



## THURSDAY ISLAND STATION



## ORIENTATION PACKAGE

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## 1. AIM

The purpose of this package is to provide newly transferred members to Thursday Island Station with clear instructions as to Operational Procedures within the policing division.

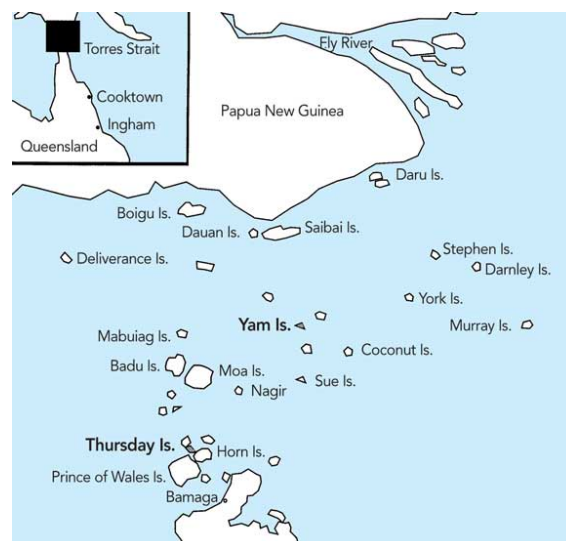
In accordance with Human Resource Policy 2015/06 (Standard: Induction & Orientation), this package includes information about the work group environment and the familiarisation of relevant divisional / work unit processes within the Thursday Island division.

All staff are directed to comply with the following instructions, which are to ensure that staff perform their respective roles in a professional manner in compliance with QPS policy, statutory and station requirements.

## 2. AREA OF RESPONSIBILITY

Thursday Island Station is part of the Torres Patrol Group (Far North District, Northern Region). Other stations within the Torres Patrol Group include Horn Island and Bamaga Station.

Thursday Island Station and reflectively Thursday Island Division is one of the most unique divisions in the state. T.I. Station covers and is responsible for the effective policing of not only Thursday Island community itself but all the islands off the tip of Cape York, with the exception of Horn Island. The boundary of the division goes to within approximately 3km off Papua New Guinea and is the only Police division that shares a direct international border.



The majority of these islands are uninhabited, with the inhabited islands consisting of various sized communities and are divided into the following local police geographical boundaries.

Prince of Wales and Hammond Island communities, generally referred to as the inner islands, are located in close proximity to one another and Thursday Island itself. Other Island groups are as follows:

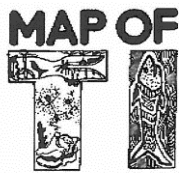
<u>Island Group</u>	<u>QPrime Org Unit Code</u>	<u>Island Communities including traditional names.</u>
Near Western	1265	Moa Island – St Pauls Village Moa Island – Kubin Village Mabuiag Island Badu Island
Top Western	1266	Saibai Island Dauan Island Boigu Island
Central	1267	Coconut (Poruma) Island Sue (Warraber) Island Yam (Iama) Island
Eastern	1268	Murray (Mer) Island Darnley (Erub) Island Stephen (Ugar) Island Yorke (Masig) Island

Each Island community is staffed by Torres Strait Island Police Liaison Officers (TSIPLO) and are normally our first point of call for any incidents occurring on the islands. A list of contact numbers for each TSIPLO office and officers is available at the station. Each Island community is visited regularly by officers from Thursday Island via Airwing Patrols and Torres Strait Policing Model (TSPM) fortnightly boat patrols in conjunction with the Thursday Island Water Police.

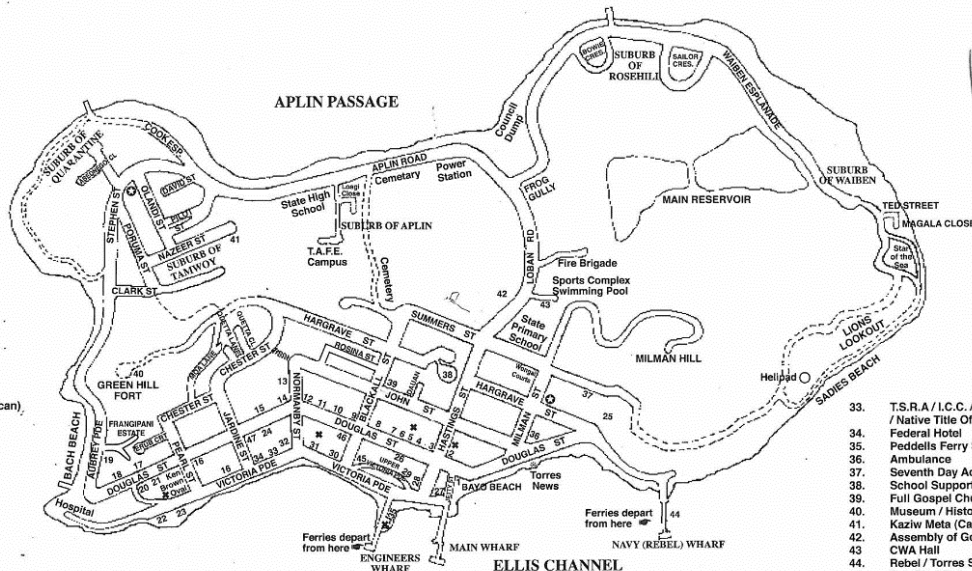
Thursday Island consists of approximately 3500 residents with a number of Federal and State Government agencies based on the Island.

