

SCOPE | Candidate Workbook

Surroundings | Conditions | Organisation | Prospects | Effects

Full name

Station

Safety Induction Briefing Police Officer

District

Shift 1 Police Officer

Shift 1 Police Officer QID¹

Shift 2 Police Officer

Shift 2 Police Officer QID

Shift 3 Police Officer

Shift 3 Police Officer QID

Shift 4 Police Officer

Shift 4 Police Officer QID

Task	Date	Task Responsibility
SCOPE Agreement form signed		Candidate & Police Officer
Safety induction briefing completed		Candidate & Police Officer
Candidate workbook completed and to be sent to your selection specialist		Candidate & Police Officer

¹ A Police Officer QID is a 6 character unique query identifier that is issued to every Police officer and Police employee. Ask your Police Officer for their QID at the beginning of your shift.

INTRODUCTION

Welcome to New Zealand Police's realistic job preview "SCOPE".

The purpose of SCOPE is to ensure that you gain a complete picture of working as a police officer. Rather than watching a DVD about NZ Police, you will be on the frontline experiencing the challenges and rewards of working as a police officer for yourself.

The title SCOPE was chosen because it is a useful acronym. It encompasses the following:

- The **S**urroundings in which you will be working. This refers to the physical environment, and includes being aware of factors such as safety, wellbeing and confidentiality
- Describes the work **C**onditions of a police officer, while exploring the responsibilities and challenges of the role.
- Examines the **O**rganisation that is police. In particular, how the organisation is structured, what makes it a unique employer, and external factors that can influence police operations
- **P**rospects that come with working as a police officer. How police officers advance their career, get promoted and rewarded
- Provides insight into the **E**ffects of working as a police officer. Highlights the impact police work can have on family and friends.

This workbook provides you with instructions, guidance and exercises to be completed during SCOPE. Please read the instructions carefully and ensure you understand the requirements of accompanying police officers on the front line.

RETURN INSTRUCTIONS

Return this workbook to your Selection Specialist within 1 week from the date you completed your final shift of SCOPE.

We trust that you will enjoy SCOPE and we look forward to hearing about your experiences.

Ngā mihi

NZ Police Constabulary Recruitment

INSTRUCTIONS

OBJECTIVES

SCOPE gives you the opportunity to experience many elements of police work in the real world. A career with NZ Police is both challenging and demanding, but also highly rewarding. Use SCOPE to consider whether police is the right career choice for you.

EXERCISES

The exercises in this workbook require you to get information on topics that relate to a career with NZ Police. Ask questions, record your experiences, make observations and then reflect upon them. All exercises must be completed.

The exercises are divided into the following sections:

Diary

Ask questions of the police officer(s) you have been placed with to gather information. The workbook is structured in a manner so that you can get a realistic picture of the work SURROUNDINGS, CONDITIONS, the ORGANISATION, the PROSPECTS within NZ Police, and the EFFECTS of working as a police officer.

Diary of Duty

Like the notebook police officers use to record information during their duties, this exercise requires that you record your experiences chronologically during the course of SCOPE. Record the duties you undertake and details and observations of jobs that you attend. You can also take additional notepaper/notebook to record your experiences.

Self-Evaluation Form

The self-evaluation form presents an opportunity for you to reflect on your experiences of SCOPE as a realistic job preview. The questions are designed to get your thoughts and reactions to the responsibilities of frontline police work. Think critically about whether the role meets your expectations and whether you feel a career with NZ Police is right for you.

ACTING AS AN OBSERVER

On SCOPE, your role is that of an observer. You are accompanying police officers to learn about a career with police. You must remain an observer unless otherwise instructed.

However, there could be situations or circumstances where you may be required to assist an officer. If this occurs, please be mindful that you have no legal powers to undertake investigative or enforcement activities. The public may assume you are a member of NZ Police, so please ensure that you act professionally in all situations.

If you feel threatened or unsafe at any stage, please communicate this immediately to the accompanying police officer.

