

WESTERN AUSTRALIA

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**POLICE FORCE  
REGULATIONS  
1979**

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Act 1984* as at 30 January 1996

WESTERN AUSTRALIA

**POLICE FORCE  
REGULATIONS 1979**

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WESTERN AUSTRALIA

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POLICE ACT 1892

# POLICE FORCE REGULATIONS 1979

## PART I — PRELIMINARY

### Citation

101. These regulations may be cited as the *Police Force Regulations 1979*<sup>1</sup>.

[*Regulation 101 amended in Gazette 17 November 1989  
p.4110.*]

### Division

102. [*Omitted under Reprints Act 1984 s. 7 (4) (d).*]

### Interpretation

103. In these regulations, unless the contrary intention appears —

“**Aboriginal Aide**” means a person appointed under section 38A  
of the Act;

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**“approved”** means approved by the Commissioner;

**“Assistant Commissioner”** means a person holding or acting in the office of Assistant Commissioner of Police;

**“cadet”** means any person appointed under the provisions of section 7 (2) under the Act;

**“Commissioned Officer”** means a member appointed a Commissioned Officer pursuant to section 6 of the Act;

**“Commissioner”** means the person holding or acting in the office of Commissioner of Police under the Act;

**“constable”** means a member other than a commissioned officer or a non-commissioned officer;

**“Department”** means the department of the State known as the Police Department;

**“Deputy Commissioner”** means a person holding or acting in the office of Deputy Commissioner;

**“member”** includes any person holding office as a Commissioned Officer, non-commissioned officer or constable under the Act;

**“metropolitan area”** means the portion of the State within the Metropolitan Police Region created pursuant to section 39 (2) of the Act;

**“officer”** means a member other than a non-commissioned officer or a constable;

**“Police Gazette”** means the publication published pursuant to regulation 307;

**“physical performance evaluation”** means a course designed to evaluate a person’s physical capabilities in relation to job requirements;

**“the Award”** means —

- (a) in relation to a matter relating to members — the Police Award 1965;

- (b) in relation to a matter relating to cadets — the Police Cadet Award

in force under the *Industrial Relations Act 1979*<sup>2</sup> including any amendment to such an award and any award in substitution for such an award; the term also includes an industrial agreement registered under that Act;

**“the Force”** means the Police Force established under the Act.

[*Regulation 103 amended in Gazettes 15 January 1982 p.55; 7 December 1984 p.4024; 22 January 1988 p.127; 17 March 1989 p.752; 14 July 1992 p.3364.*]

r. 201

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**PART II — CONSTITUTION**

**Order of rank**

**201.** (1) The Force comprises ranks with authority in the following order —

- (a) Officer ranks —
    - (i) Commissioner;
    - (ii) Deputy Commissioner;
    - (iii) Assistant Commissioner;
    - (iv) Commander;
    - (v) Chief Superintendent;
    - (vi) Superintendent;
    - (vii) Chief Inspector;
    - (viii) Inspector;
  - (b) Non-commissioned officer ranks —
    - (i) Senior Sergeant;
    - (ii) Sergeant First Class;
    - (iii) Sergeant;
  - (c) Other ranks —
    - (i) Senior Constable;
    - (ii) Constable First Class;
    - (iii) Constable;
- and

(d) Aboriginal aide ranks —

- (i) senior aboriginal aide;
- (ii) aboriginal aide first class;
- (iii) aboriginal aide.

(2) The prefix “Detective” may be used in conjunction with the rank of a commissioned officer in the Criminal Investigation Branch.

*[Regulation 201 amended in Gazettes 16 February 1979 p.425; 31 July 1981 p.3158; 23 March 1984 p.745; 24 April 1986 p.1476; 17 March 1989 p.752; 30 March 1990 p.1648; 14 July 1992 pp.3364-5.]*

r. 301

### **PART III — ORGANIZATION**

#### **Commissioner to determine functions, duties and responsibilities**

**301.** (1) The functions, duties and responsibilities of a region, division, sub-division, section, branch or sub-branch shall be such as are determined by the Commissioner from time to time.

(2) The Commissioner may from time to time alter, vary or abolish any region, division, sub-division, section, branch or sub-branch and may alter or vary any of the functions, duties and responsibilities of a region, division, sub-division, section, branch or sub-branch.

#### **Deployment and control**

**302.** For the purposes of the deployment and control of the Force the Commissioner may from time to time —

- (a) appoint the place or location of the principal police office or police station for a region, division or sub-division;
- (b) appoint the places or locations of police offices and police stations in a region, division or sub-division; and
- (c) apply a name or designation to a region, division, sub-division, police station and police office.

#### **Officers in control**

**303.** (1) Each Police Region shall be under an officer known as the Regional Officer who shall be the officer-in-charge of the region.

(2) The Regional Officer is responsible for the discipline of all members and cadets (including members and cadets transferred for duties in the Traffic Patrol under the provisions of the *Road Traffic Act 1974*) stationed in the region.

(3) Each police division shall be under the control of an officer who shall be known as the Divisional Officer.

(4) Each police sub-division shall be under the control of an officer, non-commissioned officer or constable, as the case may be, who shall be known as the officer-in-charge of the sub-division.

**Officers-in-charge absent**

304. (1) Subject to this regulation, where —

- (a) an officer-in-charge of a region is absent from his region;
- (b) an officer-in-charge of a division is absent from his division;
- (c) an officer-in-charge of a sub-division is absent from his police station or police office,

the functions, duties and responsibilities of that officer-in-charge shall be assumed by the next senior member in the region, sub-division, police station or police office, as the case requires.

(2) Where all the officers of a region are absent from the region the functions, duties and responsibilities of the officer-in-charge of the region shall be assumed by the officer-in-charge of the headquarters police station.

(3) Where a Divisional Officer is absent from his Division the functions, duties and responsibilities of the Divisional Officer shall be assumed by the officer-in-charge of the region in which the Division is situated.

**Commissioner may appoint any member when officer-in-charge absent**

305. Notwithstanding anything in regulation 304, the Commissioner may appoint or direct any member to carry out the functions, duties and responsibilities of any officer-in-charge of a region, division, sub-division, section, branch or sub-branch during the absence of the officer-in-charge from the region, division, sub-division, section, branch or sub-branch and the member so appointed shall be the officer-in-charge of the region according to the terms of the appointment or direction.

*Police Force Regulations 1979*

**r. 306**

**Senior member to exercise command unless member specially detailed**

**306.** Where 2 or more members are performing a particular duty with any unit the senior member present exercises command except where one of these members has been specially detailed for that particular duty in which case the member so specially detailed shall exercise command.

***Police Gazette* to be published**

**307.** For the purposes of the better management and control of the Force and cadets and as a means of keeping the Force and cadets better informed on matters relating to the Force the Commissioner may from time to time cause an official gazette known as the *Police Gazette* to be published.



**PART IV — DUTIES**

**Member and cadet to obey directions**

401. Every member or cadet shall carry out such functions, duties and responsibilities as he is directed by or on behalf of the Commissioner.

**Provisions relating to behaviour**

402. Every member or cadet shall —

- (a) devote himself exclusively and zealously to the discharge of his duties during his hours of duty;
- (b) behave at all times with courtesy to the public and every member or cadet, and give prompt attention to all reasonable requirements of the public;
- (c) obey promptly all lawful instructions given by any member under whose control or supervision he is placed and, where necessary, act on his own initiative;
- (d) promptly and correctly carry out all duties appertaining to his office, or any other duty he is lawfully directed to perform; and
- (e) in due course and at proper times comply with, and give effect to, all enactments, regulations, rules, orders and administrative instructions made or issued for his guidance in the performance of his duties.

**Proper care to be taken of firearms, etc.**

403. Every member or cadet shall take proper care of any firearms or ammunition in his care, possession or custody.

**Full uniform to be worn on duty**

404. Except where he is otherwise directed, a member of the Uniformed Branch shall wear full uniform on duty and when attending court.

*Police Force Regulations 1979*

r. 405

**Certificate of identity**

405. A member who is not in uniform shall have with him his certificate of identity, which he shall produce whenever requested to do so by a person in relation to whom he is about to exercise any power or duty as a member unless he has a reasonable cause to refuse to do so or unless it is not possible to do so.

**Notice to be taken of information published in *Police Gazette***

406. (1) Every member and cadet shall acquaint himself with the information published in the *Police Gazette*.

(2) A member or cadet shall not —

- (a) divulge any information gained by him from the *Police Gazette* unless authorized to do so by the Commissioner;
- (b) permit or suffer any person who is not a member or cadet to read the *Police Gazette* or any portion thereof; or
- (c) permit or suffer any *Police Gazette* or portion thereof to come into the possession of a person who is not a member or cadet.

**Notice of functions, duties and responsibilities of other members**

407. (1) In order to conduce co-ordination in the prevention and detection of offences throughout the State by all the members of the Force every member shall give consideration to the functions, duties and responsibilities of other members of the Force.

(2) Where an event or incident occurs or is likely to occur and more than one member is required to perform certain functions, duties or responsibilities in relation to that event or incident each member shall have regard to the proper completion of all the functions, duties and responsibilities required to be carried out in relation to that event or incident.

(3) Except where the event or incident comes within the functions, duties and responsibilities of a particular branch, division, section or

squad and subject to any direction to the contrary given by a senior member, where the officer-in-charge of a police region, division, police station or police office, as the case may be, in whose region, division or within whose area an event or incident occurs or is likely to occur is of the opinion that the functions, duties and responsibilities required to be carried out in relation to that event or incident will not be carried out, are not being carried out or have not been carried out, he may give such lawful directions as he thinks are necessary for the performance of those functions, duties and responsibilities and every member concerned shall give effect to those directions.

(4) Where a member who receives a direction given pursuant to subregulation (3) disagrees with the direction he shall nevertheless carry out the direction but may report the matter to the Commissioner in the manner directed by the Commissioner.

**Persons etc., entitled to be saluted**

408. (1) A member shall salute —

(a) the following persons where known to him —

(i) His Excellency the Governor;

(ii) Executive Council members;

(iii) Supreme Court Judges;

and

(b) the Royal Colours when they are borne past him.

(2) A commissioned officer shall salute a senior officer when reporting for, or being dismissed from, parade, or when making a report to him.

(3) A sergeant or constable shall salute —

(a) magistrates and justices of the peace met at their courts;  
and

(b) commissioned officers known to be such, whether in uniform or not.

*Police Force Regulations 1979*

**r. 409**

(4) Subregulations (1), (2) and (3) do not apply to a member present in a court or at a hearing of a complaint presided over by one of the persons mentioned in this regulation, or to a member on urgent duty which demands the whole of his attention.

(5) Where a salute is received from a subordinate by —

- (a) a commissioned officer, the commissioned officer shall return the salute;
- (b) a group of commissioned officers, the senior commissioned officer shall return the salute.

**How to salute**

**409.** (1) To salute a person entitled to be saluted, a member shall —

- (a) where stationary when the person is passing, turn towards him and stand to attention;
- (b) where walking past the person, turn the head slightly towards him; or
- (c) where addressing him or appearing before him, halt 2 paces from him and stand to attention,

and where wearing head-dress and able to use the right hand, raise the right hand smartly to the head-dress.

(2) To salute the Royal Colours, a member shall turn towards the colours, stand to attention, and, where he is wearing head-dress and able to use the right hand, raise the right hand smartly to the head-dress.

(3) Subregulations (1) and (2) do not apply to members marching as a group, as in that circumstance, each member shall salute by turning head and eyes to the right or left on the command, "Eyes right!" or "Eyes left!" by the member in charge of the group.

**When to stand to attention**

**410.** (1) A member or cadet shall stand to attention when addressed by a superior officer.

*Police Force Regulations 1979*

**r. 410**

(2) Where an officer visits a room or office occupied by subordinate members or cadets, the first member or cadet to see the officer shall call the members or cadets to attention and they shall cease work and remain at attention until the officer leaves or releases them.

**PART V — APPOINTMENT**

**Application for appointment**

**501.** (1) A person who is desirous of being appointed as a member or a cadet shall apply in his own handwriting to the Commissioner.

