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).