INTERACTION WITH POLICE OFFICERS

It can sometimes be intimidating to interact with police officers when they are undertaking their duties. However, NZ Police urges you to make the most of the experience and openly discuss what you observe during your SCOPE. Police officers understand the purpose of SCOPE and will be happy to answer questions and provide advice. However, take care to ask questions at the appropriate time during the course of the shifts.

INSTRUCTIONS

CONDUCT AND BEHAVIOUR

As you will be accompanying police officers, you should behave in a manner expected of police officers.

Follow all reasonable and lawful instructions given to you by police officers, and interact with the public in a way that demonstrates NZ Police's organisational values:

PROFESSIONALISM

Look the Part, Be the Part

We take pride in representing the police and making a difference in the communities we serve.

Looking and behaving professionally, combined with our expertise, is core to helping our colleagues and communities feel safe and be safe.

RESPECT

Treat others as they would want to be treated

We treat everyone with dignity, uphold their individual rights and honour their freedoms.

Being respectful of each other and the communities we work with builds trust and confidence in our organisation.

INTEGRITY

Actions say it all

We are honest and uphold excellent ethical standards.

Our integrity as individuals and as an organisation is critical to building the trust and confidence of our colleagues and the communities we serve.

COMMITMENT TO MAORI AND THE TREATY

Stand together

We act in good faith, and respect, the principles of Te Tiriti o Waitangi – partnership, protection and participation.

Working with Maori is essential to our success, only together can we build the support and relationships vital to reversing the over-representation of Maori in the criminal justice system.

EMPATHY

Walk in their shoes

We seek understanding of and consider the experience and perspective of those we serve. We get better results when we appreciate situations from the point of view of the people we serve and work alongside.

VALUING DIVERSITY

Many views, one purpose

We recognise the value different perspectives and experiences bring to making us better at what we do.

Reflecting the communities we serve and appreciating different thinking will lead to better problem solving and results.

Any inappropriate behaviour will be investigated by your selection specialist. If such behaviour is deemed to be unacceptable or brings NZ Police into disrepute, your application to join the NZ Police could be declined.

CONFIDENTIALITY

As you are accompanying police officers, you may be privy to sensitive and/or confidential information relating to a person, location, vehicle etc.

You must act with integrity when managing sensitive and or confidential information. Any disclosure of such information could compromise someone's safety or negatively impact on a police investigation.

DIARY | CONDITIONS

You have signed the “SCOPE: Agreement Form” in which you agree to maintain the confidentiality of any information obtained during SCOPE. You have also agreed to participate in a safety induction briefing.

SAFETY INDUCTION BRIEFING

The police officer will check off the following induction activities as you complete them and date the appropriate box on the front of this workbook.

Police officer has given the candidate a tour of the station and shown

Meal room ☐

First aid facilities ☐

Toilets ☐

Cell blocks ☐

Candidate has been informed of:

Police health and safety policies ☐

Procedures to report hazards and accidents ☐

Hazards on site ☐

Candidate has been advised of:

Emergency & evacuation procedures ☐

Emergency radio procedures ☐

Duties that will be undertaken during the shift ☐

The shift start and end time ☐

Police officer has issued the candidate with:

Torch ☐

High visibility vest ☐

What behaviours did you observe police officers demonstrating to keep themselves and others safe?

What did you observe police officers doing to protect the confidentiality of information (for example turning their radio down when dealing with sensitive communication etc.)?

DIARY | CONDITIONS

Describe the common duties undertaken by police officers during their first two years of service

How would you describe the make-up of the local community (demographics, crime rate, ratio of police to community etc.)?

Outline the expectations that are placed on police officers by the local community

What behaviours do police officers expect from each other?

Summarise some of the challenges faced by police officers when they first start working in a front line capacity

DIARY | CONDITIONS

What elements of the police work you experienced would you find the most fulfilling?

Why are interpersonal and communication skills important for a police officer?

