



# Western Australia Police Force Code of Conduct



## Commissioner's COMMENT



The Western Australia (WA) Police Force *Code of Conduct* sets out to guide the expected actions and behaviour of all WA Police Force employees, based on the WA Police Force values of **DUTY, TEAMWORK, INTEGRITY** and **CARE**. It guides the conduct of everyone in the agency, including our leaders, you and me. These values are central to everything that we do.

The reputation of the WA Police Force is paramount and how we go about doing our duty is as important as the outcomes we achieve. The community rightly holds us to a high standard of behaviour, both on and off duty and as an employee, you should know that you represent the WA Police Force at all times.

Duty embodies all things we should live by and work to in our world of law enforcement. When we perform our duty and execute the functions of our office it is not just a legal obligation that we pursue, but also a moral one. It is immaterial whether we are undertaking a sworn frontline role or performing public service in corporate or logistical support. We all have a duty.

I place great emphasis on integrity and trust. We should all be conscious that no matter how skilled and adept we may be at our job, no matter how well the job is completed, if we lack integrity and have not built trust, then those efforts are for naught. I emphasise teamwork above individual enterprise.

You are all leaders in how you conduct yourselves and I am proud to work with people who are committed to the high standards we all expect of each other.

By maintaining these standards, we will provide trusted and valued policing for the community of Western Australia both now and into the future.

**Commissioner Chris Dawson**  
2020

We acknowledge the traditional custodians of this land and pay our respects to Elders past, present and emerging.

**VISION** To be an exceptional Police Force for our community.  
**MISSION** To provide trusted and valued policing for Western Australia.

We will uphold our  
**DUTY**  
to our community,  
building confidence  
and trust.



We will demonstrate  
**INTEGRITY**  
at all times across the  
organisation and our  
community.

**Our  
Values**



We will promote  
**TEAMWORK**  
and value the  
contribution of all.



We will act with  
**CARE**  
recognising the impact  
we have on others.

## INTRODUCTION

By choosing to work for the WA Police Force, you have agreed to honour the principles and intent of the WA Police Force *Code of Conduct*, and you become a representative of the WA Police Force at all times.

All employees are expected to ensure their individual behaviour and actions are in accordance with the WA Police Force **values**, comprising of Duty, Teamwork, Integrity and Care; guided by our **principles** of Honesty, Performance, Competence and Conduct.

Additionally, we have a **responsibility** to act with integrity in all that we do, enabled by our Standards, Education, Governance and Transparency.

### Who does it apply to and when?

The *Code of Conduct* applies to all employees, regardless of rank or position, including employees who are permanent, consultants, volunteers, casual, contractors or any other group or individual who is engaged with the WA Police Force. It also applies to what we do outside of work hours, in situations that may damage the trust and confidence the agency has in an employee, or if their actions bring the WA Police Force into disrepute.

### Awareness

The *Code of Conduct* cannot cover every possible situation. It requires employees to be personally responsible for their behaviour and actions, to ensure professionalism is maintained at all times.

## ETHICAL decision making

To help guide employees, the S.E.L.F. test is a tool that can assist with making the right decisions, on a day-to-day basis.

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### SCRUTINY

Will your decision or behaviour withstand scrutiny from the community, the organisation, the Judiciary, the Corruption and Crime Commission, the Government or the media?

E

### ETHICAL

Does your decision or behaviour comply with your Oath of Service, organisational values and the *Code of Conduct*?

L

### LAWFUL

Does your decision or behaviour comply with policy, procedure and legislation?

