

Victoria Police Manual

The Victoria Police Manual is issued under the authority of the Chief Commissioner in s.60, Victoria Police Act 2013. Non-compliance with or a departure from the Victoria Police Manual may be subject to management or disciplinary action. Employees must use the VPM Professional and ethical standards to inform the decisions they make to support compliance.

Police and Protective Services Officer recruiting

Context

This policy outlines the appointment of a person to a police or Protective Services Officer position within Victoria Police.

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Scope and application

The policy is mandatory and provides the minimum standards that employees must apply. Non-compliance with or a departure from a policy 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 the policy.

This policy applies to all people applying for employment as a police member or Protective Services Officer (PSO) with Victoria Police.

The following rules operate when applying this policy:

- The minimum requirements for appointment to Victoria Police are governed by the *Victoria Police Act 2013* and the *Victoria Police Regulations 2014*.
- The minimum requirements are supported by the recruitment pre-requisites and standards set by the Chief Commissioner.
- All activities associated with selecting police or PSO employees shall be consistent with the principles of equity and diversity, natural justice and procedural fairness.

- All information and activities associated with positions will be managed in accordance with relevant privacy and confidentiality legislation.
- The recruitment process reflects the organisational values and community expectations in delivering policing services to the community of Victoria.
- Victoria Police will actively attract and recruit people to reflect Victoria's community in terms of diversity as well as community aims and expectations.
- Applicants must present themselves to align with Victoria Police's role as a professional and disciplined law enforcement agency. How an employee presents themselves whilst on duty can have as much impact upon the professional image and reputation of the organisation as their actions. Accordingly, applicants will be assessed in the context of the **VPM Uniform and appearance standards**.
- Victoria Police aims to attract people with desirable attributes who will add value to the organisation. Desirable attributes may include relevant tertiary qualifications, representation of a particular community and/or language skills, computer and/or information technology skills, relevant prior experience or any other skills or attributes noted by the organisation as desirable.
- Applicants are assessed holistically against set criteria to determine their relative competitiveness in the selection process.
- Applicants must be aged 18 years or more at the time of submitting an application to join Victoria Police. Applicants under the age of 21 must have a VCE certificate or equivalent.
- Police applicants must produce a current Driver's Licence before induction into the Victoria Police Academy.

Appointment

1. Eligibility

Criteria for appointment to Victoria Police as a police and PSO employee are:

- The person is of good character and reputation.
- The person is a citizen or permanent resident of Australia or entitled to this status under Commonwealth law, or is a New Zealand citizen who has a special category visa or is entitled to be granted a special category visa under the *Migration Act 1958* of the Commonwealth.
- The person has completed a medical examination to the satisfaction of a registered medical practitioner nominated by the Chief Commissioner.
- The person has satisfied the Chief Commissioner as to their general intelligence and physical fitness.

2. Assessment of good character and reputation

- Applicants must be of good character and reputation and will be continuously assessed throughout the selection process.
- An applicant who has a prior offence history that indicates disrespect of the law or the community, or whose past behaviour is not aligned to the Victoria Police organisational values may be considered to not be of good character and reputation.

- On behalf of the Chief Commissioner, the Executive Director Human Resource Department, the Commander Recruitment and Deployment and the Manager Recruiting Services Branch are delegated to make an assessment of each applicant's character and reputation. The Manager Recruiting Services Branch is empowered to delegate initial assessment outcomes as deemed appropriate.

3. Application Process

- Applicants must submit an application online via policecareer.vic.gov.au.
- Applicants who do not fully disclose relevant details as required within the application form may have their application cancelled.
- Victoria Police will not reimburse any expenses, medical or otherwise, incurred by an applicant in connection with an application for employment with Victoria Police.
- Unless exceptional circumstances apply applicants may only submit three applications for assessment.

