levels and overall completion of the CDP enables an officer to be eligible for the progression to the rank of senior constable.

Constables who satisfy the eligibility criteria, progress to the rank of senior constable in their current position and location. Negotiations have been successful with Southern Cross University to recognise studies undertaken through the Initial Service Program (PROVE, FYCP, and CDP). Subject to conditions, CDP graduates are eligible to enrol and receive a number of credits towards a Bachelor of Legal and Professional Studies.

RECRUIT ASSESSMENT INFORMATION

Management Development Program

The MDP is a three-level program designed to develop the knowledge, understanding and skills necessary to support police officers in their transition to Sergeant, Senior Sergeant and Inspector level. The program focuses directly on the diverse roles of managers at those levels and provides an integrated focus on policing issues and the applications of such issues in policing contexts.

The program is structured so that, at each level from Senior Constable to Senior Sergeant, the content increases in complexity to reflect the officer's respective duties and responsibilities at each rank. While the program focuses specifically on management knowledge and abilities, consideration is also given to ensuring that continuity of learning across internal programs is promoted and that knowledge, understanding and skill levels are enhanced.

The MDP has established links with several Queensland and interstate universities. These universities are:

- Southern Cross University, Lismore NSW
- University of Southern Queensland, Toowoomba
- Charles Sturt University, Sydney NSW
- Central Queensland University, Rockhampton

These links have resulted in MDP subjects being accredited with these universities at a postgraduate level. With this accreditation, officers can claim credit towards postgraduate (including Masters) qualifications at these universities with the subjects that they complete through the MDP.

More information concerning these links can be obtained from the MDP on Phone (07) 3259 6201.

Healthy Lifestyles Policy

Operational policing duties often place officers in potentially dangerous situations and regularly require officers to engage in activities which are both physically and mentally demanding.

The QPS has introduced a Healthy Lifestyles Policy and recruits appointed after 1 January 1998 are required to undertake compulsory regular physical training including, Operational Safety Training during their first twelve months of service as a constable in the FYCP. In addition, constables are required to pass a physical test commensurate with their age and the basic requirements of operational policing, prior to confirmation of their appointment as a police officer at the conclusion of the FYCP.

Alcohol and Drug Testing Policy

All Queensland police officers and police recruits are subject to compliance procedures under the QPS Alcohol and Drug Policy, which aims to:

- Support the health, welfare, and safety of all QPS members;
- Identify support mechanisms available to members of the QPS;
- Promote public confidence in the QPS; and
- Enhance the integrity of the QPS.

Failure to comply with the policy **may** result in disciplinary action or **termination of your contract**.

RECRUIT ASSESSMENT INFORMATION

On commencing your recruit training you will be provided with further information concerning alcohol and drug testing compliance and procedures and how it **may** affect your Contract of Employment as a Police Recruit.

INITIAL AND IN-SERVICE TRAINING PROGRAMS

POLICE RECRUIT PROVE Program

A program designed to provide police recruits with an opportunity to develop competencies to a level where they will be able to effectively perform the duties and functions of first year constables under supervision.

30 weeks Recruit allowance

CONSTABLE

First Year Constable Program

A program designed to develop on-the-job skills and understanding of effective police practices. The program is a practical extension of training and education gained from the PROVE program.

1 year Constable

PP 1.1

Constable Development Program

A progressive in-service study program designed to prepare constables for the rank of senior constable. After completion of the FYCP the constable will progress through pay point levels 1.2 to 1.5 and attain eligibility for progression to the rank of senior constable after five years service. Constables will need to successfully complete the Constable Development Program to progress to Senior Constable.

3 years Constable

PP 1.2 - 1.5

SENIOR CONSTABLE

Management Development Program

A three-level program designed to develop the knowledge, understanding and skills necessary to support police officers in their transition from senior constable to sergeant and higher ranks through a merit based selection process. This program is compulsory for promotion from senior constable to sergeant and higher ranks.

Senior Constable to higher ranks

Senior Constable

PP 2.1 - 2.9