NSW Police Force

USE OF RESOURCES GUIDELINES

Professional Standards Command

Summary

These guidelines apply to all members of the NSW Police Force (**members**). The guidelines outline examples of how tangible resources (such as vehicles and stationery) and intangible resources (such as personnel time, travel allowances, and meal claims) are misused, and the criteria for identifying when a NSW Police Force resource is being misused.

Access the NSWPF Use of Resources Policy Statement via the Professional Standards Command Policy and Procedures intranet page.

Document Control Sheet

Document Properties

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Version #	Version creation date	Author / Position	Summary of changes
2	October 2014	Corporate Advice and Response – Professional Standards Command	Conversion to current corporate template Addition of sections: How resources are misused; How to identify a misuse of resources; Secondary employment and police resources; and Conflicts of Interest
3	March 2016	Professional Standards Command	Apply protective marking
4	December 2017	Professional Standards Command	Biannual Review. Minor wording changes. Update of document classification under GIPA Act 2009
5	February 2020	Professional Standards Command	Biannual Review. Minor wording changes.
6	15 January 2021	Professional Standards Command	Update security classification and minor changes in related policies
6.1	28 July 2021	Professional Standards Command	• Update New South Wales Police to NSW Police Force • Change employees to members of the NSW Police Force and personnel as appropriate • Minor technical changes
7	January 2024	Professional Standards Command	• Conversion to current corporate template • Remove section 3 Misconduct Resistance (SELF Test) • Minor corrections

Table of Contents

1. Purpose

To outline types of NSW Police Force resources and examples of how resources may be misused.

1.1 Scope

This document applies to all members of the NSW Police Force (**members**). For the purposes of this document, the term 'member' refers to executive and non-executive police officers, administrative employees, special constables, students, volunteers in policing, contractors, and temporary employees.

This document complements existing policies which explain the appropriate use of specific types of resources. These include (but are not limited) to:

- *Information Security Manual (Chapter 15 – Supplier Relationships)*

- *Mobile Device Procedures*

- *Email and Internet Guidelines*

- *Corporate Credit Card Procedures (3.3 – Instructions for Use)*

For further information, refer to the Policy Section on the NSW Police Force intranet.

1.2 Roles & responsibilities

Assistant Commissioner – Professional Standards Command	Document approval.
Director – Misconduct and Management Support	Document owner.
Commander	May approve reasonable private use of NSWPF resources.
INSPECTOR/MANAGER/DUTY OFFICER	May approve reasonable private use of NSWPF resources.
SERGEANT/SUPERVISOR –	May approve reasonable private use of NSWPF resources.
All members	Must comply with this document.

2. Guideline

2.1 Context

This document provides direction and guidance in the use of NSW Police Force resources, including the acceptable use of those resources and how to identify their misuse.

2.2 Types of NSW Police Force resources

Resources include but are not limited to:

- personnel time

- finance (such as cash, credit cards, and meal, travel, or other claims)

- materials and supplies (such as uniform and stationery)

- motor vehicles, fuel, spare parts, and accessories

- equipment (such as digital cameras and lockers)

- facilities (such as parking spaces)

- attendance at training, conventions or similar

- office equipment (such as photocopiers, printers, and fax machines)

- communication and information devices (including telephones, tablets, internet services and email use)

- Information Communication Technology (ICT) Administrative privileges

- information obtained and used by the NSW Police Force.

2.3 Reasonable private use of resources

Members of the NSW Police Force are required to use NSW Police Force resources for official work purposes, however minor personal use of resources can occur:

- in a limited capacity

- without disruption to normal business; and

- with the knowledge and approval of management.

As a general rule, this includes (but is not limited to):

- reasonable telephone or email communications with friends, family, or in making medical or similar appointments

- limited use of faxes, printers, or photocopiers.

Any circumstances more substantial must be negotiated with your commander, manager or supervisor and documented for future reference.

2.4 Approval process

Supervisors should only approve requests in line with their command or business unit work practices and/or business needs.

2.5 Examples of misuse of NSW Police Force resources

Except as provided by these guidelines, resources are misused when they are used for personal reasons and result in a benefit to the member or to another individual or organisation. Tangible resources include cars or phones which are issued to an officer for a shift or longer. Intangible resources include personnel time while on duty and travel allowances.

