

27 March 2023

Smith  
fyi-request-21593-a@...

Tēnā koe

***Request for information***

Thank you for your Official Information Act 1982 (OIA) request of 20 February 2023, in which you asked for information regarding various Police manuals.

My response to each part of your request can be found below.

1. *A Copy of the Police Integrated Tactical Training Manual*

Please find attached a copy of the Police Instructions chapter, Police Integrated Tactical Training.

2. *A copy of the Technical Operations Group Manual*

Please find attached a copy of the Police Instructions chapter, Technical Operations Group.

3. *A copy of the Authorised Officers Manual*

Please find attached a copy of the Police Instructions chapter, Authorised Officers. Please note that as part of its commitment to openness and transparency, Police proactively releases some information and documents that may be of interest to the public. An anonymised version of this response may be publicly released on the New Zealand Police website.

Nāku noa, nā



**Superintendent Warwick Morehu**  
Director - Training  
New Zealand Police

## **Police Integrated Tactical Training (PITT)**

## Table of Contents

Table of Contents	2
Policy statement and principles	3
What	3
Why	3
How	3
Related information	3
Legislation	3
Police Manual chapters	3
Definitions	5
PITT programme	6
Objectives	6
PITT progression	6
Certification/Currency	7
Initial certification	7
Transition training	7
Certification Currency Periods	7
Management of non-certified Police employees	7
Employees 'not yet competent' (tactical options) RNZPC	8
Employees 'not yet competent' (decision making)	8
Training Audience selection and management	8
Fitness to participate in PITT	8
PITT training roles and responsibilities	9
Director: RNZPC	9
Manager: Response and Tactical Training	9
RNZPC Upper North, Central/Southern and RNZPC Practice Leaders	9
District Commanders / Directors	9
District HR	9
Area Commanders	10
District Deployment Managers and Workforce Management Teams	10
Sectional supervisors	10
Tactical Options Supervisors	10
Tactical Options Trainers / Tactical Skills Coaches	11
Police employees	11

## Policy statement and principles

### What

Deploying into the operational environment often requires Police to move towards danger rather than away from it. This is possible so long as the risks are known (or as best they possibly can be) and those risks are carefully considered and where possible eliminated or minimised (to the best they reasonably can be). This includes ensuring employees are:

- capable of being deployed (physically capable, trained and certified); and
- current in all training of all or any parts of the Police Integrated Tactical Training (PITT) Programme.

This chapter details the training requirements for all Police constabulary staff and appropriately warranted Authorised Officers that must be met and maintained before they can carry or use tactical options in the operating environment.

### Why

Police is committed to ensuring that the risk of injury to Police employees is eliminated, isolated or minimised, while maintaining a highly effective level of operational capability. Under the [Health and Safety at Work Act 2015](#), Police has a responsibility to ensure that Police employees are appropriately trained and equipped to undertake, as safely as possible, the wide range of operational duties that confront them within their current role, while being consistent with the law and Police policy.

### How

As part of their initial training, Police employees are trained in the appropriate use of approved defensive tactics including approved tactical options. As a result they achieve certification in that tactical option. In districts, the training programme provides the means for maintaining the currency of the certification and the development of Police employee's knowledge and ability.

These principles apply to the development and delivery of the training programme:

- Police will provide a safe and supportive learning environment that is underpinned by the modern principles of adult learning for all employees while they participate in PITT.
- Qualified Trainers will deliver PITT.
- The Frontline Capability Group is the business owner of PITT curriculum and determines the operational requirements, current law, policy, practice, procedures and tactics that are trained with PITT.
- The RNZPC are the enabler of the PITT Programme curriculum.

These principles underpin the use of approved techniques and appointments:

- The safety of the public and Police is paramount.
- The law, [Tactical Options Framework](#) and [TENR](#) should be applied to all incidents and operations.
- Every opportunity must be taken to undertake a risk assessment of any situation (TENR) and undertake an appropriately planned response where circumstances permit.
- Any [use of force](#) must be reasonable, proportionate, necessary and timely.