**Thursday Island Station:**

QPrime Org Unit Code: 0151  
 Address: 160 Douglas Street, Thursday Island  
 Mailing Address: P.O. Box 190, Thursday Island QLD 4875  
 Phone: (07) 4069 1520



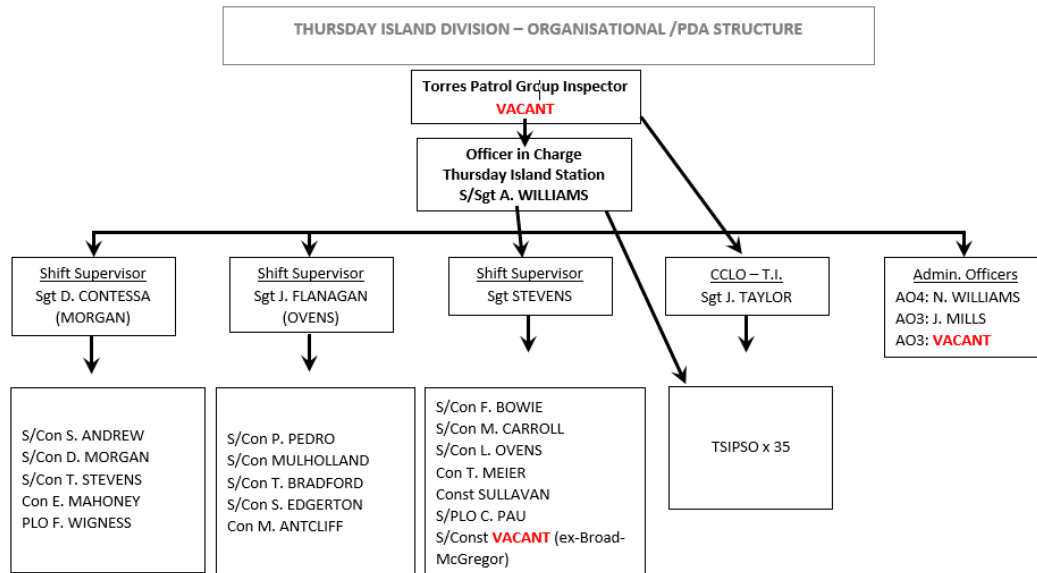
1. Post Office
2. National Australia Bank
3. Legal Services
4. Port Kennedy Community Hall
5. Council Chambers / Library
6. Health Centre
7. Newsagency
8. Chemist
9. Employment Services
10. Royal Hotel
11. Uniting Church
12. Torres Hotel
13. Sacred Heart Primary School
14. Roman Catholic Church
15. Quetta Memorial Church (Anglican)
16. Hostels - Jummula Dubbins and Canon Boggo Pitot
17. Dept. A&TSI Housing
18. Police Station
19. Women's Shelter
20. Court House
21. Child Care Centre
22. Bowls Club
23. Boat Club
24. IBIS Supermarket
25. Army / Navy Facility
26. Rainbow Motel
27. Customs House
28. Commonwealth Centre
29. Grand Hotel
30. Torres Strait Travel
31. Pearls Building
32. Jardine Motel



33. T.S.R.A / I.C.C. / D.A.T.S.I.P. / Native Title Offices
34. Federal Hotel
35. Peddells Ferry Service
36. Ambulance
37. Seventh Day Adventist
38. School Support Centre
39. Full Gospel Church
40. Museum / Historical Society
41. Kaziv Meta (Cathedral Colleg)
42. Assembly of God
43. CWA Hall
44. Rebel / Torres Strait Tours
45. Gab Titui Cultural Centre
46. TI Hardware
47. Thursday Island Motel
- Kindy / Preschools
- ✳ Public Toilets

### 3. General Administration

The following Organisational Chart relates to Thursday Island Station: (As at June 2021)



#### Torres Patrol Group Inspector

Inspector Nick O’BRIEN

TPG Mobile: 0436 435 733

#### Officer in Charge

Senior Sergeant Anthony MOYNIHAN

OIC Mobile: 0467 707 749

#### Officer in Charge C.I.B.

Vacant

OIC Mobile: 0428 102 765

#### Officer in Charge C.P.I.U.

Detective Sergeant Andrew Abraham

OIC Mobile: 0428 724 841

#### Officer in Charge Water Police

Sergeant Andrew HOWIE

Water Police Mobile: 0428 775162

#### Peer Support Officers

Senior Sergeant Anthony MOYNIHAN

Sergeant Jade TAYLOR

Sergeant Mark EATON (Horn Island)

Senior Constable Patricia PEDRO

PCSC Nate CARLTON

There are three administration officers attached to the Station and are responsible for the day to day running of the station and include Property and certain duties (Weapons Licensing etc.) at the front counter.

The current vessel attached to the Water Police at Thursday Island is the Q.P.V. Brett Handran. The vessel is used extensively in the outer island (TSPM) patrols and Search and Rescue (SAR) operations and each officer at the station will be expected to join these patrols at some stage of their tenure. Patrol lengths are generally 7 days in length. Joining instructions will be made available when selected to a patrol. A smaller 11.3m enclosed Rigid Hull Inflatable Boat (R.H.I.B.) 'QPV G.J. Olive' is also used in conjunction with the Water Police to attend the nearby islands.