(2) An application made under subregulation (1) shall be —

- (a) on the approved form; and
- (b) accompanied by —
  - (i) evidence of the date of birth of the applicant;
  - (ii) testimonials of character from persons to whom the applicant is known;
  - (iii) where the applicant has had previous service in a police force, the armed services or with a public authority, any certificate issued in respect of that previous service; and
  - (iv) unless otherwise required by the Commissioner, a certificate from a medical practitioner in the form of Form 1 in the Third Schedule.

*[Regulation 501 amended in Gazette 22 January 1988  
p.128.]*

**Eligibility for appointment**

**502.** (1) Subject to these regulations, a person is not eligible for appointment unless —

- (a) he is a British subject;
- (b) he is of good character and repute;
- [(c) *deleted*]

(d) he passes a medical examination conducted by a legally qualified medical practitioner who certifies that he is physically fit and free from any constitutional, organic or other disability likely to render him unfit for duty as a member or cadet;

(e) he is —

(i) in the case of an application for appointment as a member not less than 19 years of age and not more than 33 years of age;

(ii) in the case of an application for appointment as a cadet not less than 16 years of age and not more than 18 years of age,

and

(f) he has —

(i) in the case of an application for appointment as a member, successfully completed at least Year 10 of school education in a school in Western Australia or has achieved an equivalent standard;

(ii) in the case of an application for appointment as a cadet, successfully completed at least Year 11 of school education in a school in Western Australia or has achieved an equivalent standard and has passed the entrance examination prescribed by regulation 503;

and

(g) in the case of an application for appointment as a member he passes a physical performance evaluation conducted by a person appointed for that purpose by the Commissioner; and

(h) if required to do so, he presents himself for personal interview by a Board of Selectors.

*Police Force Regulations 1979*

**r. 503**

(2) An applicant for appointment as a member shall undergo a physical performance evaluation based on a series of job related activities, including —

- (a) running (pursuit of offenders);
- (b) transversing, climbing and jumping various obstacles (pursuit of offenders, searches and rescues);
- (c) operating a mechanical strength test simulator (apprehending and handcuffing offenders);
- (d) dragging a 75 kilogram weight over a distance (rescue of an unconscious person); and
- (e) swimming and treading water (lifesaving).

[(3) *repealed*]

[(4) *repealed*]

(5) Where the Commissioner is satisfied that a technical skill or qualification is necessary for the efficient working of the Force the Commissioner may direct that the maximum age limit prescribed by subregulation (1) (e) does not apply to or in relation to employment in the Force in a particular case or a particular class of cases.

*[Regulation 502 amended in Gazettes 1 March 1985 p.790;  
22 January 1988 p.128.]*

**Entrance examination**

**503.** The entrance examination to be passed by every person who desires to be considered for appointment to the Force shall consist of —

[(a) *deleted*]

- (b) a written examination in English expression, covering both grammar and spelling; and
- (c) arithmetic.

*[Regulation 503 amended in Gazette 18 November 1988  
p.4532.]*



**Board of Selectors**

**504.** For the purposes of regulation 502 (1) (h), the Commissioner may appoint a Board of Selectors, which shall have a membership as follows —

- (a) as to number —
  - (i) in the absence of specific reasons for contrary action, 3 members; but
  - (ii) in any case a minimum of 2 members and a maximum of 4 members;
- (b) as to sex, in the absence of specific reasons for contrary action, members of each sex; and
- (c) as to status, a member may be a Commissioned Officer, a Senior Sergeant or a person who is a retired Commissioned Officer, except that a Commissioned Officer shall be appointed to be chairman.

*[Regulation 504 inserted in Gazette 1 December 1989 p.4395.]*

**Member in possession of information about applicant**

**505.** Where a member possesses any information about any applicant that should be brought to the attention of the Commissioner, the member shall immediately communicate that information to his officer-in-charge for forwarding to the Officer-in-Charge, Recruiting.

**Probationary period**

**505A.** (1) A person appointed as a member is on probation for a period of 2 years beginning on the day of his induction into the Police Academy or, where the person did not attend the Police Academy, beginning on the day of his appointment as a member.

(2) Where the Commissioner is of the opinion that a member on probation will not give satisfactory service, he may, subject to the approval of the Minister remove the member from the Force.

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(3) The Commissioner may, at his discretion, shorten or lengthen the period of probation of any member.

(4) Where the period of probation of a member is lengthened in accordance with subregulation (3), the Commissioner shall notify the member, in writing, of the date to which the probationary period is extended and the reason for that extension.

*[Regulation 505A inserted in Gazette 1 March 1985 p.790;  
amended in Gazette 14 July 1992 p.3365.]*

**PART VI — GENERAL RULES RELATING TO DISCIPLINE**

**Acting in manner prejudicial to the Force**

**601.** (1) A member or cadet shall not act in a disorderly manner, or any manner prejudicial to discipline of the Force.

(2) A member or a cadet shall not act in a manner that is likely to bring discredit on the Force or in a manner that is unbecoming of a member of the Force or a cadet, as the case may be.

**Behaviour towards other members**

**602.** A member or cadet shall not —

- (a) be insubordinate in any way;
- (b) use oppressive or tyrannical conduct towards an inferior in rank;
- (c) use obscene, abusive or insulting language towards any other member or cadet;
- (d) wilfully or negligently make any false complaint or statement against a member or a cadet;
- (e) assault a member or a cadet;
- (f) withhold any complaint or report against a member or a cadet;
- (g) cause or attempt to cause disaffection amongst members or cadets.

**Lawful order not to be disobeyed**

**603.** A member or cadet shall not disobey a lawful order and shall not, without good and sufficient cause, fail to carry out a lawful order.

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**Officer-in-charge not to remain absent unless arrangements made for his absence**

604. An officer-in-charge shall not remain absent from his region, division, sub-division, section, branch, sub-branch, police station or office as the case may be, unless definite and adequate arrangements have been made for carrying out the functions, duties and responsibilities attaching to his office during his absence.

**Performance generally**

605. (1) A member or cadet shall —

- (a) except for good or sufficient cause, promptly and diligently attend to and carry out anything which is his duty as a member or cadet;
- (b) perform and carry out any duty in a proper manner;
- (c) work his beat in accordance with orders;
- (d) when knowing where any offender is to be found, report the same and shall make due exertion for making him amenable to justice;
- (e) report any matter which it is his duty to report;
- (f) report anything which he knows concerning a criminal charge and shall disclose any evidence which he, or any person within his knowledge can give for or against any accused or defendant to a criminal charge.

(2) A member or cadet shall not —

- (a) sleep while on duty;
- (b) by carelessness or neglect permit a prisoner to escape;
- (c) omit to make any necessary entry in any official document or book;

- (d) neglect, or without good and sufficient cause omit to carry out any instruction of the District Medical Officer while absent from duty on account of sickness; or
- (e) if absent from duty on account of sickness or ill-health, do any act that will, or is likely to, retard his return to duty, or conduct himself in a manner that is likely to cause a delay in his return to duty.

**False, misleading or inaccurate statements, etc.**

**606.** A member or cadet shall not —

- (a) knowingly make or sign any false statement in any official document or book;
- (b) wilfully or negligently make any false, misleading or inaccurate statement;
- (c) without good and sufficient cause destroy or mutilate any official document or record or alter or erase any entry therein.

**Secrecy**

**607.** (1) A member or cadet shall not —

- (a) give any person any information relating to the Force or other information that has been furnished to him or obtained by him in the course of his duty as a member or cadet; or
- (b) disclose the contents of any official papers or documents that have been supplied to him in the course of his duties as a member or cadet or otherwise,

except in the course of his duty as a member or cadet.

(2) A member or cadet shall not, except with the express permission of his officer-in-charge or the Commissioner —

- (a) publicly comment, either orally or in writing, on any administrative action, or upon the administration of the Force;

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- (b) use for any purpose, other than for the discharge of his official duties as a member or cadet, information gained by him through his employment in the Force or as a cadet; or
  - (c) communicate to the public, or to any unauthorized person any matter connected with the Force.
- (3) A member or cadet shall not —
- (a) make any anonymous communication to the Commissioner or any commissioned officer;
  - (b) canvass the Commissioner or any Minister of the Crown or any officer of the Minister's Department with regard to any matter concerning the Force;
  - (c) sign or circulate any petition or statement except through the proper channel of correspondence to the Commissioner or in accordance with the constitution of the Western Australian Police Union of Workers.

*[Regulation 607 amended in Gazette 22 January 1988  
p.128.]*

**Member or cadet not to compromise his position**

- 608.** (1) A member or cadet shall not —
- (a) receive any bribe;
  - (b) directly or indirectly solicit or receive any gratuity, present, reward, subscription or testimonial without the approval of the Commissioner;
  - (c) place himself under pecuniary obligation to any person who is directly or indirectly interested in any premises licensed for sale of intoxicating liquor, or who holds a licence concerning the granting or renewal of which the Police may have to report or give evidence;
  - (d) improperly use his reputation or position as a member or as a cadet for his private advantage;

- (e) in his capacity as a member or as a cadet, sign, write or give, without the approval of the Commissioner, any testimonial of character or recommendation with the object of obtaining employment for any person or of supporting an application for the grant of a licence of any kind;
- (f) without the approval of the Commissioner, support an application for the grant of a licence of any kind;
- (g) unless duly authorized, create a liability or enter into any contract on behalf of the Crown or agree to alter the terms or conditions of any prescribed or duly approved form of contract to which the Crown is or will be party.

(2) A member or cadet shall account for and make prompt and true return of any money or property received by him in his official capacity.

(3) Where the Commissioner requires a member or cadet to account for any money or property whether received by him in his capacity as a member or cadet or not the member or cadet shall comply with that requirement within the time specified by the Commissioner.

#### **Unlawful arrest and unnecessary force**

**609.** A member or cadet shall not —

- (a) make any unlawful arrest; or
- (b) use any unnecessary force on any prisoner or other person with whom he may be brought into contact in the performance of his duty.

#### **Feigning sickness or injury**

**610.** A member or cadet shall not feign or exaggerate any sickness or injury with a view to evading duty.

#### **Not to be absent or late without reasonable excuse**

**611.** A member or cadet shall not without reasonable excuse be absent without leave from, or be late for, parade, court or any other duty.

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**Appearance**

**612.** A member or cadet shall not while on duty, or while off duty in uniform in a public place, be improperly dressed or be dirty or untidy in his person, clothing or appointments.

**Care of property issued**

**613.** (1) A member or cadet shall not —

- (a) wilfully or by carelessness cause any waste, loss or damage in respect of any article of clothing or appointment, or in respect of any book, document or other property issued to him, used by him or entrusted to his care; or
- (b) without lawful authority use any property issued to him or used by him or entrusted to his care other than in the performance of his duty.

(2) A member or cadet shall promptly report any loss or damage, however caused, to any article supplied to him for the performance of his duties.

**Under influence of intoxicating liquor or any drug**

**614.** A member or cadet who at any time when on duty, or at any time when it is time for him to go on duty, is found to be under the influence of intoxicating liquor or any drug to such an extent as to affect or be likely to affect his speech, action or judgment, commits an offence against the discipline of the Force.

**Receiving and being supplied with intoxicating liquor while on duty**

**615.** A member or cadet shall not without the consent of his superior officer —

- (a) drink or receive from any person, any intoxicating liquor;
- (b) request or attempt to persuade any person to supply him with intoxicating liquor,

while he is on duty.



**Entering licensed premises**

**616.** A member or cadet shall not enter while on duty any premises licensed under the *Liquor Act 1970* or any other premises where intoxicating liquor is stored or distributed, when his presence there is not required in the performance of his duty.

**Consumption of intoxicating liquor**

**617.** (1) A member shall not while in uniform consume intoxicating liquor in a public place except with the prior approval of the Commissioner.

(2) A member does not commit an offence against subregulation (1) if he consumes intoxicating liquor at the Police Canteen.