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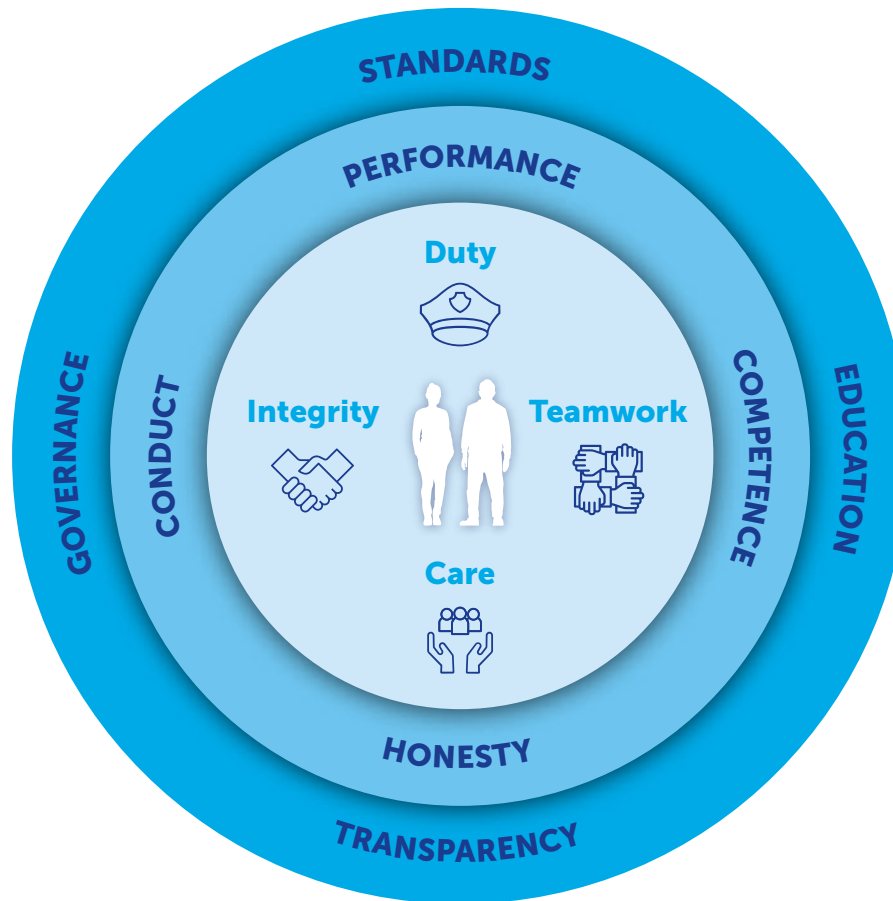
### FAIR

Is your decision or behaviour fair for the WA Police Force, the community, your colleagues, your family, or yourself?



# Western Australia Police Force

## Code of Conduct Overview



» OUR VALUES

» OUR PRINCIPLES

» OUR RESPONSIBILITIES

PREVENT CRIME

MANAGE AND COORDINATE EMERGENCIES

ENFORCE THE LAW

# Our VALUES

## Integrity

- To the best of our ability, our behaviours, actions and decisions will not bring the agency, or ourselves, into disrepute.
- We respect and are guided by the WA Police Force values in our decision making, which will take precedence if in conflict with our personal values.
- We have high standards and we are trusted by the agency and our communities to do the right thing, every time.
- We are honest with ourselves, our colleagues and our community.
- We ensure our conduct is professional and appropriate at all times.



We demonstrate integrity at all times across the agency and in the community



## Duty

- We work to the best of our ability, with competence, integrity and transparency, having the personal courage to do what we believe is right, according to our *Code of Conduct*, policies, procedures and legislation, in any situation or circumstance.
- We ensure our performance meets the minimum requirements of the relevant Position Description criteria.
- We take appropriate and timely action if colleagues do not meet the agency standards.
- We strive to consistently deliver quality police services, actions and outcomes, which are of value to our team, the agency and the community.
- We lead by example and continually strive to improve our personal capability to faithfully serve the community to the best of our ability.
- We model self-discipline, demonstrating professional conduct and reflecting agency values and lawful behaviour at all times.



We build confidence and trust in our day-to-day interactions with our colleagues and community members

# Our VALUES

## Teamwork

- We act with personal responsibility within our teams, to assist all to achieve agency objectives.
- We support, encourage and inspire each other to work to the best of our abilities, promoting honesty, trust and inclusiveness.
- We expect appropriate behaviour and actions in line with relevant legislation, agency expectations and standards, challenging behaviours and actions that may put the WA Police Force reputation at risk or cause, or potentially cause harm to others or disquiet in the workplace.