QPV Handran Mobile: 0408 184 649

QPV Handran Satellite: 0011 870 773 202 064

A list of all contact numbers for each officer, including CIB, CPIU and Water Police within the station is available.

### 3.1 Parking

Parking is available at the rear of the station. If all parks are occupied, then alternative parking is available across the road from the station. A parking spot at the rear of the station is reserved for AO WILLIAMS.

### 3.2 Building Access

Access to the station is predominately by swipe access. A Swipe card will be allocated to all staff upon commencement of position. Please ensure that the swipe cards are keep in a secure location, and if lost/damaged please contact OIC immediately. When unattended overnight, the Station is to be secured and the alarm set. Please see current officers for current alarm code and activation/deactivation process.

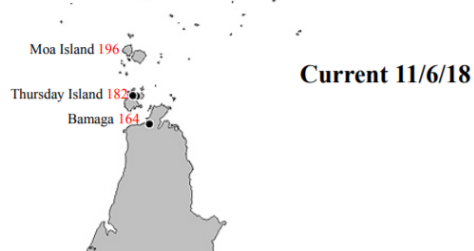


### 3.3 Police Communications

VKR Cairns is the nearest Police Communication Centre and is reachable by normal radio procedures. Each radio in the vehicle also contains an alert call to VKR and officers are to familiarise themselves with the use of each type of radio. Hand-held radios are available for use and officers are encouraged to utilise them but whilst they will be contactable to Thursday Island station, they may not be capable for direct contact with Cairns VKR depending on your location on the island.

Radio Channel: Thursday Island 182

### Far Northern District Radio Channels



### 3.4 Telephones – Divert / Undivert

Officers are to familiarise themselves with the use of the telephone system at the Station. When on-duty after business hours and departing with the station unoccupied, the telephone system is to be diverted to the officer's personal mobile phone. The following procedures are to be adopted to divert the phones:

- Divert: Press Line 2 and dial \* 2 1 Mobile Number # e.g. \* 2 1 0 4 0 7 1 2 3 4 5 6 #
- Undivert: Press Line 2 and dial # 2 1 #

Upon completion of the last shift of the day, on-call officers are to divert the telephone to Policelink.

- Divert: Press Line 2 and dial \* 2 1 131444\*
- Undivert: Press Line 2 and dial # 2 1 #

Officers are to ensure that the on-call log for Thursday Island Station (located within Cairns Patrol Group Sharepoint site) is updated prior to leaving the office.

<https://pcc.qldpol/oncall/Lists/Far%20North%20District%20OnCall/Current%20list.aspx>

Officers commencing the first shift at the station are to ensure that the after-hours divert is turned off.

### **3.5. Vehicles**

There are two marked vehicles assigned to Thursday Island Station. Vehicles are always to be signed out of their respective registers and signed back in with the current odometer and any relevant issues noted. Officers are to ensure that the vehicles are always left with an adequate supply of fuel for the next incoming shift and are not full of rubbish or protected police documentation or correspondence.

Fuel cards are kept in the glovebox of each vehicle. Please speak with a current officer at the station to obtain the current fuel card code. The preferred refuelling site is at the Caltex service station attached to the IBIS Store on Douglas Street. After-hours fuel can also be obtained using the pump & pay service machine at the same facility.

Thursday Island Police have an account at the Sea Hops Service Station that may be utilised during business hours if any difficulties with the cards arise.

An officer at the station will be assigned the Risk Management portfolio in relation to the vehicles. Any defects or problems including the use and depletion of first aid kits and/or OC spray decontamination kits should be noted in the register with further email to the OIC. Any damage to the vehicle must be reported promptly.

The CIB, CPIU and Water Police each have an unmarked car assigned to their units. These vehicles are only to be utilised with the express prior permission of the relevant OIC.

### **3.6 Notebooks**

Notebooks will be issued to each officer at the station. Please see the OIC and/or Shift Supervisor Sergeants to obtain any new notebooks. Any notebooks issued must be recorded in the Station Accoutrement Register under the officer's name and details.

Please maintain notebooks to a professional standard as they are classed as official documents and maybe tendered as evidence in some court proceedings. Notebooks will be inspected by the Shift Supervisor's on a regular basis to ensure QPS compliance.

At the completion of each book, if the notebook is not still required for any court proceedings, please hand the notebook into the OIC to enable the notebook to be archived. Upon leaving Thursday Island division, ALL notebooks are to be handed into the OIC.

### **3.7 Stationary**

All necessary equipment and stationary should be available at the station. Please see the Station AO for any specific equipment and/or stationary that may be required. Please be aware that all forms that need to be ordered from West End Supply Centre can take some time to arrive at Thursday Island, therefore if any forms are perceived to be low then promptly inform the AO or Shift Supervisors so that replacement forms can be obtained prior to running out.

### **3.8 ITAS / Occurrence Logs**

Each officer is responsible to ensure that they access ITAS on their rostered shifts to ensure that any required tasks are printed. At the conclusion of the shift, officers are to ensure that an Activity Log is completed to adequately reflect their duties during the shift. If unable to access ITAS and complete their logs at the end of shift due to operational reasons only, officers are to ensure that Activity Logs are completed promptly on their next available shift.

Officers are to ensure that a full hand-over is completed for the incoming crew highlighting any specific requirements that the incoming crew may need to address. For example, outstanding DV incidents, prisoners etc.

