



# AFP National Guideline on Constable and Protective Service Officer titles

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## 1. Disclosure and compliance

This document is classified **UNCLASSIFIED** and is intended for internal AFP use.

Disclosing any content must comply with Commonwealth law and the [AFP National Guideline on](#)

[disclosure of information](#).

## Compliance

This instrument is part of the AFP's professional standards framework. The [AFP Commissioner's Order on Professional Standards \(CO2\)](#) outlines the expectations for appointees to adhere to the requirements of the framework. Inappropriate departures from the provisions of this instrument may constitute a breach of AFP professional standards and be dealt with under Part V of the [Australian Federal Police Act 1979](#) (Cth).

## 2. Acronyms

<b>AFP</b>	Australian Federal Police
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## 3. Authority

This National Guideline was issued by the Commissioner under s. 37(1) of the [Australian Federal Police Act 1979](#) (Cth).

## 4. Definitions

**Member** - means an AFP employee in respect of whom a declaration under s. 40B of the [Australian Federal Police Act 1979](#) (Cth) is in force.

**Protective Service Officer** - means an AFP employee in respect of whom a declaration under s. 40EA of the Act is in force.

## 5. Introduction

This guideline outlines the policy and procedures to apply when considering awarding, using or revoking the administrative titles of:

- First Constable
- Senior Constable
- Leading Senior Constable
- Protective Service Officer Grade 1
- Protective Service Officer Grade 2
- Senior Protective Service Officer
- Protective Service Sergeant
- Protective Service Superintendent.

## 6. Eligibility

### First Constable

Members will be eligible for the title of First Constable upon completing 4 years policing service. This includes a probationary period but not unsworn service or time served during recruit training at the AFP College.

Granting the title First Constable recognises service and experience and will not attract additional remuneration.

Appointed members will be entitled to use the title and wear the insignia of a First Constable per the [AFP National Guideline on uniform and standards of dress](#).

Eligibility for the title of First Constable will be determined and awarded on an ongoing basis.

### **Senior Constable**

Members will be eligible for the title of Senior Constable upon completing 6 years policing service. This includes a probationary period but not unsworn service or time served during recruit training at the AFP College.

Granting of the title Senior Constable is in recognition of service and experience and will not attract additional remuneration.

Appointed members will be entitled to use the title, and wear the insignia of a Senior Constable per the [AFP National Guideline on uniform and standards of dress](#).

Eligibility for the title of Senior Constable will be determined and awarded on an ongoing basis.

### **Leading Senior Constable**

Members will be eligible for the title of Leading Senior Constable upon satisfying the eligibility requirements for the title of Senior Constable and attaining the level of Band 5 in accordance with the provisions of the [Australian Federal Police Collective Agreement 2007-2011](#).

Appointed members will be entitled to use the title, and wear the insignia of a Leading Senior Constable per the [AFP National Guideline on uniform and standards of dress](#).

Eligibility for the title of Leading Senior Constable will be determined and awarded on an ongoing basis.

### **Protective Service Officer Grade 1**

Protective Service Officers will be eligible for the title of Protective Service Officer Grade 1 upon completing 4 years sworn protective service. This includes a probationary period but not unsworn service or time served during recruit training at the AFP College.

Granting the title Protective Service Officer Grade 1 recognises service and experience and will not attract additional remuneration.

Appointed members will be entitled to use the title, and wear the insignia of a Protective Service Officer Grade 1 per the [AFP National Guideline on uniform and standards of dress](#).

Eligibility for the title of Protective Service Officer Grade 1 will be determined and awarded on an ongoing basis.

### **Protective Service Officer Grade 2**

Protective Service Officers will be eligible for this title when appointed per the Act to a designated Protective Service Officer Grade 2 position.

## Senior Protective Service Officer

Protective Service Officers will be eligible for this title when appointed per the Act to a designated Senior Protective Service Officer position.

## Protective Service Sergeant

Protective Service Officers will be eligible for this title when appointed per the Act to positions classified within the bands 6 to 8 inclusive and per the [Australian Federal Police Collective Agreement 2007-2011](#).

## Protective Service Superintendent

Protective Service Officers will be eligible for this title when appointed per the Act to positions classified as Protective Service Superintendent positions.

## 7. Lateral recruits

Lateral recruits who can provide written evidence of prior policing service (including probation) may be eligible for the relevant administrative titles of First Constable, Senior Constable, or Leading Senior Constable on completing the AFP probationary period.

Where a lateral recruit has not completed sufficient prior policing service, any prior service (including probation) will count towards eligibility for future awards of administrative titles once the cumulative qualifying period is met.

If there is a break in service, eligibility may be assessed on an individual basis and will be awarded at the discretion of the National Designation and Rank Endorsement Panel.

## 8. Appointment process

AFP Recognition and Ceremonial will prepare a list of the members who satisfy the requirements of the administrative titles and forward it to the National Designation and Rank Endorsement Panel for granting. The panel may delegate this granting authority

Although AFP Recognition and Ceremonial will monitor member and Protective Service Officer service history and advise employees of their eligibility to be granted an administrative title, there is a mutual obligation between the member and AFP Recognition and Ceremonial to address all steps necessary for a timely assessment to take place.

## 9. Award of administrative titles

Members and Protective Service Officers granted an administrative title will be presented their insignia from their relevant supervisors on, or soon after, their eligibility date and must wear the insignia from that time.

## 10. Transitional provision

Members who on the day prior to this guideline coming into effect had been granted the title of Senior Constable in accordance with any guideline or instruction are entitled to maintain that

title.

Members who on the day this guideline comes into effect satisfy the requirements to be granted the titles of First Constable, Senior Constable or Leading Senior Constable are deemed to be granted those titles with effect from 25 April 2011.

Protective Service Officers who on the day prior to this guideline coming into effect had been granted the titles of Protective Service Officer Grade 1, Protective Service Officer Grade 2, Senior Protective Service Officer or Protective Service Superintendent in accordance with any guideline, instruction or appointment in accordance with the Act are entitled to maintain that title.

Protective Service Officers who on the day this guideline comes into effect were appointed per the [Australian Federal Police Act 1979](#) (Cth) to positions classified within the bands 6 to 8 inclusive per the [Australian Federal Police Collective Agreement 2007-2011](#), are deemed to be granted the title of Protective Service Sergeant with effect from 1 April 2011.

## 11. Use of title

The use of administrative titles must comply with the:

- [Australian Federal Police Commissioner's Order on Administration \(CO1\)](#)
- [AFP National Guideline on uniform and standards of dress](#).

This recognition system permits members of the AFP and the public to readily identify each uniformed AFP employee's experience and achievements through administrative titles.

## 12. Further advice

Any queries relevant to the content of this guideline should initially be referred to Coordinator, Recognition and Ceremonial.

## 13. References

### Legislation

- [Australian Federal Police Act 1979](#) (Cth).

### AFP governance instruments

- [AFP National Guideline on uniform and standards of dress](#)
- [Australian Federal Police Collective Agreement 2007 - 2011](#)
- [Australian Federal Police Commissioner's Order on Administration \(CO1\)](#).