**Premises supplying intoxicating liquor**

**618.** A member or cadet shall not keep premises for the sale of intoxicating liquor either in his own or any other name or be directly or indirectly interested in the management or control of any such premises.

**Restrictions relating to loans, securities and debts**

**619.** A member or cadet shall not —

- (a) lend money to any superior or borrow money or accept presents from any inferior;
- (b) induce any other member or cadet to become a security for a loan or debt;
- (c) neglect to pay a lawful debt.

**Interest in racing**

**620.** A member or cadet being an owner or directly or indirectly interested in or in any way taking part in the training or racing of a

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race horse or racing dog shall not act in a manner likely to bring discredit on the reputation of the Force or unbecoming to a member of the Force or cadet.

**Restrictions relating to trade, business or professions outside the Force**

**621.** A member or cadet shall not carry on any trade, business or profession or accept any other remuneration for employment after having been ordered by the Commissioner to cease such trade, business, profession or employment.

**Acts against discipline**

**622.** A member or cadet shall not induce or attempt to induce any member of the Force or cadet to withhold his services, or commit a breach of discipline, or connive at or knowingly be an accessory to any offence against discipline of the Force.

**Offence against discipline to be reported**

**623.** Any member being an officer, non-commissioned officer or officer-in-charge of a police station shall report promptly any member or cadet who has committed an offence against discipline of the Force.

**Investigation into acts against discipline**

**624.** (1) Where an allegation is made that a member or cadet has committed an offence against the discipline of the Force the officer designated by the Commissioner for that purpose or the officer-in-charge of the region or branch in which the member or cadet is stationed shall cause an investigation to be made by an officer into the allegation.

(2) The officer charged with making an investigation pursuant to subregulation (1) shall on completing his investigation make his report to the officer by whom he was appointed to make the investigation.

(3) A charge relating to an offence against the discipline of the Force shall not be brought except by a member who is authorized by the Commissioner for that purpose, either generally or for the particular case.

*[Regulation 624 amended in Gazettes 16 February 1979 p.425; 23 March 1984 p.745.]*

#### **Disciplinary proceedings**

**625.** Where proceedings are taken pursuant to section 23 of the Act —

- (a) the charge shall be in writing on a form in the form of the disciplinary charge sheet set out in the First Schedule;
- (b) the officer-in-charge of the region or branch shall cause a copy of the disciplinary charge sheet containing the charge to be served on the member or cadet charged with the offence before he pleads to the charge;
- (c) the officer-in-charge of the region or branch in which the member or cadet is stationed shall take reasonable steps to secure the attendance at the hearing of all persons whose names and addresses have been supplied by the accused member or cadet as witnesses on his behalf.

*[Regulation 625 amended in Gazettes 7 September 1979 p.2717; 27 October 1989 p.3888.]*

#### **Civil or criminal proceedings against member or cadet**

**626.** (1) Where any proceeding, whether civil or criminal (not being a charge for an offence against the discipline of the Force) is brought against a member or cadet, the member or cadet shall, as soon as possible after the commencement of the proceedings, report the fact to the officer-in-charge of the region or the branch in which he is stationed.

(2) An officer-in-charge of a region or branch who receives a report pursuant to subregulation (1) shall immediately report the matter to the Commissioner.

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**PART VII — RECORD OF SERVICE**

**Interpretation**

**701.** In this Part —

“**Officer-in-charge**” means a member charged by the Commissioner with the duty of making entries in the personal files of members;

“**personal file**” means the record of service opened and maintained in relation to a member or cadet under this Part;

“**staff officer**” means a person authorized by the Commissioner to act as a staff officer.

**Personal file to be opened**

**702.** (1) The Commissioner shall pursuant to these regulations cause a personal file to be opened and maintained in respect of every member or cadet on the appointment of that member or cadet.

(2) The personal file of a member or cadet shall be entered with such particulars in relation to the member or cadet as are required by the form of the file and shall contain the following particulars —

- (a) the marital status of the member or cadet and any alteration thereto;
- (b) every unfavourable report against the member or cadet ordered to be entered in the file by the Commissioner pursuant to these regulations;
- (c) full particulars from the disciplinary charge sheet of every charge of which the member or cadet has been convicted;
- (d) the penalty imposed in relation to every conviction;
- (e) full particulars of any conduct of the member or cadet that the Commissioner considers worthy of commendation;

- (f) particulars of every civil or military decoration or honour awarded to the member or cadet including police decorations and honours;
- (g) particulars of all transfers and promotions of the member or cadet; and
- (h) a record of all examinations passed by the member or cadet.

*[Regulation 702 amended in Gazette 30 March 1990 p.1648.]*

**Entries in personal file**

**703.** No entry shall be made in a personal file except by or at the direction of the Commissioner or a staff officer.

**Unfavourable report**

**704.** Where an unfavourable report is made with respect to a member or cadet, the Commissioner after considering the report may direct that the report be entered in the personal file of the member or cadet concerned and shall cause the report to be brought to the attention of the member or cadet concerned who shall enter on the report the fact that he has noted the report.

**Certain records may be removed from personal file**

**705.** (1) Where —

- (a) record of a conviction for an offence against the discipline of the Force;
- (b) record of a reprimand or caution; or
- (c) an unfavourable report,

has been entered in the personal file of a member or cadet and —

- (aa) five years have elapsed since the date of the entry; and

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- (bb) the relevant conduct of the member or cadet has been good during that period,

the Assistant Commissioner (Personnel), on application by the member or cadet, may cause the record of the matter to be removed from the personal file of the member or cadet.

(2) Where the Assistant Commissioner (Personnel) is of the opinion that an application under subregulation (1) should be determined by the Commissioner, he shall refer the application to the Commissioner, who shall determine it.

*[Regulation 705 inserted in Gazette 14 August 1987 p.3167; amended in Gazettes 1 December 1989 pp.4395-6; 14 July 1992 p.3365.]*

**Report on exceptional conduct, judgment or discretion**

**706.** Where an officer considers that a member or cadet has shown exceptional conduct, judgment or discretion in any matter or that he considers a member worthy of promotion —

- (a) the officer shall report the full particulars through his Regional Officer to the Commissioner and attach to his report any files relating to the matter; and
- (b) the Commissioner may inquire into the merits of the matter, decide whether or not the conduct is worthy of commendatory entry and notify his decision to the Regional Officer of the Region in which the member or cadet is posted.

*[Regulation 706 amended in Gazette 30 March 1990 p.1648.]*

**Personal file may be viewed**

**707.** A member or cadet may upon written application to the Commissioner view his personal file.

**Persons entitled to view personal file**

**708.** No person other than the Commissioner, a person authorized by him for that purpose or the particular member or cadet concerned, or a staff officer acting in the course of his duties, is permitted to peruse or view a personal file.

*[PART VIIA. Repealed in Gazette 17 March 1995 p.1055.]*

**PART VIII — SENIORITY AND EXAMINATIONS**

*[Heading amended in Gazette 30 March 1990 p.1655.]*

**Interpretation**

**801.** In this Part unless the contrary intention appears —

“**Board of Examiners**” means the Board of Examiners established pursuant to regulation 807;

“**Extension Studies (Stage 1)**” means the course of study referred to in regulation 809, being part qualification to attain the rank of Constable First Class;

“**Extension Studies (Stage 2)**” means the course of study referred to in regulation 808 (2a) being part qualification to attaining the rank of Senior Constable and Sergeant;

“**Register**” means the Register of Training and Education Qualifications established pursuant to regulation 803;

“**Seniority List**” means the General Seniority List established pursuant to regulation 804;

*[Regulation 801 amended in Gazettes 7 December 1984 p.4024; 24 April 1986 p.1476; 30 March 1990 p.1655; 14 July 1992 p.3369.]*

**Regulations not to affect power conferred on the Governor, Commissioner or Award**

**802.** Nothing in these regulations affects —

- (a) the power conferred on the Governor or the Commissioner by sections 6 and 7 respectively of the Act; or
- (b) anything contained in the Award.



**Register of Training and Education Qualifications**

**803.** (1) The Commissioner shall cause a register known as the Register of Training and Education Qualifications to be established and maintained.

(2) The Register of Training and Education Qualifications shall contain the results obtained by all members who attend the Police Academy, or who undertake courses of study internally or externally, approved as a prerequisite to appointment or promotion.

*[Regulation 803 amended in Gazette 7 December 1984 p.4024.]*

**General Seniority List to be established**

**804.** (1) The Commissioner shall cause a list known as the General Seniority List to be established and maintained.

(2) The General Seniority List shall contain particulars as to the seniority of all members in the Force in accordance with these regulations.

(3) Subject to these regulations, the General Seniority List as in force immediately prior to the date that these regulations take effect shall continue in force for the purposes of these regulations.

**General seniority of Force members**

**805.** (1) The general seniority of the members of the Force is in the order set out in regulation 201.

(2) Subject to these regulations, the seniority of a member is determined by the rank held by him.

(3) Subject to these regulations where the rank of a member is the same as the rank of another member or other members the following provisions apply for the purpose of determining seniority as between them —

(a) in the case of members whose rank is above the rank of constable, the member who is appointed first to that rank is

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senior, but if the date of the appointment of the members to that rank is the same, the member who was senior immediately prior to that date is senior;

- (b) in the case of members whose rank is that of constable, the member who took the oath of office pursuant to section 10 of the Act first is senior but —
  - (i) if the members took that oath on the same date and attended the course at the Police Academy — the member who received the higher or highest rating as the case may be, is senior;
  - (ii) if the members took that oath on the same date, attended the course at the Police Academy and received the same rating at the course — the member who is older or oldest, as the case may be, is senior;
  - (iii) if the members took that oath on the same date but have not all attended the course at the Police Academy — the older or oldest as the case may be is senior.

*[Regulation 805 amended in Gazette 7 December 1985 p.4024.]*

*[806. Repealed in Gazette 14 July 1992 p.3369.]*

**Board of Examiners**

**807.** (1) For the purposes of these regulations, there shall be a Board of Examiners.

(2) The Board of Examiners shall comprise 3 members being persons holding or acting in the following offices —

- (a) Assistant Commissioner (Personnel) who shall be chairman of the Board;
- (b) Chief Superintendent (Training and Recruitment); and

- (c) Secretary of the Police Department under the *Public Service Act 1978*.

*[(3) and (4) repealed]*

(5) The Board of Examiners shall supervise all matters relating to training, education and examination.

(6) Any member disqualified from examination or from further participation in an Extension Studies Course who reasonably believes that he should not have been so disqualified, may, within 14 days of being advised of the disqualification, by the Principal of the Police Academy, apply in writing, through that officer, to the Board of Examiners, for a review of the decision.

(7) Where an application for a review of a decision has been lodged in accordance with subregulation (6), the Board of Examiners shall consider that application, and may uphold or reverse the original decision, or may make recommendations to the Commissioner in respect to that decision, as it sees fit.

*[(8), (9), (10), (11), (12), (13) and (14) repealed]*

*[Regulation 807 amended in Gazettes 7 December 1984 p.4024; 16 August 1985 p.2926; 1 July 1988 p.2145; 30 March 1990 p.1655; 14 July 1992 p.3369.]*

#### **Academic qualifications for promotion**

808. (1) Subject to regulation 808A a member who has —

- (a) completed 5 years' service; and
- (b) passed Extension Studies Stage 1, is eligible for appointment to the rank of Constable First Class.

(2) A Constable First Class who has —

- (a) after attaining that rank, passed the Extension Studies (Stage 2) course by examination, and at any time previously, passed the external study course set out in subregulation (2a) (b); and
- (b) completed 9 years' service,

is eligible for appointment to the rank of Senior Constable.

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(2a) The courses referred to in subregulation (2) (a) shall consist of the following subjects —

- (a) Extension Studies (Stage 2) being Statutes and Procedures (one course of study); and
- (b) the Technical Extension Service course, Business Communication 1A and 1B (one course of study), or an equivalent of that subject acceptable to the Board of Examiners.

(2b) Subject to these regulations, a member is not eligible to enrol for Extension Studies (Stage 2) unless the member has —

- (a) passed Extension Studies (Stage 1);
- (b) completed 5 years' service before 1 January of the year for which the member enrolls; and
- (c) attained the rank of Constable First Class.

