

8 November 2013

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Anatoly Kern
fyi-request-1229-5dbfbd4c@requests.fyi.org.nz

Dear Anatoly Kern

Official Information Act Request

I refer to your email of 20 October 2013 requesting under the Official Information Act 1982:

1. an updated, complete list of Police Manual chapters, or a list of changes compared to the previously released list
2. "with a note for each chapter/policies, which does not exist, but name provided for policies " intended to be developed as time permits"" and
3. an electronic copy of "the manual, regulating the exchange of fingerprint and/or DNA information collected by Police with foreign/overseas agencies".

Please find attached an updated, complete list of all Police Manual chapters in force as at 1 November 2013.

Your request for a list of each chapter/policies, which do not exist but are intended to be developed as time permits is refused under section 18(e) of the Official Information Act 1982 as no such list exists.

Your request for a copy of the manual (or chapter) regulating the exchange of fingerprint and/or DNA information with foreign/overseas agencies is refused under section 18(e) of the Official Information Act 1982 as no such manual or chapter exists. I refer you to the letters to you from Detective Inspector Berry dated 26 September and from Detective Superintendent Drew dated 14 August 2013, which also inform you that the document does not exist.

If you are not satisfied with my response to your request you have the right to complain to the Office of the Ombudsman under section 28(3) of the Official Information Act 1982 and seek an investigation and review of it.

Yours sincerely



Catherine Petrey
National Manager Policy
Police National Headquarters

Safer Communities Together

New Zealand Police - Police Manual chapters as at 1 November 2013

Acceleration measurement instruments

Accident compensation
Accident reporting and investigation
Adult diversion scheme deskfile
Adult diversion scheme policy
Adult sexual assault investigation policy and guidelines
Agencies investigating accidents
Alcohol - Controlled purchase operations
Alcohol - Enforcement of liquor bans-national policy
Alcohol - Fake or fraudulently-presented evidence of age documents
Alcohol - Host responsibility-Police canteens and social functions
Alcohol - information sharing guidelines
Alcohol - Intoxication, host responsibility and promotions
Alcohol - Licensed premises' compliance checks
Alcohol - Minors
Alcohol - misuse - prevention, monitoring and enforcement strategies
Alcohol - Police clubs and canteens
Alcohol - Sale of Liquor Act
Alcohol and drug impaired driving
Alcoholism and Drug Addiction Act 1966
Animal Identification and Tracing
Animals on roads
Application for confidentiality orders under the Parole Act 2002
Applications for research
Appointment process policy and procedures
Appointment review policy
Appointments to specialist squads policy
Approved equipment and carriage for Constables and Authorised Officers (non specialist)
Armed Offenders Squad
Armoury
Arms
Arrest and detention
Arson
Assault
Assessment of 1-2-3 Person station staffing
Association offences
Attempts
Automatic Number Plate Recognition
Bail
Bank accounts
Behaviour offences
Blackmail
Brochure for employee - rehabilitation policy
Budgeting policy
Building emergency procedures
Burglary and allied offences
Burqa guidelines for Road Policing
Cabinet and Cabinet Committee papers
Capital planning and evaluations

Career structures
Case management
Ceremonial manual
Change leadership practice
Charging decisions
Charging indictably or summarily
Chart of Accounts
Chief Justice practice note on Police questioning
Child protection policy and investigation guidelines
Covert Human Intelligence Sources (CHIS)
Civil defence and emergency management
Clincial supervision of Youth Development employees
Collecting and using electronic information about Police employees
Collective Agreement for constabulary employees (12-15)
Collective Agreement Police Managers Grades 21-24 (12-15)
Commercial and Agricultural Vehicle Compliance
Community based sentences and orders
Community feedback
Community policing handbook
Competency framework
Competency service increment (CSI) policy
Contractor management procedures
Coordinated Incident Management System
Core competencies
Core values
Counter-terrorist operations
Covert backstopping
Credit cards policy
Crime in the retail sector
Crime prevention cameras CCTV in public
Crime scene examination
Criminal disclosure
Criminal procedure - Administration stage
Criminal procedure - Commencement of proceedings
Criminal procedure - Disposition
Criminal procedure - Introduction and jurisdiction
Criminal procedure - Review stage (CMM process)
Criminal procedure - Trial stage
Dealers and traders
Death of a Police employee
Debriefs
Deception
Demonstrations
Deploying Iwi Liaison Officers (ILO)
Deportation escorts
Detective Training Programme
Diplomatic and consular privileges and immunities
Disaster Victim Identification
Disciplinary process
Disclosing personal and official information