## Related information

[TENR](#) is critical to a safe and successful deployment, and needs to be read, understood and applied in conjunction with the following:

### Legislation

- [Policing Act 2008](#)
- [Health and Safety at Work Act 2015](#)

### Police Manual chapters

- [Police deployability](#)
- [Performance Management](#)
- [Professional Police Driver Programme \(PPDP\)](#)
- [Health standards for constables](#)
- [First aid training and equipment kits](#)

- Physical Competency Test (PCT) (refer to 'Health standards for constables')
- Body Armour System (BAS) policy
- Police firearms
- Approved tactical equipment and carriage for Constables and Authorised Officers (non-specialist).
- People in Police custody
- Health, safety and wellbeing
- Use of force

## Definitions

This table details terms and definitions relevant to PITT training.

Term	Definition
Tactical Options Trainer / Tactical Skills Coach	<p>Employees delivering training full time for the <u>RNZPC</u>, and have currency in the following certificates, i.e. a qualified trainer:</p> <ul style="list-style-type: none"> <li>- Basic adult education or equivalent</li> <li>- Defensive Tactics</li> <li>- <u>Taser</u></li> <li>- Firearms.</li> </ul>
District Trainer	<p>An employee who has currency in one or more of the following certificates and delivers training on a part time basis, i.e. a qualified trainer:</p> <ul style="list-style-type: none"> <li>- Basic adult education or equivalent</li> <li>- Defensive Tactics</li> <li>- <u>Taser</u></li> <li>- Firearms.</li> </ul>
Specialist Trainer	<p>An employee who is attached to a specialist squad (<u>STG</u>, <u>AOS</u>, PS, Airport, Public Support Unit, etc.). Has currency in one or more of the following certificates and delivers training on a part time basis to that specialist squad, i.e. a qualified trainer:</p> <ul style="list-style-type: none"> <li>- Basic adult education or equivalent</li> <li>- Defensive Tactics</li> <li>- <u>Taser</u></li> <li>- Firearms</li> <li>- Specialist squad tactics, equipment or procedure.</li> </ul>
Employee	<p>For the purposes of this chapter, 'employee' means any constable and any 'authorised officer' who is required to maintain currency and proficiency in any or all of the approved certification programme.</p>
Live fire	<p>Training that involves an employee discharging a high velocity projectile from a firearm.</p>
District	<p>'District' means the 12 Police districts, service centres, and <u>PNHQ</u>.</p>
District Commander	<p>For the purposes of this chapter, 'District Commander' includes Assistant Commissioners and Directors.</p>

## PITT programme

### Objectives

To provide initial training and continuous development, while maintaining currency in:

- the application of related law, policy and procedures
- the application of appreciation and decision making in stressful situations processes including, TENR and the Tactical options framework
- The application and use of all defensive tactic techniques.

### PITT progression

The PITT model underpins the training needs of the two-tier responder model. The ethos that underpins this training is to ensure quality training that is commensurate to the employee's role is delivered.

The following outcomes are achieved:

<b>Level One responder</b>	32 hours training apportioned
<b>Level Two Responder</b>	8 hours training apportioned

The Programme will be delivered over a 12 month period. The following table demonstrates the themes and allocated hours for each:

<b>Training Duration</b>	<b>12 months</b>
Level One Responder 32 hours	<u>PITT</u> day 1 (8 hours) Responder Tactics Day <u>PITT</u> day 2 (8 hours) Live Fire - Glock & M4 <u>PITT</u> day 3 (8 hours) Appointments & Taser <u>PITT</u> day 5 (8 hours) E-learning
Level Two Responder 8 hours	<u>PITT</u> day 3 (4 hours) Appointments <u>PITT</u> day 5 (4 hours) E-learning

The training topics for each day are indicative of the certifications that result from attendance. Staff may experience an integration of skill development in each of the PITT tactical options and disciplines on each day.

## Certification/Currency

### Initial certification

To achieve certification in a tactical option an employee must complete the appropriate initial training package or alternatively the appropriate transition training programme.

Initial certification relevant to an employee's role **must be achieved prior to:**

- an employee being appointed to or deployed to an operational role
- an employee being accepted for any PITT development in the tactical options they do not hold certification in
- achieving currency in any tactical option they have not gained certification in.

### Transition training

Training opportunities will be provided to accommodate a change in a tactical option when required.