4. Selection Process

- The selection process will be determined by the Chief Commissioner or their authorised delegate.
- Applicants will be continuously assessed throughout the selection process.
- Applicants may be deemed unsuitable or not competitive at any stage of the selection process resulting in an unsuccessful application.
- Applicants who are successful at all the stages of the selection process will be deemed suitable and will be placed in the Pool of Candidates (PoC) to be considered for employment. Placement in the PoC does not guarantee selection for employment.

4.1. Entrance exam

- Upon submission of an application to join Victoria Police an applicant may be invited at the applicant's expense to undertake an entrance exam as determined by the Chief Commissioner or their authorised delegate.
- Applicants must successfully pass all components of the examination prior to progressing to the next phase of the selection process.
- Applicants can re-sit components of the exam they did not pass however, if they fail on their second attempt, the applicant will be ineligible to reapply for a minimum 6 month period from their re-sit date.

4.2. Background checks

- Background checks for any form of employment or re-appointment to Victoria Police are part of the assessment of good character and reputation.
- Applicants are required to consent to a check of all records relating to them and any matter associated with their application as part of the selection process.
- Comprehensive background checks will be conducted on every applicant throughout the entire selection process.
- Background checks include, but are not limited to:
 - police records checks

- previous employment history
 - professional and personal referee checks
 - checks of associations
 - checking of publicly accessible social media sites
 - other checks necessary to provide enough information for the assessment of an applicant's character and reputation.
- Applicants must inform Victoria Police if they have any contact with any law enforcement agency during the selection process. RSB will determine the relevance to an application.

4.3. Police records checks

- Police records checks include checks of criminal or other records kept by Victoria Police or other law enforcement agencies, whether state, commonwealth or international. These checks include matters, whether of a criminal nature or otherwise, which may be relevant in assessing the character, reputation, suitability and competitiveness of an applicant.
- Where a police record has been obtained, any relevant legislation (and/or release policy) affecting that record applies before it is released.

4.4. Fingerprints

- Applicants must attend a local police station with paperwork from Victoria Police, requesting their fingerprints be taken.
- Fingerprints must be taken from applicants by either live scan or ink impressions.
- Ink prints must be sent from the local police station via DX to Fingerprints, Ten Print Unit, Forensic Services Department (FSD).
- Applicants must also provide their photo ID and other requested identification documentation to confirm their identity and have the documents certified by a police officer.

4.5. Post exam screening

- Applicants may be subject to a preliminary screening interview, which forms part of their suitability assessment.

4.6. Fitness assessment

- Applicants will be required to undertake and successfully pass a fitness assessment as determined by the Chief Commissioner or their authorised delegate.
- Applicants will generally be restricted to two unsuccessful fitness assessments. Any further attempts may be granted on a case by case basis.

4.7. Health checks

- Applicants will be provided with a medical booklet and will be required to undergo a full health check.
- The checks required include, but are not limited to:
 - current health conditions by a general practitioner
 - previous surgery and medical conditions by a general practitioner
 - hearing tested by an audiologist

- eyesight tested by an optometrist
 - specialist reports as requested.
- Applicants must send the completed medical booklet to Victoria Police for assessment as to whether the applicant meets the Victoria Police medical standards.
- Applicants must commence a Hepatitis B vaccination process prior to induction into the Victoria Police Academy.
- During the recruiting process, all applicants will undertake urine drug screening test(s) on request.
- Applicants who are found to have provided false or incomplete health information, may have their application cancelled under the character and reputation provisions.
- Applicants who have been deemed unsuitable at the medical stage of the selection process may apply for a review.

4.8. Psychological screening

- Applicants will be required to complete psychological testing during the selection process.
- Applicants may be invited to attend an interview with a Victoria Police psychologist to assess their suitability for the role.
- Applicants who are deemed unsuitable due to psychological screening may apply for a review.

4.9. Interview

- Applicants will be required to attend a selection panel interview.

