



# **JUNIOR CONSTABLE INFORMATION**

## Table of Contents:

GENERAL INFORMATION	2
PARENT INFORMATION	4
GENERAL REQUIREMENTS	6
CONDITIONS OF SERVICE	7
THE SELECTION PROCESS	8
SELECTION CRITERIA	10
ESSENTIAL REQUIREMENTS	11
POSITION STATEMENT	14

## **RECRUITING SERVICES**

Ground Floor  
47 Liverpool Street  
HOBART TAS 7000

Ph: 1800 628 680 (toll free)  
Fax (03) 62302845  
Email: [jcccp@police.tas.gov.au](mailto:jcccp@police.tas.gov.au)  
[www.police.tas.gov.au](http://www.police.tas.gov.au)

## **GENERAL INFORMATION**

### **What is the Junior Constable Police College Program?**

The Junior Constable Police College Program gives you an opportunity to experience the challenge of every day police work, learn all about policing and get paid while you do it.

The Junior Constable Police College Program is designed for students in grade 10 who are looking to gain university entry (5 pre-tertiary subjects) by the end of grade 12. The program aims to provide you with a work experience like no other - working along side experienced police officers in the field.

In addition, the program combines in field training with a comprehensive course that runs for one week – twice a year at the Tasmania Police Academy. You will even have an opportunity to see specialist groups in action.

### **What subjects will I study?**

You will receive instructions in various aspects of policing. This will complement your in field experience. Subjects will include:

- The history and structure of Tasmania Police;
- Conduct, behaviour and discipline;
- The Vision, Mission and Values of Tasmania Police;
- An introduction to drill and dress and appearance standards;
- Occupational Health Safety and Welfare, including the Healthy Lifestyle program; and
- Written and verbal communication skills.

## **How do I apply?**

You will be invited to submit an 'Application Form – Junior Constable Police College Program'. A number of students will be selected to undertake the final phase of the selection process which includes:

- Examinations and Job Suitability Test in July;
- Formal interview in August; and
- Medical examination in September.

Applications can be submitted to Recruiting Services between 1<sup>st</sup> April and 30<sup>th</sup> June for the following year. Application Forms can be obtained from Recruiting Services or downloaded from the Tasmania Police Website.

The application will not be accepted by Tasmania Police Recruiting Services unless you have attached a Referee Report from your Grade Coordinator (or Teacher if there is no Coordinator) with additional comments from the Pathway Planner or Careers Advisor, recommending and supporting the nomination.

You must have permission from you parent/guardian before you can be considered for the program.

There will be a total of 20 students, statewide, who are currently in year 10, selected for the program. As you can see, During the selection process we will naturally be asking some tough questions. We want to know if you are ready for the challenge. Are you what we are looking for?

## **If I am successful what rules will I have to follow?**

Like every police officer, you will be expected to comply with certain rules and regulations. There will be will be specific rules for Junior Constables that must be followed, not just at work and at the Academy - but also when you are off duty and out in public.

You will have to wear a Junior Constable Police uniform whilst at the Academy and out in the field. You will be expected to comply with standards relating to your uniform, including your hair and general appearance. In addition, you must commit to working 8 hours every week at your nominated police station as well as the course at the Academy. During the program, these aspects will by monitored by instructional staff.

## **Will I automatically gain employment in the Tasmania Police Service at the end of the program?**

No. The Junior Constable Police College Program is specifically designed to provide a unique experience within the Tasmania Police Service. This is separate from the Recruit Course.

At the conclusion of your participation in the Junior Constable Police College Program you may decide to apply to join a Recruit Course. A number of additional examinations will take place at this stage to test your suitability at this level.



# PARENT INFORMATION

---

The Junior Constable Police College Program offers significant opportunities for those who are selected to participate. This document provides advice to parents and guardians of successful applicants of the operational and administrative environment within which their child shall be working.

First and foremost, it is the priority of Tasmania Police those students who embark on the program shall be fully supported to obtain their Tasmania Certificate of Education (TCE). The casual employment offered will be designed to fit around the studies of each individual involved in the program. Under no circumstances will a student be expected to forego a scheduled class in order to perform their duties with Tasmania Police. Flexibility shall be offered on an individual basis to ensure their casual employment does not interfere with scheduled class timetables.