Discrimination and harassment policy
Dive Squad, Police National
DNA Sampling
DPS overseas deployment variation
Driver licensing
Drugs
Early intervention
Electronic Interception
EM Bail - Application process
EM Bail - Assessment of material and conditions for EM Bail
EM Bail - Bail with electronic monitoring
EM Bail - EM bail hearing
EM Bail - Induction and connection of EM equipment
EM Bail - Information gathering
EM Bail - Management of bailee
EM Bail - Site visits and subsequent enquiries
EM Bail - Termination of EM bail
EM Bail - Assessment of material and conditions for EM bail for youth
EM Bail - EM bail hearing for youth
EM Bail - Induction and connection of Electronic Monitoring equipment for youth
EM Bail - Information gathering for youth
EM Bail - Management of bailee for youth
EM Bail - Site visits and subsequent enquiries for youth
EM Bail - Termination of EM bail for youth
Email archive policy
Employee Assistance Programme
Employee networks policy
Employment relationship problems
Ethics committee guidelines
eXact Impact QX1006 (Less lethal option)
Exemption from mandatory safety training policy
Exemption from physical competency testing policy
Exhumations
Exit interview policy
Exotic disease or pest incursions
Extraditions
Family violence policy and procedures
Field Training Officer EOI
Finance forms
Financial delegations
Financial management information systems
Financial records storage and archiving
Finding space debris or equipment
Fingerprints and SOCO laboratory and crime scene safety
First aid safe scenario guidelines
First aid training policy
Fisheries protection
Fixed assets
Flag flying
Fleeing driver policy

Flexible Employment Option (FEO) policy
Flexible working hours
Foreign currency
Forensic - Accelerants or volatile substances
Forensic - Anthropology
Forensic - Bite marks and dental evidence
Forensic - Blood pattern analysis and interpretation
Forensic - Clandestine drug laboratories
Forensic - Compusketch facial identification system
Forensic - Crash scene photography
Forensic - DNA at crime scenes
Forensic - Document examination
Forensic - Drugs at crime scenes
Forensic - Dye traps
Forensic - Electronic crime--Cybercrime
Forensic - Fibres and hair
Forensic - Fingerprints
Forensic - Firearm discharge residues
Forensic - Firearms evidence
Forensic - Footwear evidence
Forensic - Forensic contacts
Forensic - Glass
Forensic - Insects
Forensic - Kits for collecting evidence samples
Forensic - Knots
Forensic - Microanalysis
Forensic - Paint
Forensic - Physical or mechanical fits
Forensic - Pollen
Forensic - Serial number restoration
Forensic - Tool marks
Forensic - Toxicology
Forensic mapping
Found and recovered jewellery items
Fringe benefit taxation
Gambling and lotteries
Goods and services tax
Government indemnity for important exhibitions
Gradual process injury claims (employee)
Gradual process injury claims (supervisors)
Guidelines for Welfare Officers and Districts
Hazard alert-Detergent suicide
Hazard alert-Electricity diversion for cannabis growing
Hazard management procedures
Hazardous substances management procedures
Health and safety employee participation
Health and safety policy
Health clearance at border
Health standards for constables
Hearing conservation programme

Historic places
HIV-AIDS employee policy
Holding cash at Police stations
Home telephone policy
Homicide and Serious Crime Investigations
Honours awards and commendations
Identification of offenders
Illness related absences
Impounding vehicles
Improvised explosive devices and bomb threats
Independence of investigations (safe processes)
Individual employment agreement - Police Managers Grades 21-24
Individual employment agreement (band A-J)
Information sharing guidelines- family violence
Insurance company enquiries
Insurances
Integrity reporting
Intel - Collection management
Intel - Crimestoppers
Intel - Decision-making and planning
Intel - Deconfliction
Intel - Evaluating effectiveness of intel
Intel - Intelligence categories
Intel - Intelligence for investigations
Intel - Intelligence policing methods
Intel - Intelligence products
Intel - Introduction to intelligence
Intel - Issue motivated and protest groups' intelligence
Intel - Legal opinion
Intel - Monitoring and using publicly accessible social media networks
Intel - Professional Development in Intelligence Programme
Intel - Selection of operation names
Intel - The intelligence cycle
Inter-district Operations
Internal control
International travel applications
Interpol
Introduction to finance policies
Investigative interviewing accreditation policy
Investigative interviewing doctrine
Investigative interviewing suspect guide
Investigative interviewing witness guide
Inviting the Commissioner or Deputy Commissioners to an event
Inviting the Prime Minister, Ministers of the Crown, or Governor General to an event
Jurisdiction of courts
Kidnapping and abduction
Language Line
Leave management policy
Leave without pay
Leaving police on health grounds

