

Requirement to hold a blue card

A police officer who undertakes 'regulated employment' or runs a 'regulated business' outside their Service functions, is required to hold an exemption notice (see Chapter 8, Part 5: 'Exemption notices' of the [Working with Children \(Risk Management and Screening\) Act](#)).

A Service member, other than a police officer, who undertakes 'regulated employment' or runs a 'regulated business' outside their Service functions, is required to hold a blue card. For instance, if a member intends to coach a soccer team from their neighbourhood, and was not coaching in a capacity linked to the Service, they would be required to hold a blue card.

See subsection 'Exemption (performing function of the Service)' of this section.

1.8 Deleted

1.9 Deleted

1.10 Deleted

1.11 QPRIME occurrences

POLICY

A QPRIME occurrence is to be created in respect of the commission or suspected commission of any indictable offence, simple offence of a serious nature or any regulatory offence. The member who receives the complaint or detects an offence is responsible for ensuring the QPRIME occurrence is created.

Where required, members should consider the provisions of ss. 12, 13 and 14 of the [Criminal Code](#) and the [Crimes at Sea Act \(Cwlth\)](#) to establish whether an offence has occurred in Queensland.

Receiving reports of non-urgent matters

Where a member of the public attends a police station to report the commission or suspected commission of an offence, members of the Service are to ensure that a report is taken at that time. After taking the report, members should advise the member of the public of the Policelink reporting options for future reference.

When a member of the public telephones a member of the Service to report a non-urgent matter, the person should be advised of the option for reporting the matter by:

- (i) submitting a report by using the:
 - (a) Policelink App from a mobile telephone or mobile device; or
 - (b) 'Online reporting and updates' page on the QPS internet; or
- (ii) telephoning Policelink non-urgent telephone number 131 444; or alternatively
- (iii) reporting the matter to an appropriate member of the Service.

Cybercrime reporting

POLICY

Where an officer receives a report of cybercrime (see [Service Manuals Definitions](#)) including:

- (i) online scams and fraud;
- (ii) identity theft;
- (iii) attacks on computer systems;
- (iv) illegal or prohibited online content; and

(v) online bullying,

including foreign and interstate cybercrime, the victim is instead to be referred to the Australian Cybercrime Online Reporting Network (ACORN) website to self-report.

Reports relating to online child exploitation are not to be referred to ACORN (see [s. 7.11](#): 'Suspected child exploitation material,' of this Manual).

When necessary, a member may enter a cybercrime complaint directly onto ACORN on behalf of the complainant, using the hyperlink on the Service Intranet (see also [s. 2.5.12](#): 'Cybercrime reporting and investigation' of this Manual).

Victims of cybercrime should be provided with appropriate ACORN advice including an advisory brochure (see also ACORN – Report cybercrime online on the Service Intranet).

No requirement exists for cybercrime to be initially recorded on QPRIME.

1.11.1 Policelink entered occurrences

Public reporting of non-urgent matters to Policelink

Members of the public may report a range of non-urgent matters to Policelink by:

- (i) using the Policelink App from a mobile telephone or other mobile device;
- (ii) using the 'Online reporting and updates' page on the QPS internet; or
- (iii) telephone.

These may include:

- (i) reporting and updating select property offences, namely:
 - (a) damage to property offences, excluding:
 - arson; and
 - wilfully kill, maim, wound animals including stock;
 - (b) stealing offences, excluding fraud offences;
 - (c) unlawful entry offences, excluding where violence or threats are used; and
 - (d) unlawful use of motor vehicle offences;
- (ii) reporting lost property;
- (iii) police related enquiries, e.g. crime prevention, simple weapons licensing enquiries;
- (iv) special event and incident telephone numbers;
- (v) Queensland Police Service support for disaster management;
- (vi) having client service reports entered on members;
- (vii) entering publicly submitted information e.g. Party Safe registrations, requests for police attendance; and
- (viii) receiving online documentation from offenders following police enforcement e.g. applications for early release of impounded motor vehicles, banning notice appeals.

