

Victoria Police Manual – Procedures and Guidelines

In situ promotion of Constables

Source Policy

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

- VPMP Performance Management
- VPM Deployment (members)
- Personnel delegation no. 3.5

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.

This guideline applies to police members only.

Procedures and Guidelines

1. Eligibility

To be eligible for in situ promotion Constables must have:

- successfully completed the required components of the Victoria Police Education Program, including the senior constable examination;
- performed satisfactorily in both workplace assessment stages in accordance with Section 2, below; and
- completed four years service from sworn date.

1.1 **Service**

Where a Constable has been absent their eligibility date will be extended equal to the amount of the absence if the absence relates to one of the following:

- any form of leave without pay
- suspension without pay
- parental leave (without pay)

1.2 **Employees with Recognition of Prior Policing Service**

Employees with recognised service will be eligible for in situ promotion in accordance with their offer of appointment.

2. **Workplace assessments**

The two parts of a workplace assessment include:

- Monitoring of performance; and
- Professional Standards Command Probity check.

2.1 **Monitoring of Performance**

Work Unit Managers must monitor a Constable's performance during their first four years of service. The Constable's Professional Development Assessment (PDA) must be completed and signed off after each performance cycle including in the fourth year, an entry which confirms whether the Constable is suitable for in situ promotion. Any work performance issues should be addressed in accordance with **VPMG Management of Underperformance**.

2.2 **Professional Standards Command Probity Check**

One month prior to the completion of four years service, or as soon as the Constable has completed the outstanding criteria for promotion, Human Resource Department will request Professional Standards Command (PSC) to conduct a probity check.

PSC will undertake an assessment of current, pending criminal or disciplinary charges and provide a copy to the Human Resource Department.

3. **Approval**

The Director, People Strategy will determine an employee's suitability for in situ promotion based on the eligibility criteria defined in section 1.

If the employee has fulfilled all the criteria, Human Resource Department will:

- Advise the employee in writing;
- Notify the HR Practitioner to update HR Assist accordingly (ie. rank and pay); and

- Publish the promotion in the next available Gazette.

If the Constable does not meet the eligibility criteria, refer to section 5, Unsuitable employees.

4. Effective date of promotion

Providing the Constable is assessed as suitable, the effective date for promotion is the date they completed four years service, if the employee has met all of the eligibility criteria prior to the date they completed four years service.

Promoted Constables are subject to the usual probation period set out in **VPM Deployment (members)** and are not eligible for further transfer until their time in position requirements have been met.

As promoted Senior Constables still own the same position they are required to complete the balance of any time in position requirements following promotion.

5. Unsuitable employees

If a Constable is deemed unsuitable for in situ promotion, the employee must be advised in writing of the reason(s) for the decision by the delegate. The employee must be given an opportunity to respond.

Any verbal or written response provided by the employee must be considered prior to the final determination. The employee must be notified in writing of the final decision.

5.1 *Underperformance*

If a Constable has not received promotion on the basis of underperformance, the Work Unit Manager must ensure a Local Performance Intervention Plan is in place; the member's suitability must be reassessed upon completion of that plan.

If the Constable is assessed as suitable at the conclusion of the plan, this will be the effective date for in situ promotion, subject to meeting all other eligibility criteria.

5.2 *PSC Probity Check*

If a Constable is the subject of an active professional standards enquiry, they will be ineligible for in situ promotion.

Upon finalisation of any disciplinary or criminal charges, the following will occur:

- If the Constable is cleared, their original eligibility date for in situ promotion applies; or

- If disciplinary or criminal charges are proven, the Constable may apply to the Assistant Commissioner, PSC, for renewed consideration upon satisfying any restrictions resulting from the disciplinary action e.g. bond.

5.3 **Victoria Police Education Program**

If a Constable does not meet the components of the Education Program, their eligibility for in situ promotion will be deferred until they successfully complete all elements of the Education Program.

The effective date for in situ promotion will become the date the Constable completed the Education Program, subject to meeting all other eligibility criteria.

6. Appeals

Constables may lodge an application for review with the Police Appeals Board (PAB) under s. 91F(1) of the Police Regulation Act 1958. See **VPMG Police Appeals Board** for further information.

The delegate who made the decision of unsuitability is responsible for representing the Chief Commissioner before the PAB.

Further Advice and Information

For further advice and assistance regarding this Policy Guideline, contact the Workplace Relations Division in the Human Resource Department or email PEOPLE.EMPLOYEE.RELATIONS-MGR.

Update history

Date of first issue	30/07/2012	
Date updated	Summary of change	Force File number
10/09/12	Section 4 - Amendments to probation and promotion.	066039/10
25/03/19	Administrative amendments to reflect Professional Standards Command.	FF-133094
27/09/2023	Amendments to reflect introduction of VPM Deployment (members)	FF-081960