Lion Alcolmeters are to be downloaded on a daily basis by the senior officer of the night shift.

### **3.9 Firearms**

Each officer will be allocated a peg and lock in the firearm safe. Officers are to ensure that upon commencement of duty and completion of shift, appropriate safety measures are addressed. The firearm is to be kept locked and secured with a safety flag in the safe when not on-duty. The safe combination will be issued to each officer upon their commencement of duty at

Thursday Island. Please ensure to upkeep the security of the station and do not record this combination in any notebooks or other devices that may be lost. A Remington Rifle is issued to Thursday Island Station, only officers trained in its use are to utilise this weapon when required.

### **3.10 Accoutrements**

Officers must wear their supplied accoutrements when on duty. All accoutrements including firearms and notebooks are subject to regular inspections by the OIC and/or Shift Supervisors.

### **3.11 TASERS**

Operational TASERS are supplied for use by officers trained and currently qualified. TASER's are located in the gun safe. Each officer using the TASER must comply with safety considerations at the start and completion of duty.

TASER's are to be signed out using the register. Any spark tests conducted **must** be noted in the register. Any defects, including defective cartridges must be noted in the register and also brought to the attention of the Shift Supervisors to ensure that all action to rectify and repair the TASER is done promptly.

All officers are to ensure that when utilising any water borne vessel to attend the islands where the TASER is at risk of becoming wet (e.g. Water Police RHIB, Water Taxi etc.), that the TASER is protected and secured in a pelican case to avoid any saturation. Pelican cases are available at the Gun Safe.

### **3.12 Equipment**

Alcolmeters, Torches, Hand-Held Radios and digital recorders are stored in the station and available for use. The Station has on issue a handheld Lidar and officers trained in its use are encouraged to make use of the device. In relation to any piece of equipment that is lost or damaged please notify a shift supervisor immediately. Any device that requires re-charging or batteries replaced should be attended to at or prior to the completion of the shift.

Ballistic vests and plates are available for all operational members. Two additional vests and plates are also stored at the Airwing hanger for any emergent jobs on the islands or elsewhere.

**3.13 Rosters**

Thursday Island Station operates under a 28-day roster system in accordance with current EB conditions. Roster requests are to be emailed to OIC Thursday Island at the earliest opportunity. It should be noted, that all efforts will be made to accommodate such requests however all officers are subject to operational requirements and as such some requests may not be accommodated.

Officers at Thursday Island Station are subject but not limited to the following shifts:

<u>Day Shifts</u>	<u>Afternoon Shifts</u>	<u>Night Shifts</u>
0600 – 1400	1400 – 2200	1800 – 0200
0700 – 1500	1500 – 2300	2000 – 0400
0800 – 1600	1600 – 2400	2200 – 0600
1000 – 1800		
1200 – 2000		

Officers at Thursday Island Station will work regular night-work shifts in accordance with operational requirements.

Programmed days off (PDO) are accrued up to a maximum of 12 per year as per accordance with QPS certified agreements. PDO’s can be taken on their own or in conjunction with leave. To apply for accrued PDO’s, officers are to ensure that a QP396 ‘Application for Leave’ from Forms Select is completed and submitted to the OIC claiming the PDO’s to be taken.

Whilst the roster clerk will try and make sure that additional PDO’s accrued by officers over the 12 will be given, it is incumbent on each individual officer to manage their own PDOs. If you have accrued 12 PDOs there is no provision to accrue further PDOs which can result in persons losing their PDO entitlement for the next roster period.

**3.14 Recreational Leave / Isolation Leave**

Officers are encouraged to apply for recreational leave well in advance as due to the limited staff on the island, a set number of personnel (maximum 5) will only be granted leave at any given period to ensure that operational policing and capacity is maintained. This is inclusive of

members on long-term leave, training/courses or secondment/relieving external to Thursday Island Station.

Additionally, officers are to ensure that they manage their own leave plans to enable current QPS policy of being under the 342 hrs annual Rec Leave threshold.

Officers stationed at Thursday Island for 12 months or longer are entitled to an additional five (5) working days leave (non-cumulative) per year. Isolation leave can be taken either separately or in conjunction with recreation or long service leave provided they are taken within 12 months following the year of accrual. It is the responsibility of the individual officer to manage their own isolation leave.

### **3.15 Sick Leave**

Officers reporting sick are to ensure that at the earliest opportunity, staff at the station and/or the OIC are informed to allow appropriate notification on the ITAS system. Any officer receiving information of an officer that is unfit for duty is to ensure that an ITAS 'Unfit for Duty' notification is promptly completed and submitted. The OIC is to be promptly contacted if any sick leave will be in excess of 5 days.

Members taking sick leave are to ensure that a sick leave application through ESS is completed on their next shift back.

### **3.16 Concessional Flights**

Officers attached to Thursday Island Division for 12 months or more are eligible to concessional flights that equate to one (1) return flight to Brisbane and one (1) return flight to Cairns per year for themselves and immediate family members. Money can be taken in-lieu of flights if they are not able to be used within the next calendar year. If these flights are not utilised staff will lose the entitlement for that specific calendar year.

Concessional flights are only accrued after working 12 months in the area. E.g. commence duty in May 2017 – officers are only eligible for flights after May 2018. Again, it is the responsibility of each staff member to manage their own flight accrual. Concessional flights must be approved

by the Patrol Group Inspector. Early release of concessional flight entitlements may be considered by the Patrol Group Inspector on a case-by-case basis.