**We promote teamwork and value the contribution of all**



## Care

- We ensure that our interactions with others (internally or externally), showcase that we treat everyone with dignity and humanity, demonstrating appropriate empathy for our colleagues, stakeholders, witnesses, victims, suspects and offenders, in our day-to-day duties.
- We care for ourselves to ensure that we are fit to serve for the safety of the agency, our colleagues and the community.
- We acknowledge Aboriginal people as the traditional custodians of this land and work together in a spirit of goodwill and mutual respect.
- We act with a demonstrated interest in the needs of others, paying particular attention to the vulnerable.



**We act with care, recognising the impact we have on others**

## Our PRINCIPLES

**We treat** all people, colleagues and community members alike, with dignity and respect, safeguarding their rights, particularly if they are vulnerable, a victim of crime, in our custody or wishing to make a complaint.

Although the work we do can be inherently risky, **we all** have a responsibility to promote health and safety in the workplace. This includes ensuring we are fit for work and are not impaired by any substance. Additionally, we will report and manage any safety issues as soon as we are aware of them.

**We will** contribute to a harmonious, safe and productive work environment through the cultivation and preservation of professional relationships that embrace the diversity of our colleagues and community members.

**We will** not engage in harassment, victimisation, bullying or discrimination against any person. We are all responsible for ensuring this does not occur.

Regardless of rank or level, **we maintain** a duty of care by responding if we have reason to be concerned about the rights, safety or welfare of ourselves and/or others.



### OUR VISION IS TO BE AN EXCEPTIONAL POLICE FORCE.

To achieve this, we need to consistently act and behave, and be perceived to act and behave, in a manner that is trusted and valued by our community.

Day-to-day actions and behaviours that role model our values, with honesty, performance, competence and conduct; and supported by education, standards, governance and transparency, will help us bring our vision to life.

## Our PRINCIPLES

**We will** act lawfully at all times and will not engage in fraudulent or corrupt behaviour. We know the use of illicit drugs, at any time, immediately compromises our position with the WA Police Force.

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**We will** not act in a way that uses our influence, role or position to personal advantage or to the advantage of others we are associated with.

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**We will** only use our position and authority in accordance with the law and in the execution of our official duties. Not for personal or commercial gain, or to do harm to others.

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**We will** perform our duty in the public interest, without favour or affection, malice or ill-will. We will always resolve personal conflicts in favour of the public interest. We will act in the best interests of the WA Police Force and the public, by taking reasonable steps to avoid conflicts of interest, declaring those that cannot be avoided and co-operating in their management if required.

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**We will** not undertake any form of employment outside of the WA Police Force without prior approval. We will declare any associations that may be perceived to be a conflict of interest, that may risk the reputation of the WA Police Force or risk the impartiality expected of us by the community.

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**We are** respectful in our day-to-day behaviour and actions towards our colleagues, community members and ourselves.

**We demonstrate** fairness in our decision making, we are transparent in our actions and we convey trustworthy intentions to those around us.

**We provide** an opportunity for others impacted by our decisions to have a voice in our processes and we are seen to act impartially.





## Our RESPONSIBILITIES

Through self-awareness, **we will** seek to continuously improve ourselves in a manner consistent with the agency's values, allowing us to act with good intentions and lead with integrity.