As previously stated, the students will be casual employees of Tasmania Police. The underpinning agreement for their employment will arise as provided for under the Industrial Relations Act. The parties to this agreement are the Commissioner of Police and the Tasmania Police Association on behalf of the JCPCP program. In summary, the JCPCP personnel shall be employed on a casual basis on an agreed rate. There will be provision for overtime if exceptional circumstances arise.

The JCPCP personnel whilst performing rostered duties with Tasmania Police will be subject to full workers compensation coverage, this will be managed by the Workers Compensation Unit, Tasmania Police. In addition to this, JCPCP personnel shall accrue long service leave proportional to hours worked. Superannuation shall be provided by the Retirement Benefits Fund as is normally the case with public sector employees.

The aim of the program is for the JCPCP personnel to be exposed to a variety of experiences during the course of their 16 hours of employment per fortnight to develop their ongoing awareness and learning of the role of a police officer. This is not solely to occur in an operational police setting, JCPCP personnel will be exposed to administrative matters relating to station management, and other experiences adjudged to be of benefit to the JCPCP personnel.

The existence of the JCPCP personnel is not designed to displace operational or administrative police; their role is strictly in addition to existing personnel. They will not be used as a resource to replace police who are unavailable through illness, court or any other reason that results in them being absent.

Considerable care will be taken to ensure that JCPCP personnel are not exposed to dangerous or other situations that could be perceived as stressful or upsetting. This does not preclude JCPCP personnel from attending to normal police tasking with experienced police officers who have been fully briefed as to the limitations of the JCPCP personnel they have accompanying them. Supervising police officers have the authority to withdraw JCPCP personnel from any incident they perceive may create any risk. All police who have the responsibility for overseeing the day to day activities of JCPCP personnel have been directed to err on the side of caution and take appropriate measures to restrict the movement or remove JCPCP personnel from any situation.

The nature of policing can result in, despite the best intentions of supervisors and managers, JCPCP personnel being exposed to stressful environments which could result in a reaction to an abnormal event. Tasmania Police have stringent Critical Incident Stress Management protocols which are enacted if such a situation occurs. Over and above the service provided to serving police, if a JCPCP member is exposed to any incident that results in a Critical Incident Stress Management team being activated, the Inspector of Training Services, Human Resources is to be immediately notified. The Inspector will facilitate specialist assistance for the JCPCP personnel involved and provide feedback and access to information for parents or guardians.

This brief summary by no means exhausts the information that can be provided to parents or guardians as to the environment and conditions their child shall be working. If further information is sought, please contact the JCPCP team at [jcpcp@police.tas.gov.au](mailto:jcpcp@police.tas.gov.au), or contact toll free 1800 628680. Please ensure you leave adequate contact details for your query to be responded to.



# GENERAL REQUIREMENTS

---

## AGE

An applicant must be aged 16-17 years at the time of being accepted.

## FITNESS

Applicants must have a sound level of fitness. During the program, some physical activity will be undertaken. Applicants must also have the ability to complete a Police Rescue Award (Royal Life Saving Society of Australia) or other swimming life saving award during the duration of the course.

## NATIONALITY

An applicant must be either an Australian citizen or a permanent resident of Australia.

## EDUCATION

Applicants must also be attending year 10.

Applicants must be aiming to complete five (5) pre-tertiary subjects by completion of year 12. Applicants must undertake and successfully complete two preferred subjects – **Legal studies** and **English**. During the program, educational performance will be monitored as well as general participation in other aspects of the program.

## HEALTH

Where an applicant has performed satisfactorily throughout the selection process, towards the conclusion of the process (s)he must undergo a thorough medical examination by a medical practitioner.

Depending on the degree or seriousness, certain medical conditions may affect selection. These include:

- Asthma;
- Arthritis;
- Diabetes; and
- Epilepsy;

In addition, certain eyesight conditions, hearing loss and any other ailments or injuries that may affect performance must be disclosed during the application process.



# CONDITIONS

---

## **HOURS**

Successful applicants will be expected to work 16 hours per fortnight in both operational and non-operational areas of policing. Junior Constables will be under direct supervision by an experienced police officer. Junior Constables will not normally be required to perform overtime outside of these normal hours, except in exceptional circumstances.