### **3.17 Rural Locality Incentive Payment Allowance.**

All sworn staff attached to the Thursday Island Division are entitled to the RLIP allowance each January. This payment is a yearly locality payment separate to your fortnightly locality allowance (\$2000 for 1<sup>st</sup> year, \$3000 for 2<sup>nd</sup> year and \$5000 for three years and after). These payments are also be paid on a pro-rata basis e.g. if you worked 50% of the year at Thursday Island, eligible for 50% of RLIP claim).

### **3.18 Travel Allowance Procedures**

Staff attached to Thursday Island station regularly are in receipt of travel allowance due to TSPM patrols or courses. Upon completion of each patrol / course staff are to complete the relevant travel allowance via the Fraedom process. Ensure access authorisation has been granted through the Torres Inspector. Approval is completed by the Torres Patrol Group Inspector. Please seek assistance from the shift supervisors if you are unsure of the procedure.

Website:

<https://identity.fraedom.com/login?signin=16625bbe975c7a421b5d349fc947ef82#/login>

### **3.19 Special Duties Procedures**

Staff attached to Thursday Island station will also regularly be asked to perform special duties. The majority of special duties performed on the island consist of mental health patient guards at the Thursday Island due to lack of a secure Mental Health Facility and also a Bank Cash Escort to and from Horn Island airport. Whenever Special Duties are performed the following procedures are to be adopted:

- When attending the Special Service particularly if you are the first or only officer conducting the service, ensure that the client has completed an Application for Special Services (Form Select – QP0023A).
- On completion of Special Duties please ensure that the special duty timings are added to the overtime/on call register attached to TEAMS.
- When you complete your overtime claim on ESS please ensure that all special services hours are marked as Specials and not overtime.

### 3.20 Housing

The Queensland Police Service own or lease a number of accommodation facilities on both Thursday and Horn Island. All accommodation is subject to the QPS Residential Housing Policy. Accommodation is limited and staff will generally be consulted, and accommodation approved prior to arrival at Thursday Island.

All accommodation is controlled and approved by the Patrol Group Inspector. Any reasons for a change of accommodation must be by way of an internal report through chain of command for consideration by the Patrol Group Inspector.

The station has an attached barracks and some other housing are also classified as barracks. Officers living in barracks are exempt from paying QPS associated property fees with electricity and gas covered by the QPS. Officers residing in non-designated barracks accommodation are wholly responsible for electricity and gas.

## 4. Core Duties and Requirements

### 4.1 Arrest / NTA Proceedings / Traffic

When a decision is made to institute proceedings against a person for an offence, officers are to comply with service policy in regard to that arrest or notice to appear. For offences on Thursday Island and the nearby Islands (Hammond, POW, Horn), offenders should be brought before the Thursday Island Magistrates Court. Thursday Island Magistrates Court generally sits once a month for three days. **Fresh charges are generally set for the second day of the session** with the first and third days allocated for children's court, DV Court, mentions and hearings.

The outer islands also have set court sessions. Depending on the individual circumstances, officers have the option to place offenders before these courts. A Thursday Island / Bamaga / Torres Court Circuit list is available and dictates that current set dates for each court session.

The following outer islands have court sessions:

Moa Island (Kubin)

Murray (Mer) Island

Yam (Iama) Island



Moa Island (St Pauls)	Darnley (Erub) Island	Mabuiag Island
Yorke (Masig) Island	Saibai Island	Boigu Island
Badu Island	Warraber (Sue) Island	

All offences occurring in the Thursday Island Division are under the jurisdiction of the Thursday Island Magistrates Court.

With regard to supporting QPS strategic direction namely making the community safer and decreasing road trauma, officers are encouraged to actively partake in proactive traffic related patrols. An infringement notice book will be issued to each officer. Upon tickets being issued, the pink and green copies are to be placed in the Administration Officer's tray for processing. Please ensure that you keep and carry updated infringement codes.

#### 4.2 QP9's & Associated Paperwork

As per service policy, QP9's for each proceeding should be completed as soon as practicable and prior to the defendant's initial appearance and in any case prior to the end of the arresting officer's next three subsequent shifts. QP9's should be forwarded to the Shift Supervisor / Brief Checker for review and any urgent re-work attended to promptly.

Court documents (Green NTA, Bench Charge Sheets, Bail Undertakings etc.) are to be placed in the court tray. Material from this tray should be conveyed to the Thursday Island Magistrates Court on daily basis.

Aboriginal or Torres Strait Islander offenders are represented by ATSILS (Aboriginal and Torres Islander Legal Services) and the defence copy is to be emailed directly to ATSILS. No hardcopy is submitted for defence. A note is to be made on the pros cover sheet stating the date that the QP9 was emailed.

[thursdayislandoffice@atsils.org.au](mailto:thursdayislandoffice@atsils.org.au)

Prosecution copies with all required attachments are placed in the Pros Tray.

#### 4.3 Watchhouse

Thursday Island has a Watchhouse Facility attached to the station. The facility comprises both male and female cells, padded cell and exercise yards. There are no designated watchhouse staff and it is the arresting officer's responsibility to follow all custody procedures. All officers should familiarise themselves with watchhouse custody procedures and all service policy in relation to custody issues must be strictly adhered to. Thursday Island Station have a Watchhouse Instruction as part of this orientation, please ensure you have read it.