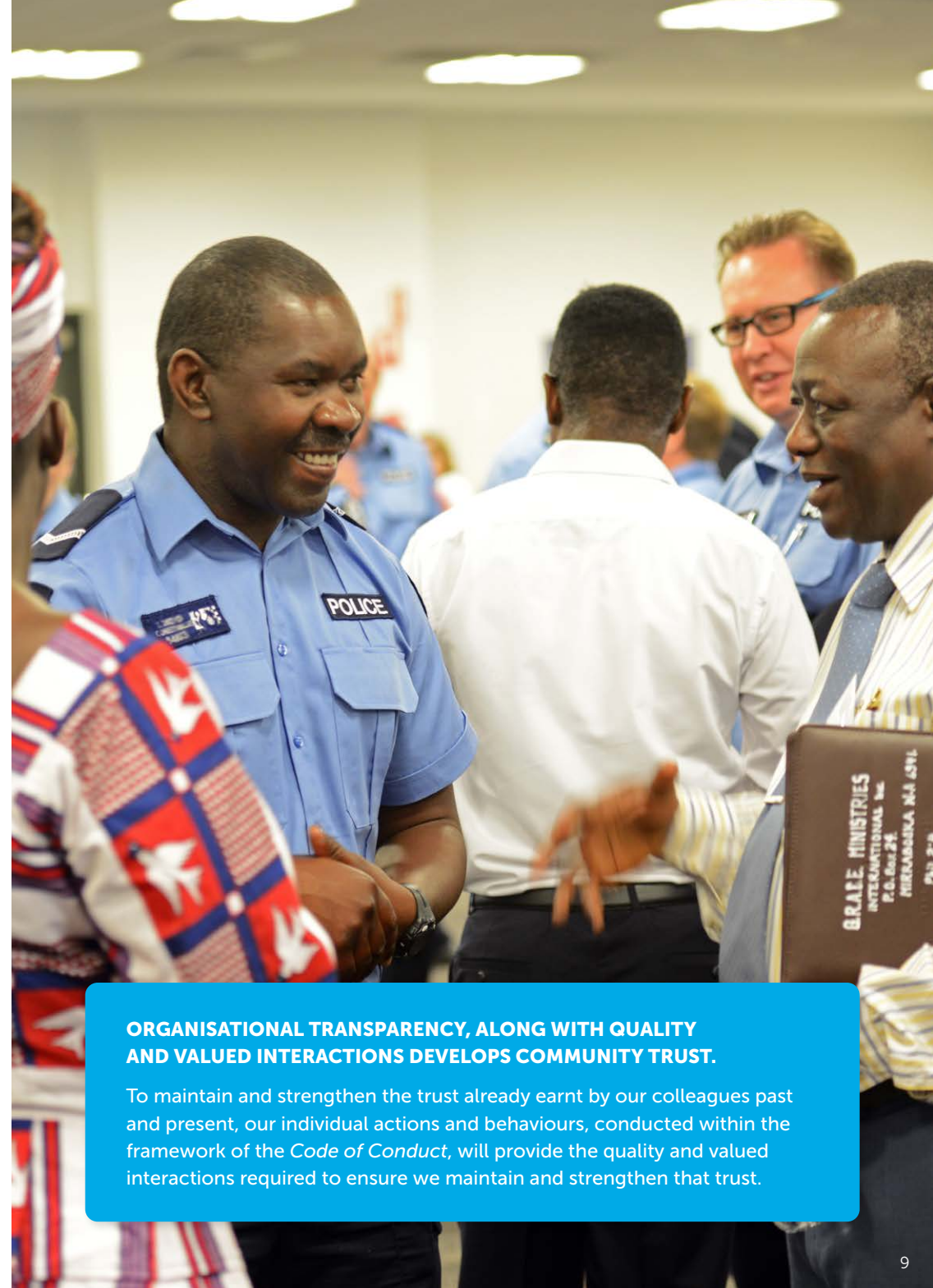
**We are** trusted to safeguard the reputation of the WA Police Force at all times, taking personal responsibility for our actions and behaviours, in any medium.

**We are** mindful that personal commentary made at any time may be attributed to the WA Police Force. We understand there are consequences if we fail to appropriately distance ourselves and/or bring the reputation of the WA Police Force into disrepute. We will ensure our personal life does not compromise our public role and our actions/behaviours do not risk the impartiality expected of us by the community.

**We are** trusted as the custodians and protectors of our official information and records. We only access, share, or disclose agency-held information in the execution of our duty, as authorised by policy or legislation. We seek advice about the appropriate release of information if we are unsure.

**We will** adhere to all WA Police Force policies, protocols, procedures, relevant legislation and any other lawful direction. Particularly: *The Police Act 1892, Police Force Regulations 1979, Public Sector Management Act 1994* (and relevant guidelines), *Equal Opportunity Act 1984, Occupational Safety and Health Act 1984* (and relevant regulations).

**We understand** there are consequences for misconduct and actions may be taken if we do not comply with the *Code of Conduct*, WA Police Force policies, procedures and relevant legislation.