When a member of the public reports a non-urgent property offence to Policelink and any of the following circumstances exist, namely:

- (i) a person or place of interest is nominated;
- (ii) a witness to the occurrence is nominated;
- (iii) the offence is an unlawful entry offence;
- (iv) the stolen or damaged property is over \$10,000 in value;
- (v) a vehicle of interest is involved;
- (vi) a weapon is involved;
- (vii) property or evidence has been left at the scene (may only require SOC task);
- (viii) the member of the public requests police attendance; or
- (ix) the circumstances surrounding the offence warrant police attendance,

the Policelink client service officer is to complete the initial occurrence report and then forward a request for police attendance via the appropriate police communications centre.

See also [s. 1.11.3](#): 'Amendments/updates of Policelink entered occurrences (supplementary reports)' of this Manual.

Reporting to Policelink

QPRIME occurrences, which are to be reported to Policelink by members, are created by:

- (i) submitting the information through the Policelink Internet Reporting (PIR) interface on the Service intranet (see 'PIR available occurrence types' of the [PIR User Guide](#)); or
- (ii) telephoning the information to Policelink.

A Policelink entered QPRIME occurrence is to be created in relation to the following non-crime matters:

- (i) move-on directions given under the [PPRA](#) (officers have the option of recording move-on directions through PIR) (see [s. 13.23](#): 'Move-on power' of this Manual);
- (ii) use of force reporting (see [s. 14.3.9](#): 'Use of force reporting' of this Manual);
- (iii) first report of stalking;
- (iv) allegations of child harm, which does not relate to a criminal offence committed upon the child and leads the officer to have serious concerns for the well-being of the child (see 'Non-criminal child harm report' of [s. 7.3.1](#): 'Initial action for reports of child harm' of this Manual);
- (v) any child under the age of criminal responsibility who is officially counselled for what would otherwise constitute an offence, (see [s. 5.3.18](#): 'Children under the age of criminal responsibility' of this Manual); and
- (vi) a child intoxicated in a public place.

ORDER

Officers are not to enter any Policelink reportable occurrences directly into QPRIME. All Policelink reportable occurrences other than those listed in 'PIR available occurrence types' of the [PIR User Guide](#) are to be reported via Policelink.

Obtaining Policelink audio recording

Incoming telephone calls from members of the public to Policelink are recorded. Policelink also maintains a record of all contact made by members of the public through email and on-line forms.

Where a member requires a copy of a Policelink contact from a member of the public, the member is to:

- (i) seek authorisation from their OIC to obtain a copy of the recording or contact document; and
- (ii) complete a '[Request for Contact](#)' form located on the Policelink page on the Service Intranet. A down time version of this form is available on Forms Select (QP 0853). Policelink contact requests are managed by Policelink Quality Assurance.

If a statement from a Policelink staff member is required, a statement task is to be created in QPRIME and assigned to Policelink Operations (1227) (see the [QPRIME User Guide](#) for further information).

1.11.2 Recording an offence on QPRIME

Offence reported to a member

ORDER

A member required to record an offence, (see [s. 1.11](#): 'QPRIME occurrences' of this chapter) on QPRIME is to:

- (i) legibly record particulars of the offence in a QP 0758 or the officer's official police notebook when receiving the complaint;
- (ii) record the offence on QPRIME as soon as practicable and, in any event, within four hours of receiving the complaint (see [s. 1.11.1](#) of this chapter); and
- (iii) provide the QPRIME occurrence number to the complainant/informant.

Offences allegedly committed by a member of the Service

ORDER

An offence allegedly committed by a member of the Service is not to be recorded on QPRIME without the express approval of the Assistant Commissioner, Ethical Standards Command.

A member receiving a complaint of an offence allegedly committed by a member of the Service is to take or cause to be taken the necessary action as set out in 'Complaint and client service reporting' within Complaint Management of the Ethical Standards Command Policies.

Interstate offences

POLICY

Where a member receives a complaint of an offence or suspected offence:

- (i) occurring outside Queensland;

- (ii) where the provisions of s. 1.11.1 of this chapter do not apply in respect of that offence;
- (iii) is not an offence against the Commonwealth; and
- (iv) cannot be reported on-line or by telephone by the person to the relevant police service/force,

the member is to advise the complainant that although the offence is outside the jurisdiction of the Service, the matter can be reported at a Queensland police station. When an interstate crime is reported at a police station, the member taking the report is to:

- (i) record the information of the complaint on a QP 0758: 'Occurrence report' or in a similar written document;
- (ii) take a signed statement from the complainant with sufficient detail to enable the interstate investigating officers to conduct enquiries into the offence; and
- (iii) submit the written QP 0758 or occurrence information and signed statement to a commissioned officer, for forwarding to the relevant interstate police station where the incident occurred.