Outline the most important skills you think police officers need to have

What demands are placed on police officers when it comes to completing "paper work"? How is this aspect of the role managed especially in regards to the use of technology?

DIARY | ORGANISATION

Outline the district command structure from a front line constable through to the district commander

Who is the Commissioner of Police and what are the responsibilities of the role?

Describe the type of work that the following staff perform:

1. Public Safety, 2. Authorised Officers, 3. Community Constable,
4. Station Support, 5. File Management Centre

Please provide the long form for each of the following abbreviations used to identify services within police:

1. CIB, 2. DCC, 3. AOS, 4. TAG, 5. MPES, 6. SOCO, 7. SAR, 8. NPT, 9. WFM, 10. FMC

How does the Policing Act 2008 impact police?

DIARY | ORGANISATION

Name some of the other pieces of legislation that dictate police's responsibilities

Name some of the government agencies that police partner with?

What is the Independent Police Conduct Authority (IPCA) and what responsibilities do they have in relation to police?

Police's motto is "Safer Communities Together". Describe what this means for staff working on the frontline?

Upon completion of training at the Royal New Zealand Police College, who are the people that police officers can look to for support, coaching and mentoring when first posted?

DIARY | PROSPECTS

What opportunities exist in police for staff to be recognised and rewarded for service excellence, bravery, or dedication?

Name some of the specialist groups that police officers can work in alongside their frontline duties?

Name some of the specialist groups that police officers can transfer to as an alternate to their frontline duties?

Describe how undertaking tertiary education and further training influence career advancement and promotion

Document the career opportunities and prospects of two police officers you worked with. Were there any influences that assisted them in making these career decisions?

DIARY | EFFECTS

What effect does working for police have on a police officer's spouse/partner, whānau, and friends?

How do you expect that friends and whānau will have to support you when undertaking a career as a police officer?

Police work can be very stressful due to a number of factors such as shift work, dealing with violence and suffering, working in highly regulated environments etc. How does this affect a police officer's physical and mental wellbeing? What are some coping mechanisms for managing these effects?

What standards do police officers have placed on them regarding their own conduct when not on duty?

What support and organisational processes are available to assist a police officer with managing their own wellbeing?

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DIARY OF DUTY

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SELF EVALUATION

The purpose of this section is for you to reflect on your SCOPE experiences in a structured manner. The information you provide on the below form is not an assessment, but gives you the opportunity to think critically about whether a career with NZ Police is right for you.

Upon completion and submission of the workbook, your selection specialist will contact you to discuss your evaluation. We encourage you to be open about your SCOPE experience and to discuss any issues that you may have concerns with.

Describe the key things you learnt from your SCOPE experience

A large part of police work involves managing conflict on a daily basis. After completing SCOPE, how do you feel about this aspect of the job?

Correspondence and administration (also known as “paper-work”) are an often over looked component of police work. What did you learn about how you would manage this aspect of police work?

From what you observed while on SCOPE, how will NZ Police fulfil your current and future career needs?

SELF EVALUATION

After spending some time with police officers on the frontline, what skills do you have that you feel you could apply to the job?

What would you value most about being a police officer?

Undertaking shift work can often be physically and mentally demanding. After discussing this with police officers on SCOPE, how would you manage working irregular and often long hours?

What challenges do you think the community where you completed your SCOPE, may give you (e.g. working with communities you are not familiar with etc.)?

What do you think are the most important skills when dealing with victims, those with mental health issues and communities from diverse backgrounds?

SELF EVALUATION

Police officers require a high level of empathy and emotional intelligence (EI). Think about a highly emotional experience you encountered during your SCOPE experience. Would your own response have been effective in dealing with the situation and if not, how would you prefer to have responded?

Are there any other questions you have about NZ Police or the responsibilities and duties of a police officer?

Please provide any other comments you have about your experience on SCOPE

RETURN INSTRUCTIONS

Return this workbook to your Selection Specialist via email within one week from the date of your final SCOPE shift.

If you cannot return the workbook via email please contact your Selection Specialist for an alternative method.