**Example:** Transition from the X26 Taser to the X2 Taser.

### Certification Currency Periods

Tactical option	Duration
Glock Pistol	12 months
Bushmaster M4 Rifle	12 months
<u>Taser</u>	12 months
Responder Tactics	12 months
Baton	12 months
OC Spray	12 months
PITT e-learning	12 months

### Management of non-certified Police employees

District Deployment Managers must manage the deployment of employees who do not have currency in required tactical option(s).

The RNZPC will provide training opportunities for employees who do not have a current tactical option certification(s) due to:

- pre-approved non-attendance at training within the relevant certification periods;
- a period of leave without pay, a period of leave due to pregnancy or childcare requirements;
- injury or illness;
- change of responder level;
- being under a performance improvement plan (PIP);
- uncompleted initial certification training.

Prior to enrolling or attending any PITT sessions the employee must have their skills assessed by a PITT Trainer to determine if any remedial training is required. When an employee is assessed as having competent skill levels they can then book into and begin attending the appropriate responder level PITT sessions.

Where an employee already assessed as requiring remedial training enrolls and attends training the RNZPC has the discretion to exclude that employee from the PITT Programme until they have attended and passed remedial training to the required standard.

If remedial training is required the employee attends programmed remedial training sessions or makes arrangements with their PITT trainers to have remedial training until they are assessed as competent to book into and attend their responder level PITT sessions.



## **Employees 'not yet competent' (tactical options) RNZPC**

Where an employee is assessed as 'not yet competent' in any tactical option:

- the RNZPC will provide a report to the employee's home district or service centre outlining the reasons for the 'not yet competent' rating. The employee with a 'not yet competent' rating cannot carry or use that appointment(s)
- in consultation with the employee's home district or service centre, the RNZPC will provide remedial and re-assessment opportunities.

## **Employees 'not yet competent' (decision making)**

Where an employee is assessed as 'not yet competent' due to decision making:

- the RNZPC will provide a report to the employee's home district or service centre outlining the reasons for the 'not yet competent' rating. The employee with a 'not yet competent' rating cannot carry or use **any** appointments
- in consultation with the employee's home district or service centre, the RNZPC will provide remedial and re-assessment opportunities.

## **Training Audience selection and management**

Districts must manage and select the training audience. The RNZPC will not be responsible for monitoring an employee's responder level at the point of training.

## **Fitness to participate in PITT**

By attending a PITT session, employees acknowledge that they:

- are mentally and physically fit to undertake the prescribed training
- are not under the influence of alcohol
- are not under the influence of any prescription medicine, or any form of drug that may inhibit their ability to safely participate in training
- agree to notify their trainer if these circumstances change at any time while they are attending training.

## PITT training roles and responsibilities

This table details the PITT training roles and responsibilities.

Role	Responsibilities
<b>Director: RNZPC</b>	<p>The Director: RNZPC is responsible for:</p> <ul style="list-style-type: none"> <li>- providing tactical option training nationally</li> <li>- arranging for the approval of tactical option training packages by the Director: Capability and Director: Tactical Operations</li> <li>- arranging for the periodic review of tactical option training by theNOSG (National Operations Steering Group)</li> <li>- Reporting to District Commanders and other Directors on a regular basis about the currency levels of all constabulary employees and authorised officers for each <u>PITT</u> appointment.</li> </ul>
<b>Manager: Response and Tactical Training</b>	<p>The Manager: Response and Tactical Training is responsible for:</p> <ul style="list-style-type: none"> <li>- developing the training programme consistent with <u>PITT</u> policy and good practice</li> <li>- developing defensive tactics, <u>Taser</u> and firearms maintenance training manuals</li> <li>- managing the initial and ongoing certification of tactical option trainers in defensive tactics, Taser and firearms</li> <li>- conducting ongoing quality assurance projects to ensure consistency and safety of training content and delivery</li> <li>- conducting ongoing evaluation of the <u>PITT</u> programme</li> <li>- biannually reviewing the currency and relevance of this chapter</li> <li>- Analysing and evaluating, from a training perspective, completed files on serious incidents related to the use of tactical options (including unintentional discharges and use of firearms and taser), received from the Police Integrity and Conduct Group.</li> </ul>
<b>RNZPC Upper North, Central/Southern and RNZPC Practice Leaders</b>	<p>The RNZPC area Practice Leaders are responsible for:</p> <ul style="list-style-type: none"> <li>- providing sufficient <u>PITT</u> training opportunities to meet the target audience for each district and service centre within their area</li> <li>- in cases of employees failing to achieve competency or maintain currency, ensuring supervisors and WFM are advised, as well as provided with documentation associated with it</li> <li>- reporting as required to the Director: RNZPC on <u>PITT</u> delivery, attendance and currency issues in districts</li> <li>- Ensuring all direct report Tactical Options Trainers (TOTs) / Tactical Skills Coaches remain current in their Trainer certification.</li> </ul>
<b>District Commanders / Directors</b>	<p>District Commanders and Directors must ensure that Police employees under their command:</p> <ul style="list-style-type: none"> <li>- maintain currency in <u>PITT</u> as required</li> <li>- are appropriately certified before being deployed.</li> </ul>
<b>District HR</b>	<p>District <u>HR</u> employees are responsible for:</p> <ul style="list-style-type: none"> <li>- providing advice and guidance relating to the development and implementation of any performance management plan with appropriate input from the employee's supervisor and the <u>RNZPC</u></li> <li>- providing advice and support to supervisors and managers on implementing and monitoring performance management plans and disciplinary action as appropriate.</li> </ul>