(2c) The Commissioner may prescribe courses to be undertaken by members as a qualification for promotion to Sergeant or Senior Sergeant.

*[(3), (4), (5), (6), (7), (7a) and (7b) repealed]*

(7c) The Commissioner may require a member who has been promoted to Commissioned Rank to attend a post promotion course.

*[Regulation 808 amended in Gazettes 15 January 1982 p.55; 7 December 1984 pp.4025-7; 16 August 1985 p.2927; 24 April 1986 pp.1476-7; 31 October 1986 pp.4050-1; 6 May 1988 p.1541; 9 June 1989 p.1666; 30 March 1990 p.1655; 14 July 1992 p.3369.]*

**Members who have passed or were enrolled in the Qualifying Examinations before 1 January 1982**

**808A.** (1) A member who before 1 January 1982 has passed the Qualifying Examination shall be credited with an equivalent pass in Extension Studies (Stage 1).

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(2) Where a member was enrolled in the Qualifying Examination course, but had not completed that course before 1 January 1982, he shall, for every subject passed in the Qualifying Examination, be credited with a pass in 7 papers, nominated by the Commissioner, in Extension Studies (Stage 1).

*[Regulation 808A inserted in Gazette 15 January 1982 p.55; amended in Gazette 7 December 1984 p.4027.]*

**Credit for pass in former course**

**808B.** A member who, before the commencement of the *Police Force Amendment Regulations 1992*<sup>1</sup>, had obtained a pass in the whole or a part of a course for qualification for promotion to Sergeant or Senior Sergeant shall be deemed to have obtained a pass in, as applicable, the whole or an equivalent part of a course prescribed under regulation 808 (2c) for promotion on merit.

*[Regulation 808B inserted in Gazette 14 July 1992 p.3369.]*

**[808C.** *Repealed in Gazette 14 July 1992 p.3369.]*

**Provisions relating to Extension Studies (Stage 1)**

**809.** (1) Extension Studies (Stage 1) shall consist of an approved course of study covering statutes and procedures.

(2) Subject to subregulation (3) a member, other than a transitional student, enrolled for Extension Studies (Stage 1) shall after 1 January 1985, undergo all progress tests at intervals of not less than one month and a pass must be attained on each unit before proceeding to the next.

(3) Where a member fails to pass a progress test he may undergo a subsequent test which may be taken at any time.

(4) If a member fails to pass a progress test on a unit after 3 attempts he may be disqualified from further participation for a period not exceeding 3 months at the discretion of the Board of Examiners.

*[Regulation 809 inserted in Gazette 7 December 1984 p.4028.]*

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**Pass mark for certain courses**

810. Subject to these regulations, the percentage pass marks are —

- (a) Recruit Training Course — 65% in each assessment or examination;
- (b) Extension Studies (Stage 1) — 80% for each progress test;
- (c) Extension Studies (Stage 2) — 65%;
- (d) Business Communication 1A and 1B — as determined by the Ministry of Education.

*[(e), (f), (g), (h), (i) and (j) deleted]*

*[Regulation 810 inserted in Gazette 7 December 1984 p.4029; amended in Gazettes 31 October 1986 p.4051; 22 January 1988 p.128; 30 March 1990 p.1656; 14 July 1992 p.3369.]*

**Exemptions may be claimed**

811. (1) A member who intends to undertake an external course of study for the purposes of regulation 808 (2) may apply to the principal of the Police Academy for the grant of an exemption from the need to study any nominated subject forming part of the course.

(2) In deciding an application, the principal shall have regard to —

- (a) whether the applicant has already passed a subject that is the same as or equivalent to the nominated subject;
- (b) how long ago that subject was passed; and
- (c) any internal or external studies since undertaken by the member.

(3) A member who is dissatisfied with the decision of the principal on his application may apply for a review of the decision by the Board of Examiners, which shall, on receiving such an application, review the decision and confirm or reverse it.

(4) A member shall be credited with a pass in a subject for which he is granted an exemption and the personal record of the member shall be noted accordingly.

[*Regulation 811 inserted in Gazette 14 July 1992 p.3370.*]

**Provisions applying to promotional courses**

**812.** The following provisions apply in relation to promotional courses, both internal and external, wherever referred to in these regulations —

- (a) notice inviting applications for enrolment in internal promotional courses and final date of acceptance shall be published in the *Police Gazette*;
- (b) notice advising members in regard to enrolments for external studies shall be published in the *Police Gazette*;
- (c) notice advising members of the date of annual internal promotional examinations shall be published in the *Police Gazette*;
- (d) individual notice of the result of an internal promotional examination indicating only a pass or fail shall be posted to a member who sat the examination;
- (e) transitional students will be refunded fees paid by them on successful completion of the particular level of study for which they enrolled, even though the period may extend beyond 3 years;
- (f) fees shall not be payable by members enrolling for internal promotional courses;
- (g) a time limit will not be placed on members enrolling for internal courses except for transitional students who are restricted to the completion of their course of study within a 3 year period to enable them to qualify to the level of rank for which they originally enrolled;

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- (h) any transitional student who enrolled for the year commencing 1 January 1982 or since that date will not forfeit any subject passed within a 3 year period of his initial enrolment even though the 3 year period to complete the particular level of course, may be exceeded;
- (j) a member is not eligible to sit for an examination in any subject unless the member has —
  - (i) submitted the papers required to be submitted for the subject, by the date and in the manner required by the Board of Examiners; and
  - (ii) submitted papers acceptable to the Extension Studies Section in accordance with criteria set by the Board of Examiners;
- (k) where a member enrolls for Extension Studies (Stage 3), that member may enrol for both subjects, or may enrol for one only, or, having enrolled for both, may defer a subject during the year but where both subjects are taken, the assignments must be forwarded for correction together;
- (l) members wishing to enrol for the external study courses shall after being certified as eligible by the Principal of the Police Academy do so through the Technical Extension Service of the Education Department and must undertake all external study by correspondence;
- (m) members who are required to purchase text books for the purpose of undertaking external study course for promotion, will be responsible for the cost of those books and will not be subsidized or refunded those costs by the Police Department;
- (n) a member who passes a promotional course examination —
  - (i) completed between 1 January and 30 June, shall be credited with a pass date of 1 July; or
  - (ii) completed between 1 July and 18 December, shall be credited with a pass date of 19 December.



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- (o) conditions of internal examinations for promotion shall, from time to time, be laid down by the Board of Examiners as they consider necessary.

*[Regulation 812 inserted in Gazette 7 December 1984 pp.4029-30; amended in Gazettes 16 August 1985 p.2928; 6 May 1988 p.1541; 1 December 1989 p.4396; 30 March 1990 p.1656.]*

*[812A. Repealed in Gazette 7 February 1995 p.422.]*

*[813 — 826. Repealed in Gazette 30 March 1990 p.1656.]*

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**PART VIII A — RECOGNITION OF BRAVERY AND MERIT**

*[Heading inserted in Gazette 2 February 1990 p.788.]*

**Interpretation of Part**

**8A01.** In this Part —

“**award**” means any award designated in regulation 8A02;

“**Committee**” means the Police Honours and Awards Committee referred to in regulation 8A11;

“**member of the Force**” means a member, cadet, aboriginal aide or special constable.

*[Regulation 8A01 inserted in Gazette 2 February 1990 p.788.]*

**Classes of awards**

**8A02.** The Commissioner may, under a recommendation made by the Committee, grant an award of a designation set out in the following table to a member of the Force who is eligible under the criterion shown opposite the designated award.

Table

|                              |   |
|------------------------------|---|
| Award for Bravery            | Performance of an act of conspicuous merit involving exceptional bravery in the execution of duty.  |
| Bar to the Award for Bravery | Performance by the holder of an Award for Bravery of an additional act of conspicuous merit involving exceptional bravery in the execution of duty. |

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|                      |  |
|----------------------|--|
| Certificate of Merit | Display in the execution of duty of initiative, resourcefulness and courageous action, putting aside thought of personal safety, greater than what might reasonably be expected. |
| Special Commendation | Meritorious conduct under stressful conditions in the course of field operational duty.  |
| Commendation         | Display of initiative, resourcefulness and devotion to duty reflecting credit on the Force.  |

*[Regulation 8A02 inserted in Gazette 2 February 1990 pp.788-9.]*

**Nature of awards**

**8A03.** Each award consists of what is specified in the following table —

Table

|                              |     |  |
|------------------------------|-----|--|
| Award for Bravery            | (1) | A Cross for Bravery, as described in Part 1 of the Fourth Schedule                 |
|                              | (2) | A citation from the Commissioner describing the act for which the award is granted |
| Bar to the Award for Bravery | (1) | A bar and rosette, as described in Part 2 of the Fourth Schedule                   |
|                              | (2) | A citation from the Commissioner describing the act for which the award is granted |

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Certificate of Merit                      A certificate from the Commissioner describing the conduct for which the award is granted

Special Commendation                      A letter from the Commissioner

Commendation                              A letter from the Commissioner

*[Regulation 8A03 inserted in Gazette 2 February 1990 p.789.]*

**Nomination for an award**

**8A04.** (1) A member of the Force may be nominated for an award by any person, including another member of the Force.

(2) A nomination must be in writing.

*[Regulation 8A04 inserted in Gazette 2 February 1990 p.789.]*

**Determination of nominations**

**8A05.** (1) A nomination must be determined by the following procedure —

- (a) reference of the nomination to the commander of the Inspectorate;
- (b) reference of the matter by the commander of the Inspectorate to a Commissioned Officer;
- (c) an inquiry by that Commissioned Officer or a Commissioned Officer appointed by him and consideration by the inquiring Commissioned Officer of whether the grant of an award may be warranted, in light of the eligibility criteria specified in regulation 8A02 and taking into account the guidelines referred to in regulation 8A10;
- (d) where the inquiring Commissioned Officer concludes that the grant of an award may be warranted, forwarding of a

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written report by him to the Chief Superintendent of the portfolio within which the nominated member of the Force is performing duty;

- (e) transmission of that report by the Chief Superintendent of the portfolio concerned (with or without comments by him) to the commander of the Inspectorate;
- (f) arrangements by the commander of the Inspectorate for the nomination and the associated report prepared to be considered by the Committee;
- (g) consideration of the nomination and the associated report by the Committee and, where the Committee is of the opinion that an award should be granted, a written recommendation to the Commissioner specifying the award.

(2) In carrying out its function, the Committee may make whatever enquiries it considers appropriate.

*[Regulation 8A05 inserted in Gazette 2 February 1990 p.789.]*

**Record of awards**

**8A06.** The Commissioner shall ensure that the following action is taken to record the grant of an award —

- (a) making of a record in the personal file of the member of the Force concerned; and
- (b) except in the case of a Commendation, publication of particulars of the award in the *Police Gazette*.

*[Regulation 8A06 inserted in Gazette 2 February 1990 p.789.]*

**Letters after name**

**8A07.** A member of the Force who is granted the Award for Bravery is entitled to have the letters "Cr.B." after his name in all official

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documents of the Force, and if he is later granted the Bar to the Award for Bravery, the letters are to be followed by an asterisk.

*[Regulation 8A07 inserted in Gazette 2 February 1990 p.790.]*

**Wearing of awards**

**8A08.** A member of the Force who is granted an award which is described in the Fourth Schedule may wear that award only on the right side of the chest.

*[Regulation 8A08 inserted in Gazette 2 February 1990 p.790.]*

**Posthumous awards**

**8A09.** An award may be presented posthumously to the closest relative of a member of the Force who has earned an award, or to a person nominated by that relative.

*[Regulation 8A09 inserted in Gazette 2 February 1990 p.790.]*

**Guidelines for consideration of nominations**

**8A10.** The Commissioner shall prescribe guidelines for use by Commissioned Officers in considering whether the grant of an award to a member of the Force nominated for an award may be warranted.

*[Regulation 8A10 inserted in Gazette 2 February 1990 p.790.]*

**Police Honours and Awards Committee**

**8A11.** (1) For the purposes of this Part, there shall be a committee to be known as the Police Honours and Awards Committee.