Where an opportunity arises to be involved in open days, Remembrance Day ceremonies and other official gatherings, Junior Constables may be invited to attend. In these circumstances their total hourly allotment will be utilised for that event.

In addition, Junior Constables will be required to attend and reside at the Tasmania Police Academy during a one-week course in February and again in December of each year. This period is fully paid.

## **ACCOMMODATION**

Whenever Junior Constables are required to reside at the Academy, they will be fully provided with food and accommodation.

## **LONG SERVICE LEAVE**

Police officers are credited with 65 working days Long Service leave after 10 years of service and 6.5 working days for each completed year of service subsequently. JCPCP personnel will accrue long service leave on a pro rata basis.



# THE SELECTION PROCESS

---

## APPLICATION

Applicants will be required to submit an 'Application form - Junior Constable Police College Program'.

Following this, applicants will be selected based on their educational results and other prerequisites listed in 'General Requirements'.

Some applicants may then be invited to undertake a series of examinations to determine their suitability to continue with the Junior Constable Police College Program application process.

Examinations consist of five parts:

1. *ACER Test (Australian Council for Educational Research) – tests logic and reasoning;*
2. *Spelling, Word Usage and Punctuation;*
3. *Decision Making Test;*
4. *Aural Comprehension and Observation Skills; and*
5. *Job suitability test.*

## JOB SUITABILITY TEST

Applicants will be required to undertake a number of written tests / questionnaires to determine their suitability for the role of a police officer. Research has shown that there are certain character traits associated with the successful performance of police duties and this testing is designed to evaluate how closely each applicant matches this profile. Some applicants will match the profile more closely than others. **Tasmania Police does not wish to place applicants in a role in which they may be unsuccessful or have difficulties managing the stress of the job.**

The profiling session lasts for a maximum of four hours, although applicants may finish in less time. The tests are forwarded to the Australian Institute of Forensic Psychology for assessment. Some applicants request feedback on the results of their profiling, however, feedback would not alter the test results and subsequent recommendations. Therefore, feedback is **not** available and applicants are required to sign a document to that effect at the time of the test.

If the test is evaluated as suitable for progression to the next stage, the applicant **may** be invited to an interview.

## **FINAL INTERVIEW**

The final interview of applicants is designed to determine the most suitable for final selection into the Junior Constable Police College Program. Selection of applicants for appointment within the program is based on individual merit against the strict selection criteria. Consequently, final selection is very competitive.

## **ENVIRONMENT CHECKS**

The purpose of the Environment Checks is to investigate and assess the background and work history of applicants. A designated officer from the respective district liaison will visit the home of an applicant and meet with him or her and family members. Referees are contacted and interviewed. Other avenues of investigation to determine suitability may also be undertaken by Tasmania Police.

## **SELECTION**

Providing all prerequisites are met, **an offer of employment may then be made.** Applicants and parents will be formally notified.

## **PROBLEMS / QUERIES**

Applicants who encounter any problems or have any queries are encouraged to contact Recruiting Services on toll free 1800 628680 or email [jccp@police.tas.gov.au](mailto:jccp@police.tas.gov.au)



# SELECTION CRITERIA

---

On the Application Form you will be asked to tell us why you want to be a police officer.

The following points could be identified in your answer:

- Membership of community service clubs or performing community service;
- Life experiences that provide evidence of the applicant's ability to cope with high levels of stress and pressure, which indicate maturity, tolerance and resilience;
- Life experiences such as working or living with people from a variety of backgrounds;
- Employment or educational experience where the applicant has had to apply rules and procedures;
- Recognition of work attitudes and skills through advancement at work or school;
- Experience of combining work, study and other commitments;
- Projects or activities initiated or undertaken by the applicant, at work, school or otherwise;
- Committee membership of a club, organisation, or a student representative council;
- Experience in leadership positions, e.g. clubs, associations or sporting teams;
- Any positions of responsibility the applicant has held; and
- Examples of problem solving situations which were resolved at work, at school or in general.

## SELECTION CRITERION - DESIRABLE

As stated in the 'General Requirements' applicants must be aiming to complete five (5) pre-tertiary subjects by the completion of year 12. Applicants must be willing to undertake and successfully complete two desirable subjects – **Legal studies and English**.

