

UNCLASSIFIED



AFP

AUSTRALIAN FEDERAL POLICE

AFP Character Standards

POLICING FOR A SAFER AUSTRALIA

UNCLASSIFIED

Definitions

Decision Maker – AFP Manager Professional Standards.

Discretion – acting on one’s own authority and judgement.

Introduction

This guide reflects the AFP’s Commissioner’s, and the community’s expectations that all AFP employees are held to the highest level of integrity, both on and off duty. This guide establishes the minimum AFP character standards for pre-employment screening for prospective applicants across all AFP employment roles and responsibilities.

Why assess “character”?

The integrity of the AFP is critical to its success in:

- Meeting Australian Government, stakeholder and community expectations;
- ensuring the continued achievement of organisational objectives; and
- maintaining the continued support, trust and confidence of the Australian Government, stakeholders and community.

The AFP’s broad mandate is supported by its diverse workforce. All AFP employees must conduct themselves and behave in a manner that reflects the AFP values, professional standards and integrity requirements.

An assessment of an applicant’s character is made, based on available information, in relation to that person’s ability to comply with the professional standards of the AFP in an official and private capacity.

Assessing character

The AFP has strict integrity standards that must be adhered to, and each external applicant is considered on an individual basis.

The overall assessment of an applicant includes consideration of a wide range of characteristics, traits, attributes, skills and abilities, and includes, but is not limited to the following:

1. Employment Suitability Questionnaire

The Employment Suitability Questionnaire (‘ESQ’) is provided to all applicants upon applying for a position within the AFP. An assessment of an applicant’s character is aided by the applicant’s responses, and information provided, to the ESQ.

2. The AFP Core Values

When responding to the ESQ, applicants must display, and are assessed against the AFP's core values, which consist of:

- a. Integrity
- b. Commitment
- c. Excellence
- d. Accountability
- e. Fairness
- f. Trust
- g. Respect.

3. Character Traits

The below character traits are utilised to assess whether a prospective employee meets the character standards required by the AFP to hold a valid security clearance; which is required of all AFP employees. Applicants are assessed against these character traits as part of pre-employment screening, and will be required to undergo further assessment against these standards if found suitable:

- a. Honesty
- b. Trustworthiness
- c. Maturity
- d. Tolerance
- e. Resilience
- f. Loyalty

Disclosure

Within the ESQ, applicants must disclose criminal history (spent or otherwise), or any other relevant issue that could impact on the assessment of character. If an applicant fails to disclose any required information in their application this may result in their application not proceeding or security clearance being revoked. While it is open for the decision maker to seek further information from applicants, it is important for applicants to give full details of the circumstances of any disclosure, as this will assist the decision maker in making their final decision with regard to the applicant's application and any exclusion periods that may apply.

Applicants should declare any inappropriate and/or criminal associations (as set out below). Examples of inappropriate and/or criminal associations include, but are not limited to:

- any person, including a family member, involved in a group or organisation known or perceived to be involved in unlawful or criminal activities;
- known criminals; and
- criminal entities.

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The declaration of inappropriate and/or criminal associations in itself will not automatically exclude an application. The decision maker will assess each application and declaration on a case by case basis.

Spent Convictions Scheme

The AFP, as a law enforcement agency, is exempt from provisions within the spent convictions scheme (Part VIIC, Division 3 of the *Crimes Act 1914* (Cth)). As such, an applicant must disclose all convictions, spent or otherwise to the AFP when seeking employment with the AFP. In circumstances where an applicant has disclosed a previous conviction (spent or otherwise) the decision maker will give due consideration to the applicant's entire application, and will take into consideration the following matters when assessing that person's character:

- date of the offence(s) and conviction
- age of applicant at the time of the offence/s or conduct
- seriousness of offence/s or conduct
- frequency or repeated nature of the offence/s or conduct which indicates a pattern of behaviour in relation to alcohol, drugs, aggression, dishonesty or socially unacceptable behaviour
- applicant's conduct and lifestyle since the offence
- role in which the applicant will perform in the AFP.

Exclusion Periods

To be considered for a role within the AFP, applicants must be of good character and will be assessed according to their responses to the questions asked. Criminal, driving and other integrity related matters may be considered amongst other checks. The prior history of all applicants will be considered holistically and on a case-by-case basis. Insufficient and/or incorrect information supplied by an applicant may result in the termination of an application, or an exclusion period being applied including permanent exclusion.