5. Good character and reputation assessments

- An assessment of an applicant's good character and reputation will take into account any history (occurring in Victoria or elsewhere) of offending or other inappropriate behaviour, including associations with other people who Victoria Police would consider to be of poor character and reputation.
- Where a finding of guilt results in an exclusion period, the period commences from the date the offence was committed, unless otherwise stated. For this section a finding of guilt includes:
 - Police Cautioning Program
 - Adult Shop Stealing Warning Notice
 - Cannabis Cautioning
 - Drug Diversion Program
 - Infringement Notice
 - any hearing at court where the applicant has been found guilty including guilty and dismissed, guilty and discharged, guilty and an adjourned undertaking (good behaviour bond) with or without conviction, guilty and fined with or without conviction or community work, Diversion Programs, Community Correction Orders and orders previously known as Community Based Orders or Intensive Corrections Orders, imprisonment whether served or suspended either wholly or partially.

5.1. Exclusion periods

An exclusion period may apply to an applicant with prior history prohibiting them from making a further application until the exclusion period expires. The actual period of exclusion relating to temporary criteria will vary with the cause of the exclusion and will generally commence from the date the offence was committed, unless otherwise stated. The Chief Commissioner or their authorised delegate will have discretion to waive or vary the exclusion period by taking into account the nature and seriousness of any offending or inappropriate behaviour.

5.2. Indefinite exclusion

Applicants are not eligible to apply under any of the following circumstances:

- An applicant who is found to have deliberately supplied false, incomplete or misleading information in an attempt to gain entry to Victoria Police.
- An applicant who has previously received a sentence to any term of imprisonment, including at youth training centres, suspended sentences, community corrections orders or any orders of a similar nature in Victoria or elsewhere.
- An applicant who is a former employee of Victoria Police seeking re-employment, separated under any of the following circumstances:
 - The applicant's previous employment was terminated pursuant to sections, 36(5) (Police Recruit), 132 (Discipline Inquiry), 136 (Criminal Offence Punishable by Imprisonment Proven), 69(2) (Notice of Incapacity for Duty), 194-195 (Special Constable), 38(6) (Appointment of protective services officers) of the *Victoria Police Act 2013* or similar provision within the *Police Regulation Act 1958*.
 - Upon a finding of the Police Registration and Services Board (PRS Board) or its predecessors or court confirming the dismissal of the member.
 - The applicant's previous employment was terminated pursuant to section 27 Management of Misconduct of the **Victorian Public Service Enterprise Agreement 2024** (Agreement) or resigned under investigation pursuant to section 27 of the Agreement.
- An applicant who is a former employee from another policing jurisdiction separated under similar provisions to those listed above.

5.3. Temporary exclusion

Applicants are not eligible to apply under any of the following circumstances until the applicable outstanding matters are finalised. Upon finalisation of any matters, applicants will be assessed on a case by case basis to determine their eligibility and suitability.

- An applicant who is a former employee of Victoria Police seeking re-employment, separated under any of the following circumstances:
 - Separated under clause 125 of the prevailing agreement or section 67(5) (Ill-health retired) of the *Victoria Police Act 2013* or similar provision within the *Police Regulation Act 1958* or any similar provisions in jurisdictions other than Victoria unless declared fit to apply by the Police Medical Officer (PMO)
 - Resigned while under investigation.
- An applicant who has been dismissed from any organisation for misconduct.

- An applicant with any outstanding warrants, court orders, fines, Corrections Orders or payment plans.
- An applicant currently under investigation, charged or awaiting criminal proceedings.
- An applicant who is named as the respondent in a current interim intervention order under s.53 or s.101 of the Family Violence Protection Act 2008 or an order of a corresponding nature made in Victoria or another Australian state or territory or New Zealand.
- An applicant who is named as the respondent in a current Personal Safety Interim Intervention Order under s.35 or s.81 of the Personal Safety Intervention Orders Act 2010 or an order of a corresponding nature made in Victoria or another Australian State or Territory or New Zealand.
- An applicant who is deemed a 'prohibited person' under any Act.
- An applicant who is an undischarged bankrupt.
- An applicant with more than seven current demerit points, unless exceptional circumstances apply.