<b>Area Commanders</b>	<p>Area Commanders are responsible for ensuring that:</p> <ul style="list-style-type: none"> <li>- only appropriately <u>PITT</u> certified staff are rostered to planned duty where the need to use the skills taught in PITT responder level training can reasonably be envisaged</li> <li>- Performance management plans are initiated in accordance with this chapter for employees with expired currency.</li> </ul>
<b>District Deployment Managers and Workforce Management Teams</b>	<p>District Deployment Managers, and service centre equivalents, must monitor and report on district and service centre compliance against responder level training requirements.</p>
<b>Sectional supervisors</b>	<p>Sectional supervisors are responsible for:</p> <ul style="list-style-type: none"> <li>- ensuring employees attend their scheduled <u>PITT</u> sessions</li> <li>- advising senior managers, WFM and district <u>HR</u> of any issues that may delay or prevent an employee from achieving any of the specified competency standards for <u>PITT</u></li> <li>- working with employees, senior managers, <u>RNZPC</u> and district <u>HR</u> staff, as necessary, to implement performance management plans to ensure employees achieve the <u>PITT</u> competency standards relevant to their position/role</li> <li>- Providing encouragement and role-modelling by attending scheduled <u>PITT</u> days relevant to their position.</li> </ul>
<b>Tactical Options Supervisors</b>	<p><u>PITT</u> supervisors are responsible for:</p> <ul style="list-style-type: none"> <li>- producing local Range Standing Orders for the efficient running of ranges including any temporary firearms range facility</li> <li>- bringing Standard Operating Procedures and their content to the attention of all personnel who are in charge of any activity conducted on such range and ensuring compliance</li> <li>- ensuring that range users comply fully to the Range Standing Orders</li> <li>- reporting to their respective <u>RNZPC</u> managers on administrative issues</li> <li>- giving professional advice and support to TOTs and coaches</li> <li>- providing input into the development of the <u>PITT</u> programme</li> <li>- ensuring that TOTs deliver the approved <u>PITT</u> curriculum</li> <li>- ensuring that the person appointed to be the Activity Supervisor is qualified and has currency to conduct the activity (the appointed Activity Supervisor must be present throughout any activity)</li> <li>- ensuring all training is carried out at suitable locations by qualified TOTs and coaches</li> <li>- mitigating <u>PITT</u> service delivery issues and risks</li> <li>- making effective arrangements for the correct storage and maintenance of equipment</li> <li>- conducting equipment audits as per auditing plan</li> <li>- performance management of TOTs / coaches directly reporting to their supervisor</li> <li>- ensuring that <u>PITT</u> training is delivered in accordance with the national training package requirements at facilities that are safe, appropriate and certified for use</li> <li>- preparing Task Analysis Sheets and other Health &amp; Safety documentation as required</li> <li>- through the moderation plan, providing quality control of training delivery</li> <li>- ensuring training records are maintained.</li> </ul>