### ORGANISATIONAL TRANSPARENCY, ALONG WITH QUALITY AND VALUED INTERACTIONS DEVELOPS COMMUNITY TRUST.

To maintain and strengthen the trust already earned by our colleagues past and present, our individual actions and behaviours, conducted within the framework of the *Code of Conduct*, will provide the quality and valued interactions required to ensure we maintain and strengthen that trust.

## What is MISCONDUCT?

All employees are expected to comply with the WA Police Force *Code of Conduct*, WA Police Force policies, procedures, guidelines and relevant legislation.

Employees whose behaviours, actions and decisions do not meet agency requirements, may be subject to managerial or disciplinary action.

The WA Police Force has a number of processes that will occur for identified or reported matters, which will seek to determine the circumstances and actions that led to the matter.

Misconduct is defined in the *Corruption Crime and Misconduct Act 2003* and can range from Minor to Serious in definition.

All matters of misconduct or unprofessional behaviour are managed in accordance with the WA Police Force Integrity Framework, WA Police Force policy, procedure and legislation.

### Examples of misconduct are:

- » Not acting honestly or impartially.
- » Conduct of a police officer that does not meet the standard the community reasonably expects.
- » Knowingly or recklessly breaching public trust.
- » Taking advantage of your position for the benefit or detriment of any person.
- » Misusing agency-related information, material or resources.
- » Entering into a sexual or intimate relationship with someone you have met in a professional capacity if an imbalance of power exists, if there is a conflict of interest, or if that person is vulnerable.
- » Making a false, misleading or inaccurate record or statement.
- » Failing to provide the required duty of care for a person in custody.
- » Actions/behaviours that impair, or could impair, public confidence in public administration.
- » Committing an offence (two years or more imprisonment), whilst acting or purporting to act in your official capacity.
- » Engagement in acts or behaviour(s) likely to constitute unlawful discrimination, harassment or victimisation.
- » Failing to declare a gift, benefit or hospitality offered.
- » Acting contrary to law (including breaches of the *Police Force Regulations 1979*), acting unreasonably, unjustly, oppressively or improperly discriminatory (known as reviewable Police Action - for a full definition, refer to the *Corruption Crime and Misconduct Act 2003*).
- » Conduct by a police officer that is disgraceful, improper or unbecoming of a police officer.
- » Conduct by a police officer that shows an unfitness to be or continue as a police officer.
- » Acting corruptly or corruptly failing to act in the course of your duties.

## REPORTING

We protect the WA Police Force's integrity and reputation by speaking up about any inappropriate behaviour we see or hear.

We will comply with agency and statutory self-reporting requirements and utilise available reporting mechanisms and report suspected unprofessional and unlawful conduct.

We understand we may be required to co-operate with and report to relevant public office oversight bodies.

We understand that there are consequences for unprofessional and unlawful conduct and it is our duty to report suspected or actual unprofessional or unlawful conduct utilising available reporting mechanisms such as:

- » Immediate supervisor, line manager or officer-in-charge.
- » A Minor Conduct Report (MCR) or Police Conduct Report (PCR).
- » A Commissioned Officer, Manager, Assistant Commissioner or Director.
- » The confidential BLUELINE system.
- » The Internal Affairs Unit.
- » The Assistant Commissioner of Professional Standards.
- » Employee Relations Division.
- » The Corruption and Crime Commission.

If you wish to talk through the WA Police Force *Code of Conduct*, or any other expectations, please contact:

- » Your supervisor, manager or officer-in-charge;
- » Ethical Standards Division; or
- » Employee Relations Division.

### Relevant legislation, policies, procedures and information:

- » *Public Sector Management Act 1994*
- » Western Australian Public Sector Code of Ethics
- » Public Sector Standards in Human Resource Management, made under the *Public Sector Management Act 1994*
- » *Police Act 1892*
- » *Police Force Regulations 1979*
- » *Equal Opportunity Act 1984*
- » *Occupational Safety and Health Act 1984* (and relevant regulations)
- » *Corruption Crime and Misconduct Act 2003*
- » *Australian New Zealand Police Integrity Principles*
- » *WA Police Force Policies, Procedures and Guidelines*
- » *WA Police Force Capability Framework*
- » *Sir Robert Peels Principles of Policing 1829*
- » Procedural Justice