5.4. Ten year exclusion

Applicants are not eligible to apply under any of the following circumstances for a period of 10 years from the date the offence was committed, unless otherwise stated. Following the exclusion period applicants will be assessed on a case by case basis to determine their suitability.

- An applicant who has a finding of guilt as an adult for an indictable offence.
- An applicant who has a finding of guilt as an adult for breaching an intervention order.
- An applicant who has a finding of guilt for any serious traffic offence. Serious traffic offences include, but are not limited to:
 - Exceeding prescribed concentration of alcohol (0.1% or more) or refusing (or previously failing to provide) alcohol tests, including failing to accompany or failing to remain for testing.
 - Drug impaired driving, including refusing to undergo assessment or refusing to comply with requirements of testing.
 - Driving whilst licence cancelled or disqualified.
 - Driving in a manner or speed that is dangerous.
 - Driving under the influence.

5.5. Five year exclusion

Applicants are not eligible to apply under any of the following circumstances for a period of five years from the date the offence was committed, unless otherwise stated. Following the exclusion period, applicants will be assessed on a case by case basis to determine their suitability.

- An applicant who has a finding of guilt as a child for an indictable offence.
- An applicant who has a finding of guilt as a child for breaching an intervention order.

- An applicant who has a finding of guilt for a summary offence involving dishonesty, assault, property damage or any offence against an emergency services worker.
- An applicant who has a finding of guilt for any other summary offence on two or more occasions (ineligible from the date of the second offence).
- An applicant who has a finding of guilt for exceeding prescribed concentration of alcohol under 0.1%.
- An applicant found driving whilst licence suspended.
- An applicant who was named as the respondent in an intervention order under s.74 or s.76 of the *Family Violence Protection Act 2008* or an intervention order under s.61 of the *Personal Safety Intervention Orders Act 2010* or an order of a corresponding nature made in Victoria or another Australian State or Territory or New Zealand and the order has since expired or been revoked.
- An applicant who was a director of a company that has been declared, or been made insolvent.

5.6. Two year exclusion

Applicants are not eligible to apply under the following circumstances for a period of two years from the date the offence was committed, unless otherwise stated. Following the exclusion period applicants will be assessed on a case by case basis to determine their suitability.

- An applicant with any licence suspension/cancellation/disqualification for matters other than drink/drug related traffic matters or unpaid fines. (Exclusion period commences from the date the suspension period is completed).

5.7. Twelve month exclusion

Applicants are not eligible to apply under the following circumstances for a period of 12 months. Following the exclusion period applicants will be assessed on a case by case basis to determine their suitability.

- An applicant who elects to take a demerit point suspension or entered a 12 month demerit point bond. (Exclusion period commences from the date the suspension period or bond is completed).

5.8. Discretionary considerations

A period of exclusion that relates to summary offending may be adjusted after the following is considered:

- The number, frequency and nature of traffic infringement notices (including tollway offences). Parking fines are not considered an offence however the number and frequency may be taken into account.
- The nature of offending with regards to infringement notices for offences other than traffic related (e.g. transport, firearms, liquor, behaviour in public), including frequency and overall circumstances.
- A discretionary period of exclusion may also be imposed for any of the following:
 - Recorded family violence incidents.
 - Disciplinary action whilst an employee.

- Demonstrated behaviour that does not reflect Victoria Police's organisational values.
- Where insufficient/incorrect information is supplied in an application.

5.9. *Unresolved, unproven and incomplete matters*

Unresolved, unproven and incomplete matters relevant to the good character and reputation of an applicant that have not resulted in a finding of guilt will also be assessed. The circumstances of the matter will be considered in a process that may result in a determination of suitable/unsuitable.

- Former employees of Victoria Police who resigned or retired whilst under investigation will be assessed in this manner.

6. Review Process

- The Chief Commissioner or their authorised delegate will at all times retain the right as an employer to choose to employ or not employ an applicant.
- Any applicant may request a review of the following assessments:
 - good character and reputation
 - psychological
 - health.