<p><b>Tactical Options Trainers / Tactical Skills Coaches</b></p>	<p>TOTs and coaches are responsible for:</p> <ul style="list-style-type: none"> <li>- delivering the approved <u>PITT</u> curriculum</li> <li>- providing feedback for input into the development of the <u>PITT</u> programme</li> <li>- delivering training consistent with the principles of adult education</li> <li>- ensuring that all training is carried out in a safe environment</li> <li>- reporting any injuries or near misses that arise from training delivery</li> <li>- conducting proper safety briefs for all activities</li> <li>- ensuring that all munitions and weapons are accounted for and correctly stored</li> <li>- making effective arrangements for correctly storing and maintaining other equipment</li> <li>- maintaining customer focus in delivering training</li> <li>- submitting the <u>PITT</u> attendance form for entry into MyPolice in a timely manner</li> <li>- ensuring training records are maintained</li> <li>- providing a 'Notice of Failure to Achieve Competency' to attendees who have failed to meet the required standards.</li> </ul>
<p><b>Police employees</b></p>	<p>Employees are responsible for:</p> <ul style="list-style-type: none"> <li>- keeping their <u>PITT</u> certification current</li> <li>- promptly alerting their supervisor of any personal or work-related issues that may delay or prevent them keeping their <u>PITT</u> certification current</li> <li>- working with their supervisor and <u>HR</u> to implement a performance management plan to address any areas requiring improved performance or achievement of any particular <u>PITT</u> competency standards</li> <li>- maintaining currency and proficiency with their certifications and skills throughout the year.</li> </ul>

## **Technical Operations Group (TOG)**

## Table of Contents

Table of Contents	2
Introduction	3
Constabulary powers	4
TOG positions	5
Entry criteria	6
Basic training	7
Career structure	8
Deployment	9

## Introduction

The Technical Operations Group (TOG) forms part of the Covert Operations Group (COG), National Criminal Investigations Group (NCIG) at PNHQ. Its functions are directed at providing technical support to districts requiring specialised assistance when dealing with a:

- major operation; or
- serious criminal investigation.

## **Constabulary powers**

Operationally deployable employees attached to the TOG must have constabulary powers and fulfil standard constabulary recruitment and training requirements.



## **TOG positions**

The TOG has these positions:

- Technical Operative
- Operations Supervisor (Sergeant level)
- Operations Manager (Senior Sergeant level)
- Technical Manager (Technical Operative - Senior Sergeant level)
- Inspector/Manager: TOG.

Technical Operative positions comprise specialist disciplines of:

- Covert Method of Entry (CMoE)
- Electronics
- Geospatial
- Photography
- Research & Development
- Training
- Video

## Entry criteria

TOG entry criteria are the same [fitness, physical and medical requirements](#) for all other constabulary Police employees.

Position requirements for entry into this workgroup are detailed in the person specification of the position descriptions and person specifications for operatives.

## **Basic training**

Prescribed internal TOG training and assessment must be completed to the satisfaction of the Manager: National TOG, before any operative can be deployed in the field.

## Career structure

This is covered in [schedule 1](#) to the Collective Employment Agreement (Sworn).

## Deployment

A 'Request for TOG Assistance' and 'TOG Risk Assessment' form must be completed to initiate TOG support. A general overview of services offered, and the request and risk management process appear on the [Police Intranet](#).

**Note:** Major incidents or operations of national importance may override other commitments.

---

## **Authorised officers**

## Table of Contents

Table of Contents	2
Policy statement	3
What:	3
Why:	3
How:	3
Further information	3
Definitions	4
Appointments and retention of AO powers	5
What are Authorised Officers?	5
AOs applying for other vacancies and promotions	5
Removal of warrant	5
Discharge of AOs	5
Types of Authorised Officer roles	6
Section 24(1)(a) - limited powers under other enactments	6
Section 24(1)(b) - Roles set out in Schedule 1 of the Policing Act 2008	6
Restrictions on Authorised Officers	7
How is a warrant issued?	8
What are the training requirements for an AO?	9
Specified training requirements for AOs	9
Changes in AO legislative powers	9
Fitness for AO positions	9
Refresher training	9
Provision of uniform and equipment	9
Creating new AO roles	10
Approval to create new AO roles	10

## Policy statement

### What:

We are committed to maximising the effective use of Police employees to deliver [Our Business](#). Where it is sensible and appropriate, the Commissioner may warrant Police employees, called [Authorised Officers](#) (AO), to exercise limited constabulary powers that are relevant to the duties they perform.

