



AFP Practical Guide on Criminal Infringement Notices (ACT Policing)

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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

ACT	Australian Capital Territory
AFP	Australian Federal Police
CIN	Criminal Infringement Notice
PROMIS	Police Real-time Online Information Management System

3. Authority to create guideline

This guideline was issued by Chief Police Officer for the ACT using power under s. 37(1) of the [Australian Federal Police Act 1979](#) (Cth) as delegated by the Commissioner under s. 69C of the Act.

4. Introduction

This guideline advises members in ACT Policing on issuing Criminal Infringement Notices (CIN) for these 'street offences':

- defacing (private) premises, s. 120 (1) [Crimes Act 1900](#) (ACT)
- defacing (public) premises, s. 120 (2) [Crimes Act 1900](#) (ACT)
- urinating in public place, s. 393A [Crimes Act 1900](#) (ACT)
- fail to comply with noise abatement direction, s. 394 (2) [Crimes Act 1900](#) (ACT)
- consume liquor in prescribed public place, s. 139 (1) [Liquor Act 1975](#) (ACT).

5. Recording requirements

Issuing a CIN, both paper based and via Autocite, must be recorded in PROMIS.

6. Responsibilities

Once a CIN has been issued members are to record the details within PROMIS

s37(2)(b)

This recording will:

- make available information relating to offenders to operational police
- ensure compliance with ACT Government reporting requirements on the effectiveness of CINS

- facilitate for the taking of further action by way of summons in the event a CIN is unpaid or disputed.

Statistical reporting is the responsibility of Judicial Operations.

7. ACT case management

The Team Leader Traffic Representations must create and maintain a PROMIS case

s37(2)(b)

s37(2)(b)

8. Case number

Judicial Operations are responsible for creating a generic PROMIS case, which will run for the period of the financial year, and is to advise ACT Policing members of the relevant case number once created.

9. Recording a CIN

The issuing member must record the details of the CIN in a

s37(2)(b)

s37(2)(b)

10. Lodging a CIN

After recording the CIN in PROMIS, the member must lodge it by forwarding it to Traffic Representations, City Police Station.

Traffic Representations will:

- assess and respond to all applications and disputes
- issue reminders
- maintain records to defined standards in a database.

11. Further advice

Queries about the content of this guideline should be referred to the Superintendent Judicial Operations.

A list of applicable offences is available via Judicial Operations.

12. References

- [Australian Federal Police Act 1979](#) (Cth)
- [Crimes Act 1900](#) (ACT)
- [Liquor Act 1975](#) (ACT)
- [Magistrates Court Act 1930](#) (ACT).