(2) The Committee is to consist of —

(a) the Commissioner;

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- (b) the Deputy Commissioner;
- (c) the Assistant Commissioners; and
- (d) an officer of the Department appointed by the Commissioner.

(3) The Committee may determine its procedure and the provisions of the *Interpretation Act 1984* which would otherwise apply in relation to the procedure of the Committee apply only to the extent to which they are not inconsistent with determinations made by the Committee.

*[Regulation 8A11 inserted in Gazette 2 February 1990 p.790;  
amended in Gazette 14 July 1992 p.3370.]*

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**PART IX — DRESS AND EQUIPMENT**

***Division 1 — General Requirements***

**Appearance**

**901.** (1) A member or cadet shall be neat and clean in his clothing, appearance and person.

(1a) A member shall —

- (a) if required to work in uniform, keep his uniform in good repair; and
- (b) when in uniform, wear the approved cap or hat whenever he is outside a building or a vehicle and while he is not seated in the Supreme Court or the District Court.

(2) Unless otherwise approved by the Commissioner, a male member or cadet shall —

- (a) have the hair on his head well cut and trimmed, and not have hair on the sides of his face lower than the lobe of the ear; and
- (b) have his face clean shaven with the exception of the upper lip and, where a moustache is worn, have it neat and trimmed and not have hair encroaching onto his face.

(3) A female member when in uniform —

- (a) shall have her hair neatly styled or cut so that —
  - (i) it does not extend more than 3 cm below the collar;
  - (ii) the bulk or length of hair does not interfere with the correct wearing of the uniform hat; and
  - (iii) the member's hair is off her face;
- (b) shall wear the uniform gloves on all ceremonial occasions;



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- (c) shall not wear jewellery other than an engagement and wedding ring or one ring of conservative nature, and where the member has pierced ears, small stud earrings or sleepers;
- (d) shall not wear heavy makeup;
- (e) shall keep her fingernails trimmed so that they do not extend more than 3 mm beyond the tip of the finger; and
- (f) shall not wear nail polish unless it is clear or a shade of pink or red.

(4) When 2 or more female members in summer uniform are performing duty together, all of them must either wear jackets or all of them must not wear jackets.

*[Regulation 901 amended in Gazette 6 October 1989 p.3739.]*

**Wearing of uniform while off duty**

**901A.** (1) A member shall not wear a uniform while off duty except —

- (a) while travelling to or from a place of duty;
  - (b) with the permission of the officer-in-charge of the station or section in which he is located or his immediate superior, as the case may be, as ceremonial dress where he is entering into marriage within the meaning of the *Marriage Act 1961* of the Parliament of the Commonwealth; or
  - (c) with the permission of the Chief Superintendent for the portfolio in which he is located, at a special function or event.
- (2) Subregulation (1) (b) and (c) do not authorize a member —
- (a) to wear uniform other than —
    - (i) in areas where the designated uniform is blue, full winter blue uniform;

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- (ii) in areas where the designated uniform is khaki, full winter blue uniform or full khaki uniform; or
  - (iii) in the case of a commissioned officer, full commissioned officer's uniform or full ceremonial uniform;
- (b) to wear a sidearm, handcuffs, a baton, hellweg belt or associated accoutrements; or
  - (c) to wear a uniform at a place where alcohol is available for consumption.

*[Regulation 901A inserted in Gazette 6 October 1989 p.3739.]*

**Care to be taken of issued property**

**902.** A member shall take proper care of all articles of uniform, equipment (including his certificate of identity) and documents and books which have been issued to him by the Department and shall, should he lose any of those items, report the fact immediately to his officer-in-charge.

**Certificate of identity not transferable**

**903.** (1) A member shall not transfer the certificate of identity issued to him to another member and shall not suffer or permit any person whether a member or not to use his certificate of identity.

(2) Where a member is transferred to or from the Criminal Investigation Branch or to or from any position where he is required to perform duty in plain clothes, he shall apply to the Commissioner's staff officer for a new certificate of identity and, on receipt of the new certificate of identity, he shall return the old certificate to the Commissioner's staff officer.

**Firearms**

904. (1) A member to whom a firearm has been issued shall return the firearm to the officer-in-charge on the completion of the duties for which the firearm was required.

(2) On the issue and return of a firearm and ammunition, an officer-in-charge shall —

- (a) examine the firearm; and
- (b) record the issue and return of the firearm and shall record particulars of any ammunition expended.

(3) An officer-in-charge of any Police Station or Branch Headquarters where firearms are on issue, shall cause those firearms to be properly cleaned and oiled as their use demands, and in any event, shall cause the firearms to be properly cleaned and oiled during the months of May and November each year.

**Summer uniform**

905. (1) Except where otherwise directed by the Commissioner, a member who is required to wear a uniform may wear a summer uniform between 1 November each year and 30 April in the following year.

(2) A member in summer uniform is not required to wear a tunic or jacket.

[906. *Repealed in Gazette 29 August 1980 p.3033.*]

**When payment to be made for uniform alteration**

907. A sergeant or constable shall pay for alterations to his uniform clothing when alteration is necessary because of inaccurate measurements supplied on his Self Measurement Form.

**Requisition for change of uniform**

908. Immediately upon receipt of notification of transfer or appointment to a position where a change of uniform is required, a sergeant or constable shall submit a requisition for uniform requirements at his new position.

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**Uniform not to be altered**

**909.** A sergeant or constable shall not —

- (a) alter the current issue uniform clothing for use as private garments, or wear any current issue articles of uniform as a civilian garment;
- (b) wear a scarf other than a navy blue one when wearing a trenchcoat.

**Uniform to be worn as prescribed**

**910.** (1) A member when required to wear a uniform shall wear the uniform prescribed by these regulations in relation to the rank he holds.

(2) The uniform of a Commissioned Officer shall conform to the requirements set out in the Second Schedule.

*[Regulation 910 amended in Gazette 7 September 1979  
p.2717.]*

**Badges and insignia of rank**

**911.** (1) Badges and insignia of rank for the various ranks in the Force shall be as follows —

Commissioner — crossed batons in a laurel wreath surmounted by a crown, silvered metal. Gorget made of offset silver bullion thread in an oak-leaf pattern with a silver bullion thread button on a royal blue velvet background;

Deputy Commissioner — crossed batons in a laurel wreath surmounted by a star, silvered metal. Gorget is to be identical with the one worn by the Commissioner;

Assistant Commissioner — crossed batons in a laurel wreath, silvered metal. Gorget is to be identical with the one worn by the Commissioner;

Commander — three small stars surmounted by a crown, silvered metal. Gorget is to be identical with the one worn by the Commissioner;

Chief Superintendent — two stars surmounted by a crown, silvered metal. Gorget is to be identical with the one worn by the Commissioner;

Superintendent — one star surmounted by a crown, silvered metal. Gorget made of silvered pressed metal in an oak-leaf pattern with a silvered metal button on a royal blue velvet background;

Chief Inspector — one crown, silvered metal. Gorget made of chrome bar and button on a black velvet background;

Inspector — three stars, silvered metal. Gorget is to be identical with the one worn by a Chief Inspector;

Senior Sergeant — three broad chevrons with a crown;

Sergeant First Class — three broad chevrons;

Sergeant — two broad chevrons separated by a narrow chevron;

Senior Constable — two narrow chevrons;

First Class Constable — one narrow chevron.

(1a) Notwithstanding subregulation (1), red may be adopted as a background colour to badges and insignia of rank for the administrative ranks of Commissioner, Deputy Commissioner, Assistant Commissioner, Commander and Chief Superintendent.

(2) Insignia of rank shall be worn by members appointed to the Water Police and, in addition, the Master Engineer shall wear, in a position midway between the shoulder and elbow on the left sleeve of his shirt or tunic, an insignia comprised of crossed anchors surmounted by a crown and other members shall wear, in a position midway between the shoulder and elbow of the left sleeve of their shirt or tunic, an insignia comprised of crossed anchors.

*[Regulation 911 amended in Gazettes 7 September 1979 p.2717; 31 July 1981 p.3158; 23 March 1984 p.745; 24 April 1986 pp.1478-9.]*

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**Shoulder flashes**

**911A.** All members of the Force shall wear shoulder flashes, bearing the police insignia with "W.A. POLICE" centrally placed at a distance of 3 cm below the sleeve head seam on each shoulder of the tunic, jacket, uniform shirt and uniform frock.

*[Regulation 911A inserted in Gazette 24 April 1986 p.1479.]*

***Division 2 — Male Members***

**Male members, badges of rank**

**912.** (1) An Officer when in uniform shall wear badges of rank on the epaulettes of his tunic or, if no tunic is worn, on the epaulettes of his shirt and, where a tunic is worn, gorget patches 9 centimetres by 3 centimetres on the upper edge of the step on each side of the collar.

(2) Non-commissioned officers, senior constables and first class constables when in uniform shall wear an insignia of rank on the right sleeve of the tunic or when no tunic is worn on the right sleeve of the uniform shirt.

(3) Chevrons included in the insignia of rank referred to in subregulation (2) shall be positioned on the sleeve, pointing towards the hand, and so that the distance from the lowest point of the lowest chevron to the sleeve head seam shall be —

- (i) for sergeants . . . . . 21 cm;
- (ii) for senior constables . . . . . 19.5 cm;  
and
- (iii) for first class constables . . . . . 18 cm.

*[Regulation 912 amended in Gazettes 16 February 1979 p.425; 7 September 1979 p.2717; 24 April 1986 p.1479.]*

**Position of cap badge**

913. The cap badge on a uniform cap shall be centrally positioned with the base of the badge approximately 1.9 centimetres above the top of the cap peak.

**Registered number to be worn when in uniform**

914. Sergeants and constables when in uniform shall wear their registered number on the right hand pocket flap of the tunic or where no tunic is worn on the right hand pocket flap of the uniform shirt, in a central position at a distance of 1.8 cm below the pocket flap seam.

*[Regulation 914 inserted in Gazette 24 April 1986 p.1479;  
amended in Gazette 6 October 1989 p.3739.]*

**Purchases from Police Store**

915. Where the member making the purchase is stationed in an area where his purchase is required as part of the uniform and he intends to use it as part of the uniform, a sergeant or constable may purchase from the Police Store at his own expense during any one calendar year any of the following items —

- one pair of blue trousers;
- one blue cotton shirt;
- one pair of khaki trousers;
- one khaki shirt.

**Boot allowance**

916. A member in receipt of a boot allowance shall provide and wear black leather boots or shoes.

*[Regulation 916 amended in Gazette 8 December 1989  
p.4462.]*

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**Areas where khaki uniforms to be worn**

**917.** (1) Members stationed north of the 26th parallel of latitude and at Shark Bay shall wear khaki uniform during the summer and winter.

(2) The Commissioner may approve the wearing of khaki summer, or summer and winter uniforms in areas south of the 26th parallel of latitude.

(3) A member who is not stationed north of the 26th parallel of latitude or at Shark Bay or in an area where the Commissioner has approved the wearing of khaki uniform shall wear blue uniform during the summer and winter.

*Division 3 — Female Members*

**Female members, badges of rank**

**918.** (1) An officer in uniform shall wear badges of rank on the epaulette of her jacket or, if no jacket is worn, on the epaulette of her frock and, where a jacket is worn, gorget patches 9 centimetres by 3 centimetres on the upper edge of the step on each side of the collar.

(2) Non-commissioned officers, senior constables and first class constables when in uniform shall wear an insignia of rank on the right sleeve of the jacket or when no jacket is worn on the right sleeve of the uniform frock.

(3) Chevrons included in the insignia of rank referred to in subregulation (2) shall be positioned on the sleeve, pointing towards the hand, and so that the distance from the lowest point of the lowest chevron to the sleeve head seam shall be —

- (i) for sergeants . . . . . 21 cm;
- (ii) for senior constables . . . . . 19.5 cm;  
and
- (iii) for first class constables . . . . . 18 cm.