Management of observers
Managing a Police process
Managing fatigue related risk
Managing files and correspondence
Managing prisoners
Managing prisoners on behalf of Corrections
Managing Youth development client information
Mandatory requirements for significant ICT business process changes
Market rate policy
Mass arrest processing
Mechanical restraints
MEDIA - Dealing with the media
MEDIA - Elections and political matters-a guide for police employees
MEDIA - Media access to Police property or characters
MEDIA - Media filming of Police operations
MEDIA - Media interviews
MEDIA - Media officers
MEDIA - News releases and tv-radio broadcasts
MEDIA - Preparing and reviewing online content and tools
MEDIA - Releasing information to the media
MEDIA - Sponsorship
MEDIA - Sub judge
MEDIA - The electronic bulletin board
MEDIA - Using social media sites
MEDIA - Visual identity
MEDIA - Wanted persons postings
Missing persons
Mobile phone regulation enforcement guidelines
Mobile phone text bullying and harassment complaints
Mobile phone use in Police vehicles
Motor vehicle noise enforcement
Motor vehicle offences
Motor vehicle registration and licensing
Movement within - Outside Police
Multi-agency response to incidents
National Clandestine Laboratory Response Team
National recording standard
National Recording Standard - User Guide
National travel policy
Needles and syringes
Neighbourhood Policing Teams
New Zealand Bill of Rights
New Zealand Police Ceremonial Manual
New Zealand Police library
New Zealand Police museum
Night vision equipment
No surprises policy
Noise Control
Non-work related injuries
Notebooks and Jobsheets

Objectionable publications
Off-duty interventions
Offence notices
Offensive weapons
Oleoresin Capsicum spray
Operation Headquarters
Operation Logistics
Operational risk assessments and planning
Output costing policy
Overseas assignment policy
Overview of application process for youth
Parades
Parental control (s59 Crimes Act)
Parental leave
Part time study assistance
Partnership between community groups and police
PAYE and withholding tax
Peer review for investigations
People trafficking and migrant smuggling
People Unlawfully in New Zealand
People with mental impairments
Performance management
Perimeter control
Perjury
Personation of Police and related offences
Photographs of shop thieves
Photography (Forensic imaging)
Planning and command
PMO - Monitoring and control
PMO - Project completion
PMO - Project execution
PMO - Project initiation
PMO - Project management forms
PMO - Project management in Police
PMO - Project planning
PNHQ after hours contact
Point duty
Police air operations
Police chaplaincy services
Police code book
Police cultural groups
Police Dogs - Certification of Police dogs
Police Dogs - Dog displays
Police Dogs - Dog management
Police Dogs - Dog Section staff management
Police Dogs - Dog Team Training
Police Dogs - General information for Police employees about Police dogs
Police Dogs - Home kennelling of Police dogs
Police Dogs - New Zealand Police Dog Section
Police Dogs - Use of force and Police dogs

Police employee collective agreement 12-15
Police exercises
Police family violence death reviews
Police filming and audio recording of operations and events
Police firearms
Police investigations of complaints and notifiable incidents
Police involvement in deaths and serious injuries
Police launches and vessels
Police negotiators
Police pipe bands
Police property management
Police Remembrance day
Police safety orders
Police vehicle management
Police volunteers
Policing Outlaw Motorcycle Gang Runs
Policing parliamentary precincts
Position levels (ranks) for constabulary employees
Positional asphyxia
Posting rewards for investigations
Pre-charge warnings
Preparing ministerial briefing papers
PROCUREMENT -Definition of contractors-consultants
PROCUREMENT -Delegated financial authority
PROCUREMENT -Delegated responsibilities
PROCUREMENT -Disposals
PROCUREMENT -Exceptions to open tendering requirement
PROCUREMENT -Exclusions and exceptions
PROCUREMENT -Expression of Interest
PROCUREMENT -International agreements
PROCUREMENT -Mandatory rules for procurement by departments
PROCUREMENT -Miscellaneous
PROCUREMENT -Organisation and responsibilities
PROCUREMENT -Organisation and responsibilities - annex
PROCUREMENT -Police tenders boards and committees
PROCUREMENT -Procurement accountability
PROCUREMENT -Procurement delegation
PROCUREMENT -Procurement ethics
PROCUREMENT -Procurement forms
PROCUREMENT -Procurement process
PROCUREMENT -Purchasing policy
PROCUREMENT -Request for information - description
PROCUREMENT -Retention of documents-information
PROCUREMENT -Statutory Acts-regulations and agreements
PROCUREMENT -Statutory Acts-regulations and agreements - annex
PROCUREMENT -Supply contracts
PROCUREMENT -Tendering process flowchart
PROCUREMENT -Tenders and contracts
Professional distance policy
Professional Police Driver Programme