### Why:

The exercising of powers is an important responsibility conferred as part of principled, effective and efficient policing services. It makes sense for constabulary employees to be released from those duties that can be safely and effectively performed by Police employees who are appropriately trained and warranted.

### How:

We will do our very best to ensure:

- there is a clear rationale for identifying those positions that can exercise limited constabulary powers
- [AO applicants](#) are aware of and understand the qualification and certification requirements they must achieve and maintain in order to be warranted to exercise specified limited powers
- AO applicants successfully complete the specified [training requirements](#) set by the business owner of the Authorised Officer position before they are warranted to perform the full functions of the position
- a supportive environment to AO applicants while they undertake appropriate training and on-the-job work experience to develop their competency as an Authorised Officer so they can perform their duties safely and knowledgeably
- performance management policies and plans are implemented in a timely manner to guide and manage any AO who demonstrate difficulties and/or delays in meeting the requirements to be warranted as an AO
- any doubt about the health and fitness of an AO applicant is referred to the [HR](#) Manager Wellness and Safety for review, before an AO applicant is warranted
- the integrity and credibility of Police prevails in all cases when a decision about the suitability of an Authorised Officer applicant to be appointed as an Authorised Officer is being made, while still applying principles of fairness and transparency

## Further information

See also:

- [Appointments Policy](#)
- [Code of Conduct](#)



## Definitions

These terms apply in this chapter.

<b>Term</b>	<b>Definition</b>
<b>AO</b>	Authorised Officer
<b>AO applicant</b>	<p>A person (who may or may not be a current Police employee) who has been formally offered employment as an Authorised Officer.</p> <p>These employees are required to satisfactorily complete all specified training requirements before they can be warranted.</p>
<b>Authorised Officer</b>	A Police employee who has been warranted to exercise limited constabulary powers.
<b>Specified training requirements</b>	The training requirements identified by the business owner that form part of the offer of employment and which the AO applicant must satisfactorily complete in order to be warranted to exercise limited constabulary powers.
<b>Warrant</b>	A legal document that authorises a Police employee to exercise specified limited constabulary powers.

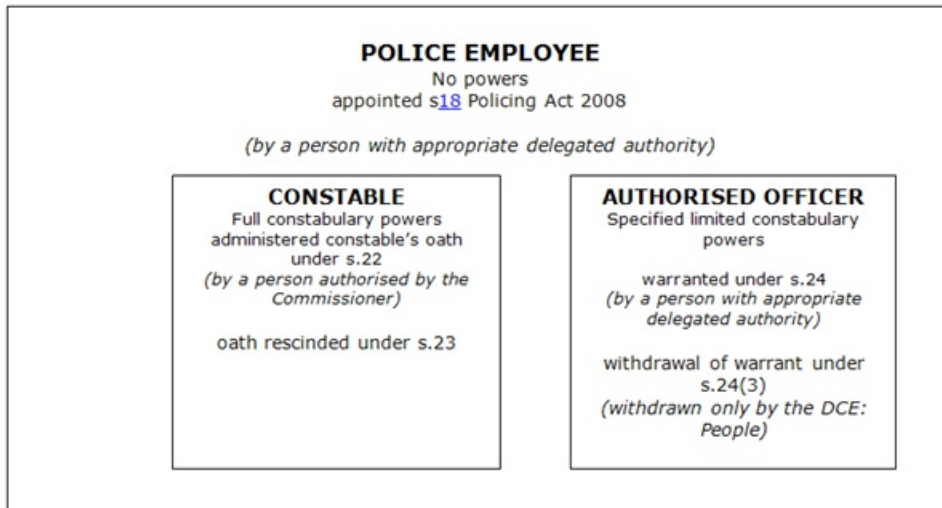
## Appointments and retention of AO powers

### What are Authorised Officers?

All Police employees are appointed under section [18](#) of the Policing Act 2008. A Police employee may become an Authorised Officer by being warranted under section [24](#).