[Regulation 918 amended in Gazette 24 April 1986 p.1479.]



**Form of badges, etc.**

**919.** (1) Badges and insignia of rank to be worn when in uniform shall have the same form for the various ranks as provided in regulation 911 (1) and (1a).

(2) Officers attending ceremonial functions in evening dress shall wear an approved medallion of rank and service on the left bodice of the dress.

*[Regulation 919 amended in Gazette 24 April 1986 p.1479.]*

**Position of hat badge**

**920.** The hat badge on a uniform hat shall be centrally positioned with the base of the badge approximately 5 millimetres above the join of the brim with the crown.

**Position of registered numbers**

**921.** [(1) *repealed*]

(2) Sergeants and constables when in uniform shall wear their registered number —

- (a) when wearing a jacket, on the right side of the collar of the jacket in a horizontal position with the top of the number level with the lower point of the collar step and in a central position between the inside and outside edges of the lapel; and
- (b) when not wearing a jacket, on the right hand side of the yoke of the frock in a horizontal position with the centre of the bottom of the number 4 centimetres above the yoke peak.

*[Regulation 921 amended in Gazette 24 April 1986 p.1479.]*

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**Boot allowance**

**922.** A member in receipt of a boot allowance shall provide and wear black shoes of a style approved by the Commissioner.

*[Regulation 922 amended in Gazette 8 December 1989  
p.4462.]*

**PART X — CRIMINAL INVESTIGATION BRANCH**

**Interpretation**

**1001.** In this Part, unless the contrary intention appears —

“**Branch**” means the Criminal Investigation Branch of the Force;

“**Detective**” means a member appointed to the Branch.

**Criminal Investigation Branch established**

**1002.** (1) A branch to be known as the Criminal Investigation Branch is hereby established.

(2) The Branch shall consist of members the general nature of whose duties relates to criminal investigation.

**Vacancies to be advertised**

**1003.** Vacancies in the Branch shall be advertised in the *Police Gazette*.

**Constable appointed to Branch to be on probation**

**1004.** (1) A constable on being appointed to the Branch shall be employed therein in the first instance on probation for a period of 2 years.

(2) If while on probation a constable is found to be unsuitable for duty with the Branch, he may be transferred from the Branch.

**Detectives to communicate with officer-in-charge**

**1005.** Subject to these regulations, and to any directions to the contrary, all detectives shall communicate with the officer-in-charge of the Branch.

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**When to report to Regional Officer**

**1006.** (1) A detective who is stationed at a place other than Perth which has a Regional Officer shall report to an officer at the office of the Regional Office at the hour appointed by the Regional Officer.

(2) Every report made by a detective pursuant to subregulation (1) shall include —

- (a) details relating to the duties of the detective which come to the notice of the detective;
- (b) details which require attention;
- (c) steps taken or intended to be taken in the particular cases assigned to the detective.

(3) A detective shall obey all instructions of an officer but where an order is not consistent with orders received from the officer-in-charge of the Branch, he shall notify the first-mentioned officer of the inconsistency and if the officer persists with his order the detective shall obey the order but immediately report the circumstances to the officer-in-charge of the Branch.

(4) Where the officer-in-charge of the Branch is notified of an order pursuant to subregulation (3) he shall report the matter to the Commissioner.

**Duty of detective when attached to a station**

**1007.** A detective who is attached to a Station other than the headquarters station of a region shall —

- (a) notify the officer-in-charge of the Station as to —
  - (i) his times of arrival at and departure from duty; and
  - (ii) where expedient, his duties;
- (b) communicate with the Regional Officer when necessary or as directed; and
- (c) where he is the only detective at the Station, advise the Regional Officer of any anticipated absence by him from the Station.

**PART XI — LEAVE**

**Annual leave**

1101. A member or cadet is entitled to such annual leave as is prescribed by the Award.

**Notice of annual leave**

1102. (1) For the purposes of compiling the annual leave roster showing the commencing and finishing date of annual leave prescribed by the Award every member shall not later than 30 June each year give notice to the Commissioner of the dates that he prefers to commence and finish his annual leave in the year immediately following.

(2) The notice referred to in subregulation (1) shall —

- (a) in the case of an application by a member who is a commissioned officer or an officer-in-charge of a region be submitted to the office of the Commissioner;
- (b) in the case of an application by a member other than a member referred to in paragraph (a) be submitted to the member who is the officer-in-charge of that member.

**Address for contact during leave**

1103. In his application for leave a member or cadet shall state an address at which he can be contacted during his leave.

**Annual leave to be taken according to the roster**

1104. (1) Subject to these regulations, a member or cadet shall only take annual leave in accordance with the dates indicated in relation to him on the roster of annual leave applicable in that year unless the dates on the roster are altered.

(2) The Commissioner or the officer-in-charge concerned may alter the dates indicated on the roster of annual leave either in relation to a particular member, or cadet, or generally.

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**Leave accumulated by written permission**

**1105.** Subject to the award, a member or cadet is not entitled to accumulate annual leave except with the written permission of the Commissioner.

**Additional leave may be granted**

**1106.** Where the Commissioner is of the opinion that special circumstances exist in a particular case he may grant a member or cadet leave (not being annual leave) with or without payment during that period.

*[Regulation 1106 amended in Gazette 14 July 1992 p.3370.]*

**Travelling concession**

**1107.** (1) In this regulation —

**“distance rate”** means the rate per kilometre applicable in the North West of the State that is prescribed by the Award as payment to an employee for the use by the employee of his vehicle for the performance of police duties;

**“family”** in relation to a member or cadet means the member or cadet, spouse and all dependant children attending school and to those dependant children living with the member who are unemployed;

**“public transport”** means any means of public transport approved of by the Commissioner;

**“special area”** means —

(a) any portion of the State that is —

(i) east of longitude 119° east; or

(ii) north of 26° of south latitude;

(b) Yalgoo, Mount Magnet, Cue and Meekatharra; and

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- (c) any area outside the State designated a special area by the Minister.

(2) The following travelling concessions apply to and in relation to a member or cadet stationed in a special area who for his annual leave travels to Perth or other place outside his sub-region which is approved of by the Commissioner —

- (a) where public transport is used — free return passes to Perth or that other place on public transport for the member or cadet and his family;
- (b) where a private vehicle is used — the distance rate to that place so long as the amount so paid does not exceed the cost of free passes granted under paragraph (a);
- (c) where both public transport and a private vehicle are used — free return passes to that place in respect of the persons travelling by public transport and the distance rate to that place payable under paragraph (b) so long as the amount so paid does not exceed the cost of providing the persons travelling by private vehicle with a free return pass granted under paragraph (a).

(3) The travelling concession payable under subregulation (2) —

- (a) is payable only in respect of a member or cadet —
  - (i) who has completed 12 months' service in the special area; or
  - (ii) if the member or cadet has not completed 12 months' service in the special area before he proceeds on annual leave, he does so on his return from annual leave before he again takes annual leave;
- (b) shall be repaid to the Department by the member or cadet if the member or cadet fails to complete 12 months' service in the special area unless the failure is due to causes beyond his control.

*[Regulation 1107 amended in Gazettes 7 September 1979 p.2717; 24 April 1986 p.1479.]*

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[1108. *Repealed in Gazette 7 September 1979 p.2717.*]

[1109. *Repealed in Gazette 6 October 1989 p.3739.*]



**PART XII — REMOVAL ON TRANSFER, PROMOTION  
OR RETIREMENT**

*[Heading amended in Gazette 31 October 1986 p.4051.]*

**This Part not in derogation of Award**

**1201.** The provisions of this Part, are in addition to and not in derogation of anything in the Award.

**Leave in respect of transfer**

**1202.** (1) Subject to subregulation (2), where a member is appointed to a position, whether by transfer or promotion, necessitating a change of his residence he is allowed to take 2 days off duty — one day in respect of the packing and loading of his household goods and effects and one day in respect of their unpacking and unloading.

(2) A member is not allowed to take the leave granted under subregulation (1) on any day on which he is required to attend Court or to any other pressing duty.

**Commissioner to be notified of transfer**

**1203.** A member or cadet moving from one station or office to another for the purpose of taking up a position, whether by transfer or promotion, shall —

- (a) notify the Commissioner through the Regional Officer of the region from which he is moving of the —
  - (i) date that he intends to cease duty at the station or office from which he is moving;
  - (ii) date of his intended departure for the station to which he is appointed;
  - (iii) time and date that his quarters, whether supplied by the Government or not, are to be vacated by him;

and

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- (b) as soon as possible after his arrival at the region to which he is appointed notify the Commissioner through the Regional Officer of the region to which he is appointed of the —
  - (i) time and date of his arrival;
  - (ii) time and date that his quarters are occupied by him and indicating whether they are Government or private quarters; and
  - (iii) time and date that he intends to commence duty in relation to his appointment.

**Removal allowance**

**1204.** (1) Subject to subregulation (2), a member or cadet who is moved from one position to another or is required by the Commissioner to vacate one house to occupy another —

- (a) in the public interest;
- (b) in the course of promotion or transfer; or
- (c) on account of illness due to causes over which he has no control,

shall be allowed —

- (d) such costs and allowances as are prescribed by the Award;
- (e) free transport by any means of transport approved of by the Commissioner for himself, his family and their household furniture, furnishings, domestic appliances, personal effects and one motor vehicle for which an allowance is not paid under paragraph (f);
- (f) mileage allowance in accordance with the Award for his motor vehicle;
- (g) the costs of storage in a warehouse approved by the Commissioner of any of the member's or cadet's excess

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household furniture and for a period of 3 years (subject to any extension by the Commissioner) the cost of any insurance policy in relation thereto to a maximum insured value of \$15,000;

- (h) the costs of any insurance policy in respect of the transport of household furniture, furnishings, domestic appliances and personal effects and the stamp duty thereon; and
- (i) the property allowance payable in respect of an officer of the Public Service of the State in accordance with the Public Service Property Allowance Award 1975.

(2) In relation to the allowances payable pursuant to subregulation (1) —

- (a) the maximum weight in respect of which the Department is liable in relation to the costs of the transport of the household furniture, furnishings, domestic appliances and personal effects of a single member or cadet is 2.5 tonnes;
- (b) as far as practicable the means of transport used for the transport of household furniture, furnishings, domestic appliances and personal effects shall be State owned;
- [(c) *deleted*]

*[Regulation 1204 amended in Gazettes 7 September 1979 p.2717; 24 April 1986 p.1479; 18 November 1988 p.4532.]*

**Removal cost for retiring member**

**1204A.** The removal costs of a member, who retires in accordance with regulation 1401, shall be paid in accordance with regulation 1204 (excluding paragraphs (g) and (i) of subregulation (1)), from the place where the member is stationed at the date of retirement, to the Metropolitan Area or any other area within the State as approved by the Commissioner.

*[Regulation 1204A inserted in Gazette 31 October 1981 p.4051.]*

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**When removal allowance not to be paid**

**1205.** Except with the approval of the Commissioner the allowances payable under regulation 1204 are not payable in respect of a member, or cadet who is moved —

- (a) at his own request; or
- (b) because of his own misconduct.

**PART XIII — ILLNESS AND INJURY**

[*Heading inserted in Gazette 17 November 1989 p.4110.*]

**Interpretation**

**1301.** In this Part, unless the contrary intention appears —

“**dentist**” has the same meaning as it has in the *Dental Act 1939*;

“**incapacity**” means unfitness for and absence from duty as a result of illness or injury and “**incapacitated**” shall be construed accordingly;

“**Manager**” means the Manager of the Occupational Health, Safety and Welfare Unit of the Department;

“**medical practitioner**” has the same meaning as it has in the *Medical Act 1894*;

“**Medicare benefits**” has the same meaning as it has in the *Health Insurance Act 1973* of the Parliament of the Commonwealth;

“**pharmaceutical chemist**” has the same meaning as it has in the *Pharmacy Act 1964*;

“**region**” means region of the State within the meaning of section 39 (2) of the Act.