For all arrests or DV Detentions, offenders must be placed in the Thursday Island Watchhouse. Officers are to complete a full custody report on QPrime for each offender placed in the Watchhouse. For any juveniles arrested and placed in the watchhouse, the OIC CPIU and Crisis Care must be notified.

The watchhouse has full CCTV capability. Officers are to familiarise themselves with the CCTV control monitor that allows cells covered by CCTV to be changed to the appropriate cell in use. Officers are reminded that despite having CCTV capability, physical checks are to be conducted at a minimum of 1 hour unless more frequent checks are needed due to an established health care plan.

A CCTV register must be completed when downloading footage from the system. OIC Approval must be provided.

#### **4.4 IDP / DNA**

Officers commencing proceedings against offenders are to, when an authority exists to take such particulars, ensure that identifying particulars and DNA if applicable are taken from each offender. DNA kits are available in the station or watchhouse.

A portable Livescan device is attached to Thursday Island Water Police but is shared with the Thursday Island division. The device is generally located in the Watchhouse but is taken and used on the Water Police vessel every other week whilst it is on patrol. On the occasion where the device is away from Thursday Island, officers are to use the wet print method to capture offender's prints. As per OPM requirements, two sets of fingerprint forms should be used and submitted to the OIC.

A Station camera is available for capturing photographs and officers are to ensure that the photograph is down-loaded and entered onto the relevant QPrime ident-fingerprint report promptly.

#### **4.5 Interviews**

The station has a designated interview room with discs available. When discs are running short, officers are to promptly advise the administration staff to enable stocks to be replenished. Interviews are to be conducted in accordance with the QPS Digital Electronic Recording of Interviews and Evidence (DERIE) Manual. Original discs are to be lodged and recorded on Qprime under a relevant 'interview report' and placed in the drop safe for forwarding to the Central Exhibit facility.

In relation to any damaged or malfunctioning equipment, please ensure that the OIC and/or shift supervisors are informed.

#### **4.6 Tasks**

Members will be assigned regular Case Officer Tasks including but not limited to investigations, warrants and other enquires. QPrime Case Officer Task delegation will be decided by the OIC and/or Shift Supervisors. Officers are to ensure prompt action to each assigned task. While all Case Officer Tasks will be overviewed, it is the officer's individual responsibility for management of these files. Upon completion of a task, task is to be submitted for checking by the supervisor which will either be approved or submitted back for re-work. If further work is required to be conducted in another policing area, officers are to forward the task to the supervisors requesting such, who will then forward the task to the relevant area for further attention.

#### **4.7 Exhibits**

All exhibits are to be treated in accordance with service policy. Exhibits are to be packaged appropriately with Field Property Receipt attached and lodged on Qprime. A drop safe is located at the station for all exhibits or they can be handed to the property officer when available.

It is the responsibility of the arresting officer to ensure that in relation to all exhibits, continuity is maintained, exhibits lodged and all required analysis and photographic requests are made.

Members are responsible for all exhibits and must follow legislative and policy guidelines to ensure prompt disposal.

#### 4.8 Intelligence Support

Thursday Island station has a designated Intelligence Officer that supports all sections in the division. The Intelligence Officer is located within the CIB/CPIU offices and staff are encouraged to seek their support when required.

#### 4.9 Full Briefs of Evidence

Full Briefs of Evidence should be completed and forwarded through to a brief checker well prior to any submission dates. Thursday Island Station currently has a designated Prosecutor who can assist officers with advice in preparation of their briefs, alternatively the brief-checkers and Cairns Brief Manager are also available for advice.

#### 4.10 Airwing / Island Patrols

Officers will be tasked to attend outer islands to perform investigations and attend to other tasks on the islands on a regular basis either via an airwing patrol or vessel patrol. Officers are to comply with the following procedures when attending islands:

- Prior to attending the island, review the Island Folder and designated QPrime occurrences. Compile together all relevant investigation files.
- Each Island group has a specific hard copy folder and a Qprime Code. QPrime Occurrences for islands can be located under their specific Qprime codes.
 

Near Western: 1265	Top Western: 1266
Central: 1267	Eastern: 1268
- Ensure that the appropriate equipment and stationary is taken out to facilitate all investigations required.
- Contact the relevant TSIPO prior to attending the island to check that they are available to assist you with all enquires.
- Attend to the investigations on the island.

- If time permits, officers attending the Islands are to ensure that they meet with relevant Community Stakeholders to address any potential issues. Stakeholders are to include but are not limited to the Local Council members, Qld Health Clinic staff and Schools.
- At completion of the shift, complete the 'Island Visit Spreadsheet' attached to Occurrence QP1701113273 reflecting duties performed.

#### 4.11 Receipt of Island Jobs

Officers whilst at Thursday Island will regularly receive calls from either residents or TSIPLD staff on the outer island communities in relation to incidents occurring on the islands. Officers are to familiarise themselves with the Station Instructions: 'Outer Island Personal Safety' that details steps to take when officers are contacted in regards to urgent jobs on the islands where a person's personal safety is threatened. They are to ensure:

- Upon receipt of initial report obtain as much information as possible concerning the incident.
- Contact and advise OIC / Shift Supervisor and follow any instructions.
- Contact TSIPLD staff on the island and arrange for them to attend incident location and ascertain the safety of individuals concerns. NOTE: Prior to sending the TSIPLD, ensure advice is provided to the TSIPLD regarding 'Consider Options – Practice Safety' (COPS). **If there is any chance of the TSIPLD safety being endangered, then inform the TSIPLD to tactically withdraw and await arrival of Police.**
- If the TSIPLD are able to resolve the situation peacefully and the person endangered is able to be transported or conveyed to place of safety then a negotiated response can be organised.
- Refer to above instructions regarding any urgent travel to the Island by Police.