Project reviews
Promotions framework
Property
Property damage
Prosecuting a case
Prosecuting family violence deskfile
Prosecution file preparation (Post 1 July 2013)
Prosecution file preparation (Pre 1 July 2013)
Prostitution
Protected disclosures (report and be protected)
Protected voluntary military service or training
Protection and property related orders
Psychometric assessments
Public notification of offender's details
Radio Protocols
Receiving
Records management policy
Records management procedures-PNHQ
Recruit fixed term individual employment agreement
Recruits
Rehabilitation disputes resolution process
Rehabilitation policy
Rehabilitation Procedures CRMs resp
Rehabilitation procedures HR Manager Resp
Rehabilitation procedures Welfare Officer resp
Rehabilitation statement
Reimbursing dependant care expenses
Rejoins process policy
Remote access to NZ Police computer network using mobile computers (ICT user guide - remote access)
Remuneration policy
Requests for legal services
Restructuring
Retention and disposal of Police records
Rewards, Gratuities, Gifts
Rights caution
Road user charges vehicles
Roadside emergencies
Robbery
Safe working practices for HIV and Hepatitis B and C
Salary overpayment recovery policy
Saluting and respect for senior ranks
School Community Services
Search - Carrying out search powers with or without a warrant (part 5)
Search - Consent searches (part 4)
Search - Declaratory orders (part 11)
Search - Examination orders (part 10)
Search - Methods for searching places and vehicles (part 7)
Search - Privilege and immunities under the Act (part 13)
Search - Procedures applying to seized and produced things (part 12)
Search - Production orders (part 9)

Search - Reporting (part 14)
Search - Roadblocks and stopping vehicles for search purposes (part 6)
Search - Search introduction (part 1)
Search - Search warrants (part 2)
Search - Searching people (part 8)
Search - Warrantless powers to search places, vehicles and things (part 3)
Search and Rescue operations
Security - Acceptable Use of Technology Resources and Information
Security - Compliance requirements for information security
Security - Computer Security - User Responsibilities
Security - Employee telephone requests for information
Security - Identification and access control
Security - Managing security risks in policing
Security - Managing security risks through personnel management
Security - Operation security
Security - Physical security
Security - Protecting employees
Security - Security alert status system
Security - Security awareness and incident response
Security - Security of information
Security of private premises
Senior executive remuneration policy
Serious crash investigation review
Service delivery standards – Operational policing
Service Delivery Standards-guidelines for telephone interactions
Service Delivery Standards-guidelines for the public counter
Sexual offences
Sick leave bank policy
Sick leave notification and management
Smoke-free workplace policy
Solomon Islands deployments
Special Tactics Group (STG)
Specialist Search Group
Speed camera enforcement
Speed enforcement
Sports within Police policy
Staff safety training and tactics
Statement of policy and practice
Statutory declarations
STG Required physical fitness policy
Submissions to the Police Executive Committee
Submissions to the Police Executive Meeting
Sudden death
Summary proceedings
Surveillance
TASER (Electronic Control Devices)
Tasking and coordination
Technical Support Unit
Telecom inquiries
Templates from supervisor's guide

TENR - Operational threat assessment
Theft
Threats against the Police and the judiciary
Three stage warning regime
Timesheets
TOIL management policy
Towing and storing privately owned motor vehicles
Trade Me related inquiries and investigations
Traffic compliance scheme
Traffic control at special events
Traffic crashes
Traffic patrol techniques
Transporting prisoners
Trauma policy
Trespass
Tyre deflation devices
Undercover policing
Uniform, dress standards and appearance
Unlawful assembly and riot
Unpublished names on the electoral roll
Urgent Duty Driving
Use of force
Vehicle crash data recording devices
Vetting, references and certificates
Victim relocations
Victims (Police service to victims)
Video recorded forensic interviews with at risk children and young people (Evidential interviewers guidelines)
VIP security planning and operations
Welfare services
Wellcheck support policy
Witness protection
Work related injuries
Working with community patrols
Workplace health monitoring and testing
Youth justice