[*Regulation 1301 inserted in Gazette 17 November 1989 p.4110.*]

**Report of incapacity**

**1302.** A member or cadet who becomes incapacitated shall as soon as possible —

- (a) notify his officer-in-charge of that fact and of his whereabouts; and

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- (b) notify the Manager of the nature of the illness or the nature and cause of the injury, as the case may be.

*[Regulation 1302 inserted in Gazette 17 November 1989 p.4110.]*

**Application for leave**

**1303.** (1) Except in respect of a day on which a member becomes incapacitated while on duty, an application for leave by a member on account of incapacity shall be supported by a certificate of a medical practitioner or, where the incapacity involves a dental condition, by a certificate of a dentist.

- (2) The application shall be —

- (a) in a form approved by the Commissioner; and
- (b) submitted to the Manager,

and the certificate in its support shall be —

- (c) submitted to the Manager.

*[Regulation 1303 inserted in Gazette 17 November 1989 p.4111.]*

**Entitlement to leave and allowances**

**1304.** (1) Subject to regulations 1308 (1) and 1309 and to compliance by the member with regulation 1303, the Commissioner may grant to a member in respect of his incapacity leave of absence with pay —

- (a) for up to 168 days in a calendar year; and
- (b) if so recommended by the Manager and subject to any terms or conditions recommended by the Manager, for a further period.

(2) Except where he is incapacitated through his fault or misconduct, a member is entitled to receive in respect of a period of

*Police Force Regulations 1979*

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leave of absence approved under subregulation (1), and subject to any terms or conditions imposed under subregulation (1) (b), any special allowances which he would have received under the Award if he had not been incapacitated.

(3) The district allowance prescribed by the Award ceases to be payable —

- (a) after an incapacitated member or cadet and the family of that member or cadet have been absent from his region for a continuous period exceeding 6 weeks; and
- (b) for so long thereafter as that absence continues.

(4) In subregulation (3), “**family**” means the spouse and any children of the member or cadet residing with him.

*[Regulation 1304 inserted in Gazette 17 November 1989 p.4111.]*

**Other work prohibited**

**1305.** An incapacitated member or cadet shall not during his absence from duty engage for reward in any other occupation or activity.

*[Regulation 1305 inserted in Gazette 17 November 1989 p.4111.]*

**Medical and hospital expenses where member’s illness results from duties**

**1306.** Subject to regulation 1308 (2), the Commissioner shall pay the reasonable medical and hospital expenses incurred by a member as a result of illness or injury arising out of or in the course of his duties suffered by him in the course of travel to or from a place of duty.

*[Regulation 1306 inserted in Gazette 17 November 1989 p.4111.]*

**[1307. Repealed in Gazette 18 November 1994 p.5867.]**

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**Ineligibility for benefits where incapacity own fault**

**1308.** (1) A member who suffers illness or injury through his fault or misconduct is not entitled to paid leave in respect of absence from duty resulting from that illness or injury.

(2) A member who suffers illness or injury through his fault or misconduct is not entitled in respect of that illness or injury to receive the benefits provided for by regulation 1306.

[(3) *repealed*]

*[Regulation 1308 inserted in Gazette 17 November 1989 pp.4111-2; amended in Gazette 18 November 1994 p.5867.]*

**Incapacity resulting from another occupation**

**1309.** Subject to regulation 1308 (1), where the incapacity of a member or cadet results from the carrying on by him of an occupation for which he received or expected to receive remuneration, outside of his duties as a member or cadet, the Commissioner may grant or refuse to grant paid leave to the member or cadet in respect of the incapacity or may grant him leave at a reduced rate of pay.

*[Regulation 1309 inserted in Gazette 17 November 1989 p.4112.]*

**Entitlements of cadets**

**1310.** The provisions of this Part, other than regulation 1309, are supplemental to and not in derogation of the provisions of the Award as to entitlements of cadets in respect of illness or injury.

*[Regulation 1310 inserted in Gazette 17 November 1989 p.4112.]*

**Evidence of fitness after long incapacity**

**1311.** A member or cadet who has been absent from duty because of incapacity for longer than 4 weeks shall, before returning to duty, submit to the Manager evidence of his medical fitness to return to duty.

*[Regulation 1311 inserted in Gazette 17 November 1989 p.4112.]*



**Examination arranged by Commissioner**

1312. (1) The Commissioner may direct a member or cadet to submit to examination, at the expense of the Commissioner, by one or more medical practitioners nominated in each instance by the Commissioner and the member or cadet shall obey such a direction.

(2) Where a member or cadet has been examined under subregulation (1) and the examining medical practitioner expresses the opinion in writing to the Commissioner that the member or cadet is unfit for duty because of illness or injury, the Commissioner may direct the member or cadet to apply for leave on that ground and the member or cadet shall obey such a direction.

*[Regulation 1312 inserted in Gazette 17 November 1989  
p.4112.]*

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**PART XIV — RETIREMENT, RESIGNATION, REMOVAL OR  
DEATH OF A MEMBER**

**Retirement**

**1401.** (1) Subject to the Act and these regulations, a member of the Force including the Commissioner, Deputy Commissioner and Assistant Commissioner may retire on attaining the age of 55 years.

(2) Every member of the Force other than the Commissioner, Deputy Commissioner and Assistant Commissioner shall retire on attaining the age of 60 years.

(3) The Deputy Commissioner and Assistant Commissioner shall retire on attaining the age of 62 years.

*[Regulation 1401 inserted in Gazette 29 July 1988 p.2540.]*

**Examination by medical board**

**1402.** (1) Where the Commissioner is of the opinion that a member is not fit for further service, he may direct the member to submit himself to be examined by a medical board.

(2) The medical board referred to in subregulation (1) shall consist of 3 legally qualified medical practitioners nominated by the person who holds or acts in the office of Commissioner of Health<sup>3</sup> under the *Health Act 1911*.

(3) A member shall not fail to carry out a direction given pursuant to subregulation (1).

(4) Subject to the Act, where the medical board referred to in this regulation reports to the Commissioner that the member in question is unfit for further active service the Commissioner shall advise the member of the date he will cease duty.

**Allowances paid on death of member**

**1403.** Where a member or cadet dies the widow of the member or cadet and such of the children of the member or cadet as are under the

age of 18 years are entitled to the allowances prescribed by regulation 1204 for the conveyance of themselves and their furniture and effects to the Metropolitan Area or to any part of the State approved of by the Commissioner.

**Leave entitlement to be paid out**

**1404.** On the death of a member or cadet, the Minister may, on the recommendation of the Commissioner grant to the relatives of the member or cadet who were dependent on him at the date of his death the monetary equivalent, computed to the date of death, of —

- (a) annual leave accrued and owing to the member or cadet;
- (b) long service leave accrued and owing to the member or cadet;
- (c) *pro rata* leave for each completed month of service of the member or cadet in the current year.

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**PART XV — QUARTERS**

**This Part not in derogation of Award**

**1501.** The provisions of this Part are in addition to and not in derogation of any provisions of the Award.

**Maintenance of quarters**

**1502.** (1) A member or cadet who occupies quarters provided by the State shall —

- (a) keep them clean and in good and serviceable order;
- (b) maintain the grounds in a reasonable condition free from accumulating rubbish and items which would detract from the appearance of the property;
- (c) observe Local Authority By-laws in regard to the property;
- (d) control weed growth and keep buildings and fences clear of grass;
- (e) as soon as possible report to the Regional Officer any required repairs to the building or its appurtenances, or the presence of white ants.

(2) A member or cadet occupying quarters is responsible for the cost of maintaining any chimneys in those quarters in a clean condition.

**Expenditure not to be incurred without authority of Commissioner**

**1503.** (1) A member or cadet who occupies quarters shall not incur any expenditure on those quarters whether on his own behalf or on behalf of the Commissioner without the authority of the Commissioner.

(2) A member or cadet shall not construct or alter any building or structure on quarters occupied by him except with the authority of the Commissioner.

(3) Where the Commissioner approves of any construction or alteration of any building or structure on quarters by a member or cadet the cost thereof shall be borne by the member or cadet concerned but the property in the construction or alteration as the case may be, belongs to the State.

### **Inspection of quarters**

**1504.** (1) Any member authorized by the Commissioner in that behalf may after giving a member or cadet who occupies quarters reasonable notice enter the quarters occupied by the member or cadet at a reasonable hour for the purpose of inspecting the condition of those quarters, appurtenances and grounds.

(2) The Commissioner may by written notice require a member or cadet who occupies quarters to carry out such directions as are specified in the notice for the purpose of putting the quarters, appurtenances and grounds into a fit and proper condition.

(3) Where a member or cadet who has been served with a notice pursuant to subregulation (2) refuses to comply with the direction the Commissioner may direct —

- (a) that the necessary action be taken to put the quarters, appurtenances and grounds in a fit and proper condition and may recover the costs thereof in any Court of competent jurisdiction; and
- (b) that the member or cadet, his wife, children and other dependants vacate those quarters.

### **Occupation and vacation of premises**

**1505.** (1) Except with the prior written permission of the Commissioner a member or cadet who occupies quarters provided by the State shall not allow any person other than the member's, or cadet's wife, children and other dependants to reside there permanently.

(2) Where a member or cadet occupying quarters provided by the State ceases to hold office, the quarters shall be vacated by the member, or cadet, his wife, children and other dependants, upon ceasing to hold such office.

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**Notice of occupation and vacating to be given**

**1506.** A member or cadet who is allocated quarters provided under the *Government Employees Housing Act 1964*, shall notify the Commissioner as soon as practicable of the date that he first occupies those quarters and when he vacates the quarters of the date that he vacates them.

**PART XVI — GENERAL**

**Offences generally**

**1601.** A member or cadet who fails to comply with or who contravenes any of the provisions of these regulations commits an offence against the discipline of the Force.

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**FIRST SCHEDULE**

[Reg. 625]

**POLICE DEPARTMENT  
DISCIPLINARY CHARGE SHEET  
(Regulation 625)**

Charge No.

Person Charged .....  
Rank and Number .....  
Location .....

Particulars of charge.  
(To be reported as fully  
as possible).

Authorized officer  
preferring charge .....  
Date .....

**RECORD OF TRIBUNAL PROCEEDINGS**

|             |                         |
|-------------|-------------------------|
| PLACE HEARD |                         |
| DECISION    |                         |
| BY WHOM     | Date. .... Signed. .... |
| REMARKS     |                         |

**STATEMENT OF SERVICE**

On the ..... day of ..... 19 ...  
at ..... I  
served the within named .....  
with this disciplinary charge sheet by delivering a duplicate of it to  
him/her personally.

Signature .....  
Date .....



INSTRUCTIONS TO PERSON CHARGED

You will be notified of the time, date and place of the hearing. If you intend to plead not guilty, you must inform the Chief Superintendent of Discipline to enable arrangements to be made to accommodate that plea. Your attention is drawn to sections 8 and 23 (4) of the *Police Act 1892*.

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*[Forms 2, 3 and 4 deleted]*

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*[First Schedule inserted in Gazette 27 October 1989 pp.3888-9; amended in Gazette 30 March 1990 pp.1656-8; (Erratum in Gazette 6 April 1990 p.1766); amended in Gazette 17 March 1995 p.1055.]*

**Second Schedule**

**Description of Uniforms**

**Male Commissioned Officers Uniform**

1. Tunic (All Grades) —

Black serge material made with 3 piece panel back, 2 side vents, fully lined, step collar, 2 outer breast pockets with expanding centre pleats 48 mm wide and flap to button, 2 side pockets with flap but without expanding centre pleats or buttons. Pocket flaps to have 3 points with the 2 outer points slightly rounded, top flaps points 63 mm long rising to 51 mm, bottom flaps 76 mm rising to 63 mm. Epaulette straps sewn into shoulder seam, 140 mm long, 57 mm wide at shoulder, tapering to rounded point 38 mm at button hole. Sleeves to have gauntlet cuffs 70 mm wide under arm rising from top side to a point 165 mm.

Four 25 mm buttons at front. One 19 mm button on each breast pocket in balance between top and second front buttons, also one 19 mm button on each shoulder for attachment of epaulette. All buttons are to be of a type approved of by the Commissioner. Western Australia Police insignia to be attached to the crown of each sleeve.

