

Victoria Police Manual – Procedures and Guidelines

One-member stations

Source Policy

These Procedures and Guidelines support and must be read in conjunction with the following:

- VPMP One-member stations
- Victoria Police Workplace Agreement

Application

Procedures and Guidelines are provided to support the interpretation and application of rules and responsibilities. They include recommended good practices and assessment tools to help employees make lawful, ethical and professional decisions. Employees should use the **Professional and ethical standards** to inform the decisions they make to support interpretation of Procedures and Guidelines.

Procedures and Guidelines are not mandatory requirements on their own. However, where rules and responsibilities state that employees must have regard to Procedures and Guidelines, the Procedures and Guidelines must be used to help make decisions in support of the rules.

Procedures and Guidelines

1. Clusters

- A formalised 'cluster' group comprises of up to four one-member stations with a neighbouring Sergeant station. The Sergeant will be the cluster supervisor.
- Where clusters are formed with a neighbouring Senior Sergeant station, the Senior Sergeant will appoint a Sergeant as the cluster supervisor.

2. Cluster supervisor visits

- Cluster supervisors should visit each one-member station in their cluster at least twice a month and, as required by **VPMP One-member stations**, at one of these visits must be a station visit.

- **VPMP One-member stations** requires cluster supervisors to record certain information when they conduct station visits. This involves recording the visit on the Patrol Duty Return [Form 501] and in the Officer Visits book. Station visits should be conducted when the Officer in Charge of that station is rostered on duty.

3. Staffing

3.1 General

- Where possible, upgrading should be rotated to enable all members to meet developmental needs and prepare for future promotions.
- As required by **VPMP One-member stations**, where a member at a one-member station is on leave, ill or the position is vacant pending appointment and transfer of another member, notification is to be made as follow:
 - members are to keep their communities informed of the visiting hours of other members, where possible.
 - contact details of the relevant Police Communications are to be clearly displayed when a one-member station is left unattended.

4. Rostering

4.1 General

As required by **VPMP One-member stations** cluster supervisors must have regard to the following in relation to rosters within their cluster:

- the requirements of the **Victoria Police Workplace Agreement 2007**
- the roster for each one-member station needs to accommodate the needs of their respective response zones and cluster
- any alterations to the roster are to be made in consultation with the members concerned
- all one-member station rosters in their cluster are to be transposed onto one roster and forwarded to the Local Area Commander for approval
- members at one member stations must only be rostered to perform duties away from their response zone in emergency situations and with the approval of the Local Area Commander.
- where approval is not possible due to the urgency of the matter, the Local Area Commander must be informed at the earliest opportunity.

4.2 *Local Area Commander approval required*

As required by **VPMP One-member stations**, cluster supervisors must have regard to the following in relation to rosters within their cluster and obtain Local Area Commander approval in the following circumstances:

- members at one-member stations may work shifts that span across a range of unsociable and intrusive hours of a maximum of days duration over a 14 day period for planned local, cluster, district or divisional operations, providing that the respective member's response zone does not suffer in terms of provision of service to the local community. Also see the **Victoria Police Workplace Agreement 2007**
- members at one-member stations may work shifts as required to address crime and traffic trends that have been identified for attention within their response zone. These shifts should be recorded on the roster and with the Police Communications
- members at one-member stations, may perform shift work at 24 hour stations at their request for career development purposes. This can only occur where there is adequate coverage to the members' response zone for the period they are absent.

4.3 *Night work*

As required by **VPMP One-member stations**, cluster supervisors must have regard to the following in relation to night work and arranging rosters. Members at one-member stations:

- are not to be used for continuous night work in excess of seven shifts unless at the member's request for career development purposes (maximum seven days of night shifts within a 28 day period). This can only occur where a mutually agreeable backfill can be provided to ensure adequate coverage of the member's response zone for the period they are absent, including rest days after night work
- may perform night work of their own volition to address crime and traffic trends that have been identified for attention within their responses zones. Cluster rosters are to be adjusted accordingly by the member concerned.
- with the approval of a Local Area Commander, may perform night work of one or two shifts duration over a 14 day period for planned operations providing that the respective member's response zones does not suffer in terms of provision of service to the local community
- with the approval of a Local Area Commander, may be used to perform limited night work (less than seven days) away from their response zones where operational emergencies arise that cannot be covered by the station requiring assistance.

4.4 Relief at one-member stations

As required by **VPMP One-member stations**, cluster supervisor must ensure that:

- a policing service that meets the needs of the community within the response zone, is provided
- consideration is given to the workload, the likely duration of the absence and geographical or other features that result in the station being particularly remote or isolated
- where, possible, the station concerned is to be visited and opened by other members from within the cluster. The visiting member will attend to all routine station matters and correspondence
- where possible, relief visits at one-member stations are provided regularly during patrol shifts, and where contingencies exist, the station should be kept open for a minimum four hours
- the Local Area Commander is advised on any closures and proposed contingency plans.

5. After hours contact

- A member wishing to be absent from the response zone will only be directed to remain in the response zone if operational requirements exist.
- When a members signs off before going on a rest day, the Police Communications should be informed of any known period where the member will not be available to respond to calls for assistance during the rest period.
- Where a member gives notice of a period of unavailability, the Police Communications is to notify the cluster supervisor or Local Area Commander (in cluster supervisor's absence), or duty officer (in absence of both).

6. Leave

Officers in Charge of one-member stations should arrange to take leave during alternating periods where possible, so that all areas within the cluster can be adequately policed.

7. Telephone access and rentals

- Telephone charges relating to the rental cost for telephone systems installed at one-member stations, including private residences will be paid for by the Region.

- The Region will also pay for all work-related calls made from private telephones, at the rate charged by the carrier.

Further Advice and Information

For further advice and assistance regarding these Procedures and Guidelines, contact your cluster supervisor or Employee Relations, HRD.

Update history

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Date updated	Summary of change	Force File number