The removal of a warrant does not of itself mean the Authorised Officer is no longer a Police employee - the relationship between Police as an employer and a Police employee ends when the employee leaves the organisation and the employment relationship ceases.

Refer to "Employment Categories Policy" (still under development).



### AOs applying for other vacancies and promotions

An Authorised Officer is entitled as a Police employee to apply for recruit and other Police employee positions within New Zealand Police.

Where the change in position is permanent, the ongoing need for the AO warrant will be reassessed and the warrant withdrawn if it is no longer required.

Where the change in position is temporary and to a position without powers (e.g. a secondment or assignment) the documentation associated with the movement must indicate that the powers assigned by way of warrant cannot be exercised for the duration of the change in position.

### Removal of warrant

All powers and authorities vested in a Police employee in the form of an Authorised Officer warrant cease immediately when the employee is suspended or ceases to be a New Zealand Police employee.

When a Police employee who is warranted is appointed to another Police employee role that does not require limited powers to be exercised, the warrant must be withdrawn by way of a formal notice.

### Discharge of AOs

An Authorised Officer who fails to attain any training or other performance standards will be subject to the provisions of the [Performance Management](#) chapter and, as appropriate, the [Disciplinary policy](#) and associated [Disciplinary Process Guidelines](#).

Police may remove from Police employment an Authorised Officer for serious misconduct under the NZ Police Code of Conduct after following the applicable disciplinary process:

-

## Types of Authorised Officer roles

This section contains these topics:

- Section [24\(1\)\(a\)](#) - limited powers under other enactments
- Section [24\(1\)\(b\)](#) - Roles set out in Schedule 1 of the Police Act
- [Restrictions on Authorised Officers](#)

The Policing Act 2008 provides for Authorised Officers to be warranted in one or both of the following ways:

### Section 24(1)(a) - limited powers under other enactments

The Commissioner may warrant a Police employee to exercise any particular powers of a constable under any enactment other than the Policing Act, except the power to arrest or search any person.

<a href="#">s24(1)(a)</a>	Legislation	Examples of AO roles	Business Owner
Limited policing powers under other enactments (not the Policing Act 2008) and no powers to arrest or search any person	Enforcement Officer under Land Transport Act 1998 with specific powers and functions not conferred	CVST Vehicle Safety Officer (VSO)	Director: Road Policing
	Specified limited powers under the Land Transport Act 1998 in defined areas	Motorway Support Officer (MSO), Auckland Harbour Bridge, Waitematā District	Director: Road Policing
	One section of the Land Transport Act 1988	Verification Officer	Director: Road Policing
	Specified sections of Search and Surveillance Act 2012 and International Terrorism (Emergency Powers) Act 1987	Monitor, Crime Monitoring Centre	Director: Criminal Investigations
	Specified sections of Sale and Supply of Alcohol Act 2012	Alcohol Harm Reduction Officer	Director: Community Partnerships & Prevention

### Section 24(1)(b) - Roles set out in Schedule 1 of the Policing Act 2008

The Commissioner may warrant a Police employee to perform one or more particular policing roles set out in Schedule One in the Policing Act 2008.

**Note:** a Police employee warranted to perform one or more of these roles must be trained in all the powers described for the role in the relevant schedule.

<a href="#">s24(1)(b)</a>	Legislation	Examples of AO roles	Business Owner
Limited policing powers under Policing Act 2008	Policing Act 2008 <a href="#">Schedule 1, Part 1</a>	Police Jailer and Escort	Director: Capability
	Policing Act 2008 <a href="#">Schedule 1, Part 2</a>	Police Guard	Director: Capability
	Policing Act 2008 <a href="#">Schedule 1, Part 3</a>	Police Specialist Crime Investigator	Director: Criminal Investigations
	Policing Act 2008 <a href="#">Schedule 1, Part 4</a>	Police Transport Enforcement Officer	Director: Road Policing

## Restrictions on Authorised Officers

An Authorised Officer is not permitted to:

- exercise powers outside those specified in their warrant and/or position description
- relieve or act in the absence of a constabulary employee that requires them to exercise powers and/or authority outside those specified in their warrant (for example a Custody Officer who is warranted as a Jailer/Escort cannot relieve or act for a Custody Sergeant).