2. Trousers —

Black serge material identical with tunic. Side pockets, one hip and fob pocket if desired. Cuffless bottoms not more than 508 mm in width. Plain black braid 38 mm wide from waist to cuffless bottom to be sewn over outside seam.

3. Caps —

Black material with chequered band and badge of a type approved by the Commissioner.

Superintendent's, Chief Inspector's and Inspector's cap peaks to have a single row of silver embroidery 19 mm wide.

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Commander's and Chief Superintendent's cap peaks to have a single row of silver embroidered oak leaf pattern 19 mm wide at the top and a single row of silver embroidery 19 mm wide below. Assistant Commissioner's cap peak to have a single silver embroidered row of oak leaf pattern 19 mm wide.

Commissioner's and Deputy Commissioner's cap peak to have 2 rows of silver embroidered oak leaf pattern 19 mm wide.

4. Shirt —

White, collar attached.

5. Tie —

Black, long.

6. Socks —

Black.

7. Boots or Shoes —

Black.

8. Gloves —

Black leather of a type approved by the Commissioner.

9. Belt —

Black leather of a type approved by the Commissioner.

Ceremonial Dress

Commissioner — In addition to the uniform described above there shall be a pouch belt of black leather 73 mm wide with silver breast ornament whistle and chain, silver ornamented buckle and slide worn over left shoulder.

Deputy Commissioner, Assistant Commissioner, Commander and Chief Superintendent — In addition to the uniform described above there

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shall be a black leather 54 mm belt with 38 mm wide cross belt worn over right shoulder.

1. Male Officer's Mess Jacket:

Black or white baratheia material with blue collar, lapels and epaulettes made from material approved by the Commissioner.

Jacket to be of patrol type with three piece back, having rolled collar 44 mm at back shaping to lapels 57 mm wide and tapered. Jacket to button with link style small "officer type" buttons 21 mm diameter.

Epaulettes to be stiffened, 51 mm wide at shoulder reducing to 38 mm to button onto small "officer type" 21 mm button.

Sleeves to have 76 mm vent with two 17 mm buttons, with button holes on each sleeve.

Approved officer's badge to be worn, placed centrally on each lapel with highest point of badge 178 mm below the junction of collar and forward edge of epaulette.

2. Trousers —

Black dress or dinner suit trousers, braided outside seam, cuffless.

3. Shirt —

White dress shirt with collar attached.

4. Tie —

Black bow.

5. Cummerbund —

Black.

6. Socks —

Black.

7. Shoes —

Black.

Female Commissioned Officers Uniform

1. Tunic (All Grades) —

Black serge material made with 4 piece back, fully lined, step collar. Single breasted. Fronts comprising 2 panels and a side body.

Epaulette straps sewn into shoulder seam, 120 mm long, 45 mm wide at shoulder, tapering to rounded point at the button hole. Two piece, three quarter, set in sleeves with gauntlet cuffs 65 mm wide under arm rising from top side to a point of 155 mm.

Four 25 mm buttons at front. One 25 mm button on each shoulder for attachment of epaulette. All buttons are to be of a type approved by the Commissioner. Western Australia Police insignia to be attached to the crown of each sleeve.

2. Skirt —

Black serge material.

Inverted centre front pleat, 2 piece back, skirt closure by means of slide fastener on left side seam. Waist band.

May be worn with or without a tunic.

3. Caps —

Black material with chequered band and a badge of a type approved by the Commissioner.

Superintendent's, Chief Inspector's and Inspector's cap peaks to have a single row of silver embroidery 19 mm wide.

Commander's and Chief Superintendent's cap peaks to have a single row of silver embroidered oak leaf pattern 19 mm wide at top and a single row of silver embroidery 19 mm wide below.

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Assistant Commissioner's cap peak to have a single silver embroidered row of oak pattern 19 mm wide.

Commissioner's and Deputy Commissioner's cap peaks to have 2 rows of silver embroidered oak leaf pattern 19 mm wide.

4. Shirt —  
White, collar attached.
5. Tie —  
Black, long.
6. Stockings —  
Flesh coloured.
7. Shoes —  
Black court, 50 mm high heel.
8. Gloves —  
Black leather.

Ceremonial Dress

Commissioner — In addition to the uniform described above there shall be a pouch belt of black leather 73 mm wide with silver breast ornament whistle and chain, silver ornamented buckle and slide worn over left shoulder.

Deputy Commissioner, Assistant Commissioner, Commander and Chief Superintendent — In addition to the uniform described above there shall be a black leather 54 mm belt with 38 mm wide cross belt worn over right shoulder.

1. Female Officer's Mess Jacket —  
Black or white baratheia material with blue collar, lapels and epaulettes made from material approved by the Commissioner.

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Jacket to be of patrol type with 3 piece back, having rolled collar 44 mm at back shaping to lapels 57 mm wide and tapered. Jacket to button with link style small "officer type" buttons 21 mm diameter.

Epaulettes to be stiffened, 51 mm wide at shoulder reducing to 38 mm to button onto small "officer type" 21 mm button. Sleeves to have 76 mm vent with two 17 mm buttons, with button holes on each sleeve.

2. Skirt —

Black serge material, straight single pieces in front, 2 piece back with 300 mm split.

3. Shirt —

White with Chinese style collar and 2 rows of ruffles down front.

4. Stockings —

Flesh coloured.

5. Shoes —

Black court.

*[Second Schedule inserted in Gazette 6 October 1989 pp.3740-1.]*

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**Third Schedule**

**FORM 1**

[reg. 501]

TO the Commissioner of Police

I am of the opinion that .....

Name and address

is physically capable, (given sufficient time for recovery and an intelligent application of the test) of undertaking a physical performance evaluation that simulates job related activities involving running, climbing, jumping, operating a mechanical "strength test simulator", dragging a 75 kilogram dummy over a reasonable distance and swimming and treading water.

\_\_\_\_\_  
Name  
Medical Practitioner

A. T. C. MOTT,  
Acting Commissioner of Police

*[Third Schedule inserted in Gazette 22 January 1988 p.128.]*



**FOURTH SCHEDULE**

[Regs. 8A03 and 8A04]

**PART 1 — AWARD FOR BRAVERY**

The Cross for Bravery shall be of sterling silver, 40 mm long and 10 mm wide. The words "For Bravery" shall be embossed on the cross staff. The upright staff shall be surmounted by a crown with a black swan at the base. A sterling silver suspender 40 mm wide embossed with the words "Western Australia Police Force" will join the cross and ribbon. The ribbon shall be 32 mm long and 12 mm wide and shall be blue, edged with gold and black stripes.

**PART 2 — BAR TO THE AWARD FOR BRAVERY**

The Bar to the Award for Bravery shall be of sterling silver, 32 mm long and 5 mm wide. A laurel wreath shall be embossed on the clasp of the bar.

The rosette shall be of sterling silver, shall be 10 mm wide and shall be placed in the centre of the ribbon of the Award for Bravery.

*[Fourth Schedule inserted in Gazette 17 March 1989 p.753.]*

*[Fifth Schedule Repealed in Gazette 17 March 1995 p.1055.]*

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### NOTES

<sup>1</sup> This reprint is a compilation as at 30 January 1996 of the *Police Force Regulations 1979* and includes amendments in the reprint published in the *Gazette* on 24 September 1986 and amendments effected by the other regulations referred to in the following Table.

**Table of Regulations**

| Regulation  | Gazettal                             | Commencement        | Miscellaneous   |
|---|--------------------------------------|---------------------|---|
| <i>Police Regulations 1979</i>  | 20 December 1978<br>pp.4731-62       | 1 January 1979      | Short title<br>subsequently<br>amended (see<br>note under<br>regulation<br>101) |
| (Regulations effecting<br>amendments in the<br>previous reprint are not<br>referred to in this Table) | 24 September<br>1986<br>pp.3463-3517 |                     |   |
| <i>Police Amendment<br/>Regulations (No. 2) 1986</i>  | 31 October 1986<br>pp.4050-1         | 31 October 1986     |   |
| <i>Police Amendment<br/>Regulations (No. 2) 1987</i>  | 14 August 1987<br>p.3167             | 14 August 1987      |   |
| <i>Police Amendment<br/>Regulations 1988</i>  | 22 January 1988<br>p.128             | 22 January 1988     |   |
| <i>Police Amendment<br/>Regulations (No. 2) 1988</i>  | 6 May 1988<br>p.1541                 | 6 May 1988          |   |
| <i>Police Amendment<br/>Regulations (No. 3) 1988</i>  | 1 July 1988<br>p.2144                | 1 July 1988         |   |
| <i>Police Amendment<br/>Regulations (No. 4) 1988</i>  | 18 November<br>1988 p.4532           | 18 November<br>1988 |   |

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| Regulation   | Gazettal                       | Commencement     | Miscellaneous                              |
|--|--------------------------------|------------------|--|
| <i>Police Amendment Regulations (No. 5) 1988</i>   | 29 July 1988<br>p.2540         | 29 July 1988     |  |
| <i>Police Amendment Regulations 1989</i>   | 17 March 1989<br>pp.752-3      | 17 March 1989    |  |
| <i>Police Amendment Regulations (No. 2) 1989</i>   | 9 June 1989<br>p.1666          | 9 June 1989      |  |
| <i>Police Amendment Regulations (No. 3) 1989</i>   | 6 October 1989<br>pp.3739-41   | 6 October 1989   |  |
| <i>Police Amendment Regulations (No. 4) 1989</i>   | 27 October 1989<br>pp.3888-9   | 27 October 1989  |  |
| <i>Police Amendment Regulations (No. 5) 1989</i>   | 1 December 1989<br>pp.4395-6   | 1 December 1989  |  |
| <i>Police Amendment Regulations (No. 6) 1989</i>   | 17 November 1989<br>pp.4110-12 | 17 November 1989 |  |
| <i>Police Force Amendment Regulations (No. 8) 1989</i>   | 8 December 1989<br>p.4462      | 8 December 1989  |  |
| <i>Police Force Amendment Regulations 1990</i>   | 2 February 1990<br>pp.788-90   | 2 February 1990  |  |
| <i>Police Force Amendment Regulations (No. 2) 1990</i><br>(Erratum in <i>Gazette</i><br>6 April 1990 p.1766) | 30 March 1990<br>pp.1646-60    | 30 March 1990    |  |
| <i>Police Force Amendment Regulations 1992</i>   | 14 July 1992<br>pp.3364-70     | 14 July 1992     |  |
| <i>Police Force Amendment Regulations 1994</i>   | 18 November 1994<br>pp.5866-7  | 18 November 1994 |  |
| <i>Police Force Amendment Regulations (No. 2) 1994</i>   | 7 February 1995<br>p.422       | 7 February 1995  |  |
| <i>Police Force Amendment Regulations (No. 2) 1995</i>   | 17 March 1995<br>p.1055        | 17 March 1995    | Regulation 3:<br>transitional <sup>4</sup> |

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<sup>2</sup> Under the *Reprints Act 1984* section 7 (3) (g) this short title was substituted for “*Industrial Arbitration Act 1912*” which was changed by the *Acts Amendment and Repeal (Industrial Relations) Act (No. 2) 1984* (Act No. 94 of 1984).

<sup>3</sup> Under the *Reprints Act 1984* section 7 (3) (h) this title was substituted for “*Commissioner of Public Health*” which was changed by the *Health Legislation Amendment Act 1984* (Act No. 28 of 1984).

<sup>4</sup> Regulation 3 (2) of the *Police Force Amendment Regulations (No. 2) 1995* reads as follows —

“ (2) Notwithstanding subregulation (1) —

(a) the repealed Part VIIA continues to apply to any vacancy advertized in the *Police Gazette* under repealed regulation 7A13 or 7A27 before the commencement of subregulation (1); and

(b) for the purposes of paragraph (a) —

(i) the bodies created by the repealed Part VIIA continue in existence; and

(ii) the provisions deleted or repealed by regulations 4 and 5 continue to have effect,

so far as may be necessary.

”.