2.5.1 Personnel time

Members are required to report for duty on time and to perform their duties with minimal disruption. Many factors can take a member away from their duties. While minor personal use of resources is allowed in a limited capacity, taking excessive breaks for personal activities can be considered a misuse of time. This includes the use of personal electronic devices to access social media sites such as Facebook while on duty.

2.5.2 Travel allowance and meal claims

In some instances, members are entitled to claim a travel allowance to cover accommodation and meal expenses when travelling to another area as part of their rostered duties. The amount of travel allowance is based on the presumption any proper and reasonable expenses will be incurred in commercial premises, i.e., restaurants, cafes, hotels, motels, etc. Should expenses not be incurred, then no payment beyond the incidental allowance is payable.

Members who, when on official travel, stay with friends or family and do not incur any costs, are not eligible for any payment except for the incidental allowance where the period of travel exceeds 24 hours. If travel allowance and/or meal claims are falsely claimed a criminal investigation may be considered.

2.5.3 Electronic devices and systems

Electronic devices and systems include, but are not limited to, mobile phones, internet, and instant messaging. Mobile phones provided to members of the NSW Police Force should only be used for work related calls. However, in some instances there may be a requirement to use communication devices for personal reasons. Personal use should be infrequent and brief, not disrupt normal business and not involve activities that might be questionable, controversial, or offensive.

2.5.4 Vehicles

When a member is issued an official vehicle and/or trailer, except under prescribed circumstances, it is only to be used for work related purposes. The use of an official vehicle to carry out personal day to day tasks while off duty is a misuse of that resource.

2.5.5 ICT Administrative Privileges

The NSW Police Force has many ICT systems that are used for both administrative and policing functions. Some of these systems require an elevated level of access for their administration. Members must not use this elevated level of systems access to bypass organisational policy, install non approved software, or fast track system access.

2.5.6 Equipment and stationery

Minor personal use of equipment such as, but not limited to, photocopiers, printers, scanners, and fax machines can occur in a limited capacity. Excessive use is a misuse of the resource and enquiries should be made with a supervisor if a member is unsure if their use is excessive.

2.5.7 Reward cards

The NSW Police Force is issued fuel cards by various fuel companies for use in official vehicles. In some instances, these companies offer reward points through a loyalty program such as 'Flybuys'. Members should not take up the option of using their personal reward cards to gain points when making purchases on behalf of the NSW Police Force as this is a misuse of this resource.

2.6 How to identify a misuse of resources

To identify whether a NSW Police Force resource is being misused, the following should be considered:

- Is the use of the resource for work related purposes?
- Is the use of the resource in the course of your duties?
- Is the personal use of the resource reasonable?
- Does the personal use of the resource disrupt normal business?
- Does the use of the resource relate to a secondary employment engagement?
- Does the use of personal equipment impinge on police time?

2.7 Relevance to other related policies

2.7.1 Secondary employment

Work undertaken in a secondary employment capacity should not impinge on the primary duties of a member and must be undertaken within their own time. Members must not use any NSW Police Force resource, including confidential information or police knowledge, while undertaking secondary employment.

The *Secondary Employment Policy* and *Guidelines* outline the requirements relating to resources and secondary employment.

2.7.2 Conflicts of Interest

A conflict of interest exists when the private interests of a member of the NSW Police Force interferes with or appears to interfere with the official duties and responsibilities of the member. Excessive or unauthorised use of NSW Police Force resources that is not in the public interest may create a conflict of interest.

2.7.3 Code of Conduct and Ethics

All members of the NSW Police Force are bound by the *Code of Conduct and Ethics* in regard to the use of police resources which states:

> An employee of the NSW Police Force must:
>
> 9.   *not make improper use of their position or NSW Police Force information or resources.*

A breach of the *Code of Conduct & Ethics* may result in management and/or disciplinary action up to and including termination of your employment.

2.8 Misconduct prevention

This document outlines types of NSW Police Force resources and examples of how resources may be misused.

3. Endnote References

Nil.