Officers will also be regularly contacted and/or detailed routine non-urgent job occurrences on the islands. Jobs will be received either directly from an informant or by way of a TSIPLD Incident Report that is emailed through to the station. The following procedures are to be adopted in regard to these jobs.

- Upon receipt of initial report obtain as much information as possible concerning the incident to allow the creation of a QPrime occurrence.

- Identify all known complainants, witnesses and suspects in relation to the matter.
- Contact relevant TSIPLO on the island to locate complainant's and/or witnesses and have the main complainant brought into the TSIPLO office and take a statement via telephone of their knowledge of the incident. Email a copy of the statement to the TSIPLO to obtain signatures for the statement.
- Ensure that in relation to the more serious incidents (e.g. Assaults, Breach DV etc.) that the personal safety as described above are adhered to. Contact and advise OIC and/or shift supervisors to enable a rapid negotiated response to the incident (e.g. Water Police or Airwing Patrols Bookings).
- For non-urgent matters, attach a Qprime Report and Statement copies to an 'Outer Island Enquiry Report' and file the report in the appropriate tray for checking by the supervisor. Ensure that the Qprime Officer's Report or a Supplementary report is completed requesting that the file be forwarded to the relevant Island Cluster geographical group (e.g. Near Western – 1265) for further investigation. If tasked with an Occurrence that requires further attention on the island submit task to supervisor requesting such.
- Any officer wishing to retain the file for their own investigation are to advise the OIC / Shift Supervisors so that they can be rostered on an appropriate airwing or TSPM patrol.

#### **4.12 Domestic Violence Correspondence**

In light of current strategic directions of the QPS, all Domestic Violence related incidents are to be treated urgently and promptly. Officers are to comply with all service policy in regard to reports of alleged Domestic Violence.

All paperwork in relation to DV Applications are to be completed and original document placed in the Court tray forthwith and prior to the scheduled court date with a copy for the Prosecutor.

All affidavits and statements of service of required documents are to be completed promptly, scanned and attached to the occurrence. All original signed documents with attached Exhibit "Copy of Document" served are to be placed in the court tray for delivery to Thursday Island court.

In relation to service of documents on the outer islands, the following procedure can be adopted:

- Make contact with relevant TSIPLO on the island and have them locate and bring in the respondent to their office.
- Email scanned copy of service document to the TSIPLO.
- Have the TSIPLO identify the respondent to you over the phone and how they know the respondent.
- Fully explain the document to the respondent and have the TSIPLO hand a copy of the document to the respondent.
- Complete a **Form DV25** – Affidavit of Service detailing the above procedure and have the affidavit signed. Complete the relevant Qprime entry as ‘Substituted Service’ and update and/or expiry any Flags or Cautions. Scan and attach copy of Affidavit to occurrence and place completed affidavit with copy of ‘Exhibit Served’ in the court tray.

#### **4.13 Overtime**

Overtime approval is by the OIC / Shift Supervisor and unless in extenuating circumstances, should be approved prior to being worked.

All overtime relating to outer island and calls for service / taskings should be claimed against TSPM cost centre, 1120114. For all TSPM overtime, the OIC must be advised beforehand.

Any overtime worked is to be added to the Overtime Register located in TEAMS. All overtime claims are to be completed correctly and forwarded to the OIC for checking via the ESS online claim system by the Monday immediately after the end of fortnight.

### **5. Miscellaneous**

#### **5.1 Cultural Awareness Package**

Officers commencing duties at Thursday Island are expected to complete a cultural awareness package. Officers will be supplied with a copy of a locally produced awareness package that highlights cultural issues endemic to the Torres Strait Islands and their respective communities. Officers are also encouraged to complete relevant CAP book related cultural awareness material prior to or immediately after commencing duties.

- QCI004: Diversity in Australian Society: Race Relations.
- QCI005: Aboriginal and Torres Strait Islander Peoples: Government and the Law.

- QCI007: Aboriginal and Torres Strait Islander Peoples: Social Learnings.

## 5.2 Uniform

Torres Patrol Group have been granted authorisation of a 'Special Use' Uniform Policy.

An Indigenous Artwork uniform polo has been made available to wear during NAIDOC Week and any other important community events such as Mabo Day and National Sorry Day. It is also approved to be worn on Friday's as well as at the discretion of the Torres Patrol inspector.

Further information can be found at the link below:

<https://qpsnet.qldpol/specialist/ccc/ceg/cpe/cultural/stars/Pages/Look-to-the-stars-Polo-Shirts.aspx>

## 5.3 Ferry Usage

It is requested that officer travelling for work related matters utilise McDonalds Ferry Service.

Officers are advised to sign the register located on board the ferry with details of date / time / reason for travel. Travel is covered by the Station Budget.

Travel via Rebel ferry is authorised however not the preferred provider.

A further entitlement has been granted in relation to private use of the ferry commencing June 2019. Officers and their families are entitled to one return trip per week (Mon-Sun) including travel to airport. Officers are to ensure member/ family name are entered as well as the reason - "Weekly Travel".