These restrictions acknowledge that an Authorised Officer is warranted only to perform limited powers for which they have been specifically trained.

## How is a warrant issued?

This table outlines how an Authorised Officer is warranted to perform limited constabulary powers.

Step	Role	Responsibility
Advertise position	Business owner	Authorised Officer position is advertised with clear descriptions of training and pre-employment requirements (e.g. any fitness requirements)
Selection	Business owner with <u>HR</u> support	Apply standard appointment processes
Offer of employment	Business owner with <u>HR</u> support	Apply standard appointment processes
Acceptance of employment	Applicant	Apply standard appointment processes
Undertake training	Authorised Officer	Undertake training
Failure to complete training requirements		If the applicant fails to satisfactorily meet the training requirements, the advice of <u>HR</u> must be sought immediately to assist with an appropriate performance management and/or rehabilitation process as required
Certification that training standards achieved	<u>RNZPC</u>	<p>Upon satisfactory completion of the training requirements, the business unit manager must:</p> <ol style="list-style-type: none"> <li>1 Provide a memo to the Head of the School of Initial Training confirming that the training for the Authorised Officer is complete and attach the assessment forms.</li> <li>2 School of Initial Training communicates to the appropriate <u>HR</u> advisor that warrant can be issued.</li> <li>3 <u>HR</u> Advisor informs the delegate holder that they can issue the warrant.</li> </ol>
Warrant issued	Delegate Holder	Before issuing, check warrant and delegated authority are correct.
Letter issued after warranting	<u>HR</u>	
Recording of warrant	<u>HR</u> Support	<ul style="list-style-type: none"> <li>- Verify signed warrant and delegated authority are correct</li> <li>- Arrange for a copy of the warrant and delegated authority to be placed on the Authorised Officer's district and <u>PNHQ</u> personal files</li> <li>- Complete the HRMIS screen "<u>NZP</u> Warrant details" and attach a scanned copy of the warrant and delegation to the Authorised Officer's HRMIS record</li> </ul>

## What are the training requirements for an AO?

### Specified training requirements for AOs

The business owner of each Authorised Officer role is responsible for identifying the specified training requirements that will satisfy the Commissioner that the person is:

- adequately trained to exercise the constabulary powers to be conferred or the role to be performed, or both, as the case may be; and
- capable of exercising that power or carrying out the role, or both, as the case may be.

These specified training requirements should be reviewed on an annual basis to ensure they reflect any changes in legislation or responsibilities.

### Changes in AO legislative powers

Where a change in legislation results in new and/or amended powers affecting an Authorised Officer role, the relevant business owner must liaise with Legal Section to confirm what changes are required to the warrant.

If the legislative changes mean revised or additional training needs to be delivered, then the business owner must liaise with the Training Service Centre to identify and confirm how training is to be delivered.

All current Authorised Officers must complete the new specified training requirements before an updated warrant can be issued to them - until that time the Authorised Officer cannot exercise any of the legislative powers that have been changed.

### Fitness for AO positions

Some Authorised Officer roles require a degree of fitness and health standards in order to safely perform the duties of the role.

District Commanders and Directors must be satisfied that there is no evidence of a lack of fitness for the role of Authorised Officer before warranting a Police employee as an Authorised Officer.

Fitness and health standards are described in the position description of each Authorised Officer role.

Authorised Officers' health and impact on fitness to competently exercise the limited powers relevant to their role, must be considered in the overall appraisal of their performance by supervisors so as to enable early identification of problems so that remedial action can be taken.

Where any grounds for doubt regarding health and fitness issues exist, the case must be referred to the HR Manager Wellness and Safety for review, before warranting a Police employee to become an Authorised Officer.

### Refresher training

Refresher training may be required, especially where Authorised Officer roles are required to have a current PITT qualification (refer to [PITT chapter](#)).

### Provision of uniform and equipment

Districts are responsible for ensuring that AOs have appropriate uniform and equipment to carry out their roles.

## **Creating new AO roles**

### **Approval to create new AO roles**

Approval is required to create new Authorised Officer positions to ensure relevant legislative, employment conditions, training and operational reporting requirements are met.

Contact district HR or Corporate [HR](#) for more information about creating a new AO role.

---