6.1. *Good character and reputation*

Reviews of good character and reputation will be conducted by the Manager of Recruiting Services Branch in the first instance, and upon request may be escalated to the Executive Review Panel.

- The Executive Review Panel must comprise of any three of the following panel members: Assistant Commissioner Professional Standards Command, Director Legal Services Department, Executive Director Human Resource Department or Commander Recruitment and Deployment. Any delegated proxy substituting for a panel member must be at least at Executive Officer/STS7/Commander level.
- The Executive Review Panel may consider any matter that assists with determining the good character and reputation of an applicant, including any exceptional circumstances relating to specific offending or inappropriate behaviour. The Panel's decision is final and binding.
- Association with people of poor character and reputation that present an unacceptable risk to either Victoria Police or the applicant may result in a period of exclusion or an unsuccessful application.

6.2. *Psychological*

Reviews of psychological assessments will be coordinated by Recruitment and Deployment.

6.3. *Health*

Reviews of health assessments will be conducted by Recruitment and Deployment.

7. Pool of suitable candidates

Suitable applicants are placed in the Pool of Candidates (PoC) and ranked according to

their overall performance and suitability within the selection process in accordance with organisational requirements.

8. Offers of employment

8.1. *Provisional letter of offer*

Applicants are provided with a provisional letter of offer subject to a final suitability assessment.

8.2. *Final letter of offer*

The most competitive applicants who pass the final suitability assessment will be provided with a final letter of offer, which will outline employment conditions including training requirements and the date of induction into the Victoria Police Academy.

9. Withdrawing an application

An applicant may withdraw from the application process at any time by notifying Victoria Police of their intention to withdraw.

10. Cancellation of applications

Applicants who have had their application cancelled for any reason will not be eligible to re-apply until the stipulated date.

11. Registered or prior policing applicants

Applicants registered on the Police Profession Register through the Police Registration and Services Board and applicants with prior police experience from recognised jurisdictions will be required to complete the assessment process as determined by the Chief Commissioner or their authorised delegate in accordance with Part 6 Division 1 of the *Victoria Police Act 2013*.

12. PSOs transitioning to policing

Current PSOs who have applied to transition to policing will be required to complete the assessment process as determined by the Chief Commissioner or their authorised delegate.

13. Police Custody Officers (PCOs)

Current PCOs who have applied for the police or PSO role will be required to complete the assessment process as determined by the Chief Commissioner or their authorised delegate.

14. Victorian Public Service (VPS) employees

Current VPS employees who have applied for the police or PSO role will be required to complete the assessment process as determined by the Chief Commissioner or their authorised delegate.

Related documents

- VPMP Personnel security

- VPMP Information use handling and storage
- VPMG Security clearances
- VPM Professional and ethical standards
- VPM Uniform and appearance standards
- *Victoria Police Act 2013*
- *Victoria Police Regulations 2014*
- *Victoria Police (Police Officers, Protective Service Officers, Police Reservists and Police Recruits) Enterprise Agreement 2025*
- *Family Violence Protection Act 2008*
- *Personal Safety Intervention Orders Act 2010*
- *Firearms Act 1996*

Further advice and information

For further advice and assistance regarding this policy, contact Recruiting Services Branch, Recruitment & Deployment Division, Human Resource Department.

Update history

DATE UPDATED	SUMMARY OF CHANGE	FORCE FILE NUMBER
10/09/18	First issued, replacing 301-2 Police Recruiting	FF-120108
22/10/18	Amended to include 'resigned while under investigation' under Temporary Exclusion	FF-120108
30/12/19	Amended to include reference to the VPM Uniform and Appearance Standards , to clarify some minor wording and to align the policy with current practice	FF-120108
15/07/25	Minor administrative amendments to correct references	FF-273676
22/08/2025	Minor administrative amendment to related documents to refer to VPM Professional and ethical standards	N/A