Work and life experiences are also important and considered during the selection process. Regardless of a qualification, applicants are required to demonstrate that they have the capacity to work and study at a tertiary level.





In the Observation Skills Test applicants are given a booklet containing two sketches and an information sheet. They are given two minutes to observe the booklet details. The booklet is then collected by the facilitator. The applicants are required to answer a number of multiple choice questions related to the details in the sketches and information sheet. The time allowed is seven minutes (excluding observation of the booklet and instructions).

These tests are examining an applicant's memory ability, both aural and visual.

## **5. Job Suitability Testing**

Applicants are required to complete seven written assessments. There are two timed items of 10 minutes each and the remaining five are completed in the applicant's own time. However, whilst most applicants complete the assessment within three to three and a half hours, the maximum time allowed is four hours from the start of the instructions.

An applicant is liable to pay \$50 towards the cost of the evaluation of the test if the application is progressed and the applicant is invited to a formal interview.

### **(a) Medical Examination**

Applicants will be requested to undertake a preliminary medical examination at their own expense. As stated, conditions such as asthma, arthritis, diabetes, epilepsy and certain eye and hearing conditions may render an applicant unsuitable.

### **(b) Good Character**

It is a policy of Tasmania Police that applicants demonstrate that they are of good character and therefore unlikely to compromise the role or public expectations of police officers. Police officers are required to subscribe to a Code of Ethics. They must carry out their duties justly without fear, favour or affection, malice or ill - will, and act honestly and with the utmost integrity.

Consequently, an application is likely to be unsuccessful if the applicant:

- has an unacceptable number of prior convictions;
- has ever been sentenced to a term of imprisonment;
- has been convicted or found guilty of a serious offence;
- has outstanding warrants or is awaiting criminal charges.

Other factors that may adversely affect chances of selection include:

- any patterns of behaviour or attitudes that indicate latent or overt aggression;
- a history of repeated breaches of any statutes, regulations or other written law;
- socially unacceptable behaviour such as the abuse of legally prescribed drugs or alcohol;
- doubts about the applicant's capabilities to behave in an ethical manner to uphold the law in an appropriately discretionary and fair manner.

Prospective applicants are urged to enquire with Recruiting Services if they consider that the character requirements may preclude them from appointment.

### **(c) Proof of Australian citizenship or Permanent Resident status if born overseas**

In accordance with agreements between Governments, New Zealand citizens will be required to produce their passports or certified copies thereof as proof of permanent residency.



## **POSITION STATEMENT**

### **JUNIOR CONSTABLE**

---

#### **LEVEL OF RESPONSIBILITY:**

Required to work under direct supervision within the directional framework provided by Tasmania Police and the Tasmania Police Academy, and be responsible to designated police officers for the efficient and effective performance of duties and use of resources.

---

#### **PRIMARY TASKS:**

Within their level of responsibility:

- Acquire knowledge, skills and attitudes commensurate with operating at the level of constable;
  - Perform duties as directed in compliance with departmental policies and procedures;
  - Under direct supervision, undertake selected duties;
  - Develop leadership skills;
  - Exercise appropriate discretion in the performance of duties;
  - Have an ability to self manage and a willingness to participate in programs to manage work related stress.
- 

#### **SELECTION CRITERIA:**

##### **Desirable:**

- Employ interpersonal skills in a variety of contexts to effectively communicate with and relate to people from various backgrounds;
  - Solve problems and make sound decisions which comply with policies, procedures, instructions and ethical and professional standards;
  - Routinely exercise self discipline and conscientiousness and constructively analyse and modify own performance;
  - Interpret and convey ideas and information clearly and accurately, both verbally and in writing;
  - Observe and accurately record details of events, people and objects;
  - Demonstrate proficient physical performance and motor skills;
  - Demonstrate knowledge of, and a commitment to, policing in Tasmania.
  - Applicants must be aiming to complete five (5) pre-tertiary subjects by completion of year 12. Applicants must be willing to undertake and successfully complete two desirable subjects – **Legal studies and English**.
- 

#### **ESSENTIAL REQUIREMENTS:**

- Successful completion of Police Employment Examinations;
- Psychological traits and physical skills required to effectively undertake the duties of a Junior Constable;
- Satisfactory medical examination;
- Demonstrated good character / integrity;
- Australian citizenship or permanent resident status.