

Annexure E - (SCANLON Statement)

OFFICIAL
IN-CONFIDENCE

PROFESSIONAL DEVELOPMENT STRATEGY DOCUMENT: (INSERT RANK & NAME)

To: NAME
RANK
LOCATION

Please refer to the attached Information Sheet which forms part of this Professional Development Strategy Document.

I am advised a complaint has been received alleging that you:

At this time no final determination has been made regarding the complaint. However, until the complaint process is finalised, a number of strategies will be put in place to mitigate the risk raised by the complaint, reduce the risk of the recurrence of alleged similar conduct and to protect the reputation of the Service .

Accordingly, pursuant to sections 3.2(1) and 4.9 of the *Police Service Administration Act 1990* and the authority delegated to me as the (), **I direct you to:**

Further, **I direct** you to undertake the following developmental activities by :

Upon completion of the above stated developmental activities, you are to immediately provide written confirmation to your officer in charge, together with a transcript from the Ignite system.

You are reminded of your obligation to act appropriately at all times in compliance with the QPS Standard of Professional Practice. Failure to comply with the directions set out in this PDSD may make you liable to disciplinary action.

A copy of this PDSD may be provided to any officer who might be expected to supervise you. If you are unable to comply with any aspect of this PDSD you are to immediately report this to your supervisor. The directions contained in this PDSD will remain in force until it is revoked.

Dated and signed at (INSERT LOCATION) this (INSERT DATE)

(INSERT NAME)

Superintendent

I acknowledge receipt of and understand the requirements of this **Professional Development Strategy Document** and the accompanying **Information Sheet**.

(INSERT NAME)

(Rank)

PROFESSIONAL DEVELOPMENT STRATEGY DOCUMENT: (INSERT RANK & NAME)

Information for an officer subject to a Professional Development Strategy Document (PDS)

1. You have been nominated as a Subject Officer (SO) in relation to a complaint. **No final determination about the accuracy of the complaint has been made at this time** and an investigation will occur to establish whether sufficient evidence exists to support the allegation/s or not. Legislation and Service Policy require an investigation of the complaint to be conducted.
2. While no final determination has been made about the complaint received, the Service seeks to provide a safe and healthy working environment for all employees and mitigate the risks to the QPS and the community. The strategies employed in a PDS are intended to balance the QPS obligations to investigate the complaint, provide a safe and healthy working environment and enable you to remain engaged and in the workplace.
3. A PDS may be issued by a senior officer within the Region, Command or Division in which you are performing duty. Your Region, Command or Division will maintain responsibility to assist in the management and support of you, including continuous assessment, until resolution of the complaint occurs. Any material change in circumstances, including the passage of time, should result in reconsideration of your PDS. The Professional Practice Manager within your Region, Command or Division will administer such actions on behalf of Assistant Commissioners and Executive Directors.
4. A PDS is a direction from a senior officer made under the *Police Service Administration Act 1990* and Service Policy. As such you must comply with your issued PDS. See section 6 'Orders and Instructions' of the Standard of Professional Practice for further information.
5. The Service seeks via this PDS to provide you with further training or skills development. Such training, skills development or other strategies may be of assistance to you in the future, regardless of whether the current complaint is later substantiated or not. Even if no improper conduct is proven against you, the training and development can enhance your skills and may assist in reducing the recurrence of complaints in the future.
6. If you believe there are any training or development needs that may assist you, we ask you to immediately bring this to the attention of your Officer in Charge. The Service can consider incorporating your suggestions into this PDS.
7. If an investigation finds there is substance to the complaint, **this PDS will be considered in determining if disciplinary action is warranted** and if disciplinary action is warranted, what disciplinary sanction (if any) should be imposed.
8. The Service encourages you to engage positively in this process as it can be of great benefit to you and the Service, regardless of the complaint outcome.
9. If this PDS seems unclear or you have a difficulty in complying with any aspect of this PDS, you should immediately contact the issuing officer or your officer in charge. The QPS Grievances Policy, is available if the matter cannot be resolved. We also encourage you to consider contacting a relevant union representative or to seek the assistance of Employee Wellbeing Resources available at:

<https://qpsnet.qldpol/spp/etc/sr/sw/ew/member/Pages/default.aspx>

www.ourpeplematter.com.au

