



National Guideline on competency or qualification requirements for members and protective service officers

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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

AFP	Australian Federal Police
NMHR	National Manager Human Resources
PSO	Protective Service Officer

3. Definitions

Assignment - means an assignment of duties under s. 40H(1) of the [Australian Federal Police Act 1979](#) (Cth) and includes advancement and transfer.

Delegate - means a delegate of the Commissioner specified in the [Australian Federal Police Commissioner's Order on Administration \(CO1\)](#).

Member - means an AFP employee declared to be a member under s. 40B of the Act.

Non-operational role - means a role that does not require the exercise of police powers or PSO powers as applicable.

Protective Service Officer - means an AFP employee declared to be a PSO under s. 40EA of the Act.

4. Authority to create the National Guideline

This guideline was issued by the National Manager Human Resources 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.

5. Introduction

This guideline outlines the policies and procedures applicable when a member or Protective Service Officer (PSO) fails to:

- maintain his/her Use of Force qualification requirements in accordance with the [AFP Commissioner's Order on Use of Force \(CO3\)](#)
- meet the competence and qualification requirements [determined under s. 40C](#) of the [Australian Federal Police Act 1979](#) (Cth) to be declared to be a member of the AFP
- meet the competence and qualification requirements [determined under s. 40EB](#) of the Act to be declared to be a PSO of the AFP.

This guideline should be read in conjunction with the [AFP Commissioner's Order on Use of Force \(CO3\)](#) which states AFP policy and procedures for using reasonable force, including relevant competency standards.

6. Policy

Members and PSOs must maintain their Use of Force qualifications:

- whether in an operational or support role
- unless excluded for a reason specified in the [AFP Commissioner's Order on Use of Force \(CO3\)](#).

7. PSOs and members in operational roles

Members or PSOs who fail to maintain their Use of Force qualifications must be given a reasonable and documented opportunity to achieve the qualifications within a specified period.

The member and their immediate supervisor must document agreed actions and timeframes toward the member regaining their qualifications.

The immediate supervisor of a member or PSO not qualified in Use of Force must reassign that member or PSO to a support (non-operational) role.

Transfer of a member or PSO to a non-operational role in accordance with this section is not considered to be a 'Management Initiated Transfer'. Any composite allowance payable under clause 19 of the [Australian Federal Police Collective Agreement 2007-2011](#) will depend on the established working pattern of the role to which the member or PSO is being assigned.

8. Members in non-operational roles

Members working in support (non-operational) roles may be reassigned to an operational role at short notice to meet operational demands and must therefore maintain their Use of Force competency.

9. Employee requests to revoke their member status

Members in support roles who no longer want to be considered for operational roles may apply to have their member declaration revoked. This can only occur if the member's current role is not a close operational support role where the member might be required to assist in an operational capacity.

Members seeking to have their member declarations revoked must provide a comprehensive submission via their normal management line to the National Manager Human Resources (NMHR). The submission to NMHR must include:

- precise details about the member's current role
- information on how the member was assigned to the role (e.g. advancement, management initiated transfer, etc.)
- the member's AFP career aspirations
- the employee's clear acknowledgement that if they later wish to regain their member status, they must apply to do so via the prevailing member recruitment processes.

10. Members or PSOs unable or unwilling to perform operational roles

Any member or PSO who fails to undertake Use of Force training within a specified period agreed with their immediate supervisor, is liable to:

- mandatory re-assignment to a non-operational role
- temporary revocation of their member or PSO declaration
- consideration of their continued suitability to remain an AFP employee.

A member or PSO who undertakes Use of Force training and fails to meet the competency standards and is unable to be assigned to a non-operational role, may be subject to consideration of their continued suitability to remain an AFP employee.

Any transfer of a member or PSO to a non-operational role in accordance with this section is not considered to be a 'Management Initiated Transfer'. Any composite allowance payable under clause 19 of the [Australian Federal Police Collective Agreement 2007-2011](#) will depend on the established working pattern of the role to which the member or PSO is being assigned.

11. Revoking Use of Force qualification

In accordance with Clause 12.3 of the [AFP Commissioner's Order on Use of Force \(CO3\)](#), a Use of Force qualification may be revoked at any time by:

- the Commissioner
- a Deputy Commissioner
- the Chief Operating Officer
- the Chief Police Officer ACT Policing
- a National Manager
- an Office Manager.

12. Revoking member/PSO status

A member or PSO who fails or refuses to maintain their Use of Force qualification may also have their member status revoked.

13. Further advice

Any queries relevant to the content of this National Guideline should be referred to the Coordinator HR Policy and Governance at GovernanceHR@afp.gov.au .

14. References

Legislation

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

AFP governance

- [Australian Federal Police Commissioner's Order on Administration \(CO1\)](#)
- [AFP Commissioner's Order on Use of Force \(CO3\)](#)
- [Australian Federal Police Collective Agreement 2007-2011](#)
- [Determination - Section 40C of the Australian Federal Police Act 1979](#)
- [Determination - Section 40EB of the Australian Federal Police Act 1979](#).