

Victoria Police Manual – Policy Rules

Police premises

Context

Victoria Police premises are subject to certain workplace standards to ensure they reflect a professional image, are well maintained and are safe.

Application

Policy Rules are mandatory and provide the minimum standards that employees must apply. Non-compliance with or a departure from a Policy Rule may be subject to management or disciplinary action. Employees must use the **Professional and ethical standards** to inform the decisions they make to support compliance with Policy Rules.

These Policy Rules apply to:

- Work Unit Managers
- Occupants of police residences.

Rules and Responsibilities

1. Presentation of police premises

- Work Unit Managers are responsible for the appearance of police premises under their management and must ensure that they reflect a positive professional image.
- Items within police premises, whether in view of the public or not, must not contain racist, sexist, homophobic, aggressive or violent words or images, except where those items relate to official investigations or research.
- Certain posters, brochures, and contact details are required to be on display; refer to the **Workplace inspection manual** for details.
- The display of flags is subject to certain protocols; contact Operational Skills Unit, Education Department, for advice.

2. Recording workplace as employee's address

Employees must not record a Victoria Police work unit or location as their personal address unless written approval is granted by a Senior Manager.

3. Occupying police premises and residences

3.1 *Police premises*

When taking charge of or occupying police premises, the Work Unit Manager must submit a premises condition through line managers to the Department Head. The Department Head must send copies to:

- Properties Branch, Business Management Department
- Project Accounting Branch, Financial Services Division.

3.2 *Police residences*

Occupation –

- A residence provided as a condition of an appointment must be occupied by the appointed police member, unless otherwise approved by the Regional Assistant Commissioner.
- Other residences must be occupied as determined by the Director, Business Management Department.

Vacating police residences –

- The member must notify the Local Area Commander of the date premises will be vacated.
- The Local Area Commander must inspect a residence when it is vacated. Where conditions are unsatisfactory or maintenance is needed, they must advise Properties Branch, via the Regional Property Manager. Where the unsatisfactory condition of the residence is through the neglect, misuse or abuse of the occupant, that member will be liable for the cost to reinstate the premises.

3.3 *Care and maintenance*

- Work Unit Managers and occupiers of police residents are responsible for the proper care and maintenance of buildings, fittings and fixtures, fences, grounds, and other property in their charge.
- If repairs, additions or alterations to police premises or residences are required, the Work Unit Manager or occupier must contact Properties Branch, via the Regional Property Manager.
- If emergency repairs are required or health and safety is at risk, the Work Unit Manager or occupier must engage a Victoria Police contractor. If unavailable, they must contact the local Regional Property Manager.

Quick Links

- [VPMP Physical security](#)
- [Workplace inspection manual](#)

Further Advice and Information

For further advice and assistance regarding these Policy Rules, contact Properties Branch, Business Management Department.

Update history

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