This entitlement is in addition to the concessional arrangement.

## 5.4 Social Clubs – 278 Bar & Station Social Club

An active social club exists for officers stationed on Thursday Island. Membership benefits not only include cheaper prices at the 278 Bar and use of the gym but also include exclusive and personal use of the 'fastie boat' for fishing or exploration activities around the islands. Current membership prices for the 278 Bar are a one-off \$300 for individual officers and \$500 for officer couples. Payment is via below account:

- Name: Police Fast Boat Account
- Number: 049770241
- BSB: 084 951 – NAB



The 278 Bar is a licensed premise, as such, a station instruction 01/2020 has been completed. Please familiarise yourself with this document. A copy is located within the 278 / Social Club folder within the Thursday Island Station file server.

There also exists a Station Social Club that is \$10 per pay and includes tea and coffee supplies located in the meal room. Coffee includes not only instant but pod varieties as well, payment also secures entry to the Christmas Function at the end of the year (Non-members can be expected to pay \$60-\$100 to attend this function). Other benefits include an end of tour gift presentation and send-off. Payment for this social club is enabled through an ESS debit to the following account:

- Name: TI Police Water Sports Club
- Number: 695415455
- BSB: 084 951 – NAB

Package Prepared February 2016

Updated:

Date	Officer	Updated Information
10/02/2016	Sgt VOJVODIC 9935	Package Created.
20/07/2018	A/S/Sgt VOJVODIC 9935	Modified.
10/06/2019	Sgt K. PLACE	Modified.
24/02/2020	Sgt K. PLACE	Modified.
04/02/2021	A/S/Sgt EATON 4012770	Modified.
14/06/2021	S/Sgt Allison Williams	Updated.
14/09/2021	Sgt C.STEVENS 4032556	Updated

**Orientation Checklist**

**Staff:**

- Introduction (All Staff & Sections)
- Member Role and Responsibilities
- Identify PSO / SHRO / HSO / WPHSO
- Union Representative
- QPS Drug and Alcohol Policies / Testing
- Smoking Policy

**Station:**

- Tour Establishment / Meal Room / Showers etc
- Allocate Work Area / Station
- Allocate Locker & Keys
- Allocate Pigeon Hole
- Allocate Gun Safe Combination, Peg & Lock.
- Station Security (Pin Codes / Alarm Procedures)
- Telephone Divert / Undivert Instructions
- On Call Register
- Instruct ITAS Occurrences Loge per Shift
- Fire Evacuation Procedures
- Station & Divisional Organisational Chart
- Allocate PDA Supervisor
- Allocate RBM Area (If Applicable)
- Instruct Radio Operations (Local, Marine)
- Forms / Stores Location
- Equipment (Hand Held Radio etc.) Locations
- Taser Location / Taser Register Procedures
- Current TSPILO / Staff Contact Lists
- Mail Procedures
- Document Disposal
- Photocopier / Scanning Procedures

**Job Responses:**

- Location of Station Instructions
- Procedures for Outer Island Urgent Jobs
- Procedures for Outer Island Routine Jobs
- Search and Rescue Procedures
- Org Unit Codes Thursday Island / Outer Islands

**Court Briefs / Interviews**

- Instruct QP9 Checklist and Submission Procedures
- Instruct QP9 / ATSILS Procedures
- Instruct Local ATSILS Representatives Contact No's and procedures
- Instruct Court Jurisdiction / Court Corro Tray
- Instruct EROI CD/DVD Lodgement

**Custody:**

- Instruct Watchhouse Procedures
- Instruct Physical Checks / Custody Register
- Instruct CCTV Monitor Control Systems
- Instruct Livescan Device / Wet Print Procedures
- Instruct Prisoner Meal Procedures
- Instruct Prisoner Property Procedures

**Traffic:**

- Allocate TIN Book
- Instruct Distribution of Tickets
- Instruct / Identify BAS Location & Procedures
- Instruct Blood Protocols for UIL Suspects

**Vehicles:**

- Instruct Mileage / Equipment Registers
- Caltex Fuel Cards PIN Code
- Alternative Fuel Arrangements
- Ballistic Vest Locations
- First Aid Kit / OC Spray Decontamination Kits

**Property:**

- Show Property Points / Procedures
- Instruct Drug / Firearms Security

**Coronial Matters:**

- Show Relevant Forms / Kit Locations
- Instruct Local Morgue Protocols

**Accoutrement & OST:**

- Allocate Notebook: No: \_\_\_\_\_
- Allocate OC Spray: No: \_\_\_\_\_
- Record all Accoutrements in Inspection Register
- Firearm: \_\_\_\_\_
- Handcuffs: \_\_\_\_\_
- Baton: \_\_\_\_\_
- Determine OST Training Requirements
- Determine Any Outstanding Mandatory Training

**Welfare / Leave:**

- Allocate Housing / Keys etc.
- Security Fob Key Issued: \_\_\_\_\_
- Obtain Emergency Contact and NOK details and ensure ESS updated.
- Update Staff contact list with current mobile number
- Instruct Sick Leave Advice
- Instruct Roster Request Book
- Verify Current Leave Balance
- Obtain Proposed / Alternative Leave Dates
- Instruct Leave / PDO Application Procedures
- Social Club Memberships
- Private Parking
- Private Ferry Usage

New Member:	
Signature	
Supervisor:	
Signature:	
Date:	