The decision maker may use their discretion when deciding to apply an exclusion period to an application; and may take into account the following relevant considerations:

Conviction or Integrity Issue	Recommended Period of Exclusion (Decision Maker Discretion) from date of offence/conviction:
Terminated or dismissed from any employment	Decision Maker discretion depending on circumstances
Inappropriate and/or Criminal associations	
Any sentence of imprisonment, including suspended sentences and periodic detention	
Subject of a current or outstanding arrest warrant, including first instance and family law	
Declarations indicate past behaviour is inconsistent with the professional standards of the AFP	
Convicted of, or otherwise proven to have committed any of the following:	
<ul style="list-style-type: none"> indictable offence including indictable offence heard summarily 	5 year exclusion recommended
<ul style="list-style-type: none"> offence for assault, hinder, obstruct or resist a Police Officer or any other public official 	5 year exclusion recommended
<ul style="list-style-type: none"> personal violence offences, including domestic violence, sexual assault or assault occasioning bodily harm 	5-10 year exclusion recommended
<ul style="list-style-type: none"> dishonesty offences, including fraud, obtaining benefit by deception, forgery or impersonation 	5-10 year exclusion recommended
<ul style="list-style-type: none"> corruption activities or related offences 	Decision Maker discretion depending on circumstances
<ul style="list-style-type: none"> firearm or weapon related offences 	5 year exclusion recommended
<ul style="list-style-type: none"> summary offence not outlined in this section on more than one occasion 	Decision Maker discretion depending on circumstances
<ul style="list-style-type: none"> an offence for driving under the influence of alcohol (regardless of level) on more than one occasion 	Decision Maker discretion depending on circumstances
<ul style="list-style-type: none"> offence for driving under the influence of illicit drugs 	Decision Maker discretion depending on circumstances
The applicant knowingly or deliberately fails to disclose relevant information or provides false or misleading information during the application process	5 year exclusion recommended
The applicant fails to satisfy the requirements to obtain a security clearance	Decision Maker discretion depending on circumstances
Subject (respondent) of a current court ordered apprehended violence order or equivalent; or a current interim apprehended violence order or equivalent	5 year exclusion recommended

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Conviction or Integrity Issue	Recommended Period of Exclusion (Decision Maker Discretion) from date of offence/conviction:
Subject (respondent) of an apprehended violence order or equivalent which has expired, been dismissed or revoked	2-5 year exclusion recommended
Subject (respondent) of an order under firearms or weapon legislation that prohibits the person from possession or using a firearm	2-5 year exclusion recommended
One conviction for a public order or minor street offence	1 year exclusion recommended
One conviction for any criminal (wilful) damage to property offence	3 year exclusion recommended
One formal Breach of the Peace or Move on Notice	1 year exclusion recommended
One lodgement / charge for intoxication or disorderly behaviour in a public place	Decision Maker discretion depending on circumstances
One conviction for a theft or stealing offence (single offences as a juvenile only)	1-5 year exclusion recommended
One conviction for a receiving or possessing stolen property offence (single offences as a juvenile only)	1-5 year exclusion recommended

Driving and Traffic Offences:

Conviction or Integrity Issue within the last 10 years	Recommended Period of Exclusion (Decision Maker Discretion) from date of offence/conviction:
One conviction for low range driving under the influence (0.05 grams or more but less than 0.08 grams)	6 month exclusion recommended
One conviction for mid-range driving under the influence (0.08 grams or more but less than 0.15 grams)	1 year exclusion recommended
One conviction for a high range driving under the influence (0.15 grams or more)	2 year exclusion recommended
Demerit point accumulation resulting in suspension of licence	2 year exclusion recommended
Suspension of licence for any other reason	Decision Maker discretion depending on circumstances

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Conviction or Integrity Issue within the last 10 years	Recommended Period of Exclusion (Decision Maker Discretion) from date of offence/conviction:
Other minor driving or traffic offences including but not limited to, low/mid-range speed (less than 25km/hr over the speed limit), using mobile phone, not wearing seatbelt	<p>1 year exclusion recommended from most recent offence, if an applicant has three or more minor traffic offences across the last three years</p> <p>2 year exclusion recommended from the date of most recent offence, if an applicant has three or more minor traffic offences in the last 12 months</p> <p>Consideration for exclusion if total of minor offences is excessive i.e. exceeds total years of driving</p>
Serious traffic or driving offences such as negligent driving, any 'hoon' offence resulting in disqualification or suspension of licence, driving whilst disqualified or suspended, drive in a manner dangerous, negligent driving causing injury, high range speed (more than 25km/hr over the speed limit)	2 year exclusion recommended from date of offence or Decision Maker discretion depending on circumstances

Decision Maker's decision

Once a decision has been made to not proceed with an application it is final and the AFP will not review the delegate's decision.

It is at the discretion of the applicant to seek their own legal advice if they are dissatisfied with a decision.

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