If the offence relates to a fraud, or a matter requiring further investigation to determine the offence occurred interstate, the offence can be entered onto QPRIME using the complainant's home address as the offence address. Hard copies can be forwarded to the relevant interstate police station for enquiries to establish where the offence occurred.

Where a complaint or report relates to a major investigation of an offence that has been recently committed outside Queensland (i.e. serious sexual assaults, murder, robberies), officers should notify the regional duty officer or district duty officer and the relevant agency of the details of the report or complaint, and render appropriate assistance.

Lost property may be reported to the Service regardless of whether the property was lost interstate or overseas.

Indigenous identification (Aboriginal and Torres Strait Islander persons)

The Service records data in respect of Indigenous victims and offenders on QPRIME to allow the Government to assess the effectiveness of policies aimed at reducing the number of Indigenous persons becoming involved in the criminal justice system.

POLICY

Members are to ask the question 'Are you of Aboriginal or Torres Strait Islander origin?' in all cases where a member:

- (i) is obtaining particulars of an offence or suspected offence from a victim in person;
- (ii) commences a proceeding against a person for an offence by way of notice to appear, complaint and summons, or arrest; or
- (iii) is issuing an infringement notice for a public nuisance or associated offence.

Members should:

- (i) ask the question regardless of the person's appearance;
- (ii) ask the question in a tactful and unobtrusive manner, and explain the reasons for asking the question where necessary; and
- (iii) record the person's response in their official police notebook, QP 0758, QPRIME or other information system as appropriate.

For the purposes of this policy it is sufficient that a person identifies (self-identification) as being of Aboriginal or Torres Strait Islander origin irrespective of their appearance.

Policelink data entry

PROCEDURE

A Policelink client service officer will record occurrences on QPRIME in accordance with the Policelink Procedures Manual.

ORDER

Officers are not to enter, modify or delete any information within a QPRIME occurrence being recorded by a Policelink client service officer.

Contravention of domestic violence order, release conditions or police protection notice

ORDER

Members receiving a complaint of a contravention of a domestic violence order, release conditions or police protection notice are to ensure a Domestic Violence (Breach of DFVPA) [1371] occurrence is recorded on QPRIME.

Theft or loss of firearm

POLICY

Members receiving a complaint of a theft or reported loss of a firearm are to ensure the following details are recorded in a general report within the initial report task of QPRIME occurrence:

- (i) make, model, serial number, type (rifle, shotgun, handgun or other) and calibre;
- (ii) identifiable marks, peculiarities, physical alterations including machining of the trigger mechanism, scratches, inscriptions and colours of the firearm, such as the barrel and stock;
- (iii) whether the firearm was operable and if not, what alterations are needed to make it operable (i.e. parts, expertise such as a gunsmith);
- (iv) full name of the registered owner and their respective weapons licence number; and
- (v) details of any ammunition and firearm accessories such as magazine(s), soft or hard gun carry case, telescopic sights, bayonet, scabbard or shoulder strap that have also been lost or stolen.

Additionally members receiving such complaints are to make inquiries to establish whether:

- (i) the firearm was entered in the firearm register (if applicable) for the registered owner of the firearm;
- (ii) the person last in possession of the firearm had lawful possession;
- (iii) the theft or loss was reported immediately the person became aware of the loss or theft in accordance with s. 60A: 'Lost and stolen weapons' of the [Weapons Act \(WA\)](#);
- (iv) the firearm was stored in accordance with the provisions of s. 60: 'Secure storage of weapons', of the [WA](#); and
- (v) any conditions or orders under the [Domestic and Family Violence Protection Act](#) exist in relation to the person last in possession of the firearm.

Where a breach(es) of the [WA](#) (e.g. unlawful possession of weapons, fail to secure weapons) has been detected, a separate QPRIME occurrence for the identified offence(s) is to be furnished and prosecution commenced where appropriate (see [s. 3.4](#): 'General prosecution policy' of this Manual). Where additional QPRIME occurrences are furnished, they are to be linked to the QPRIME occurrence for the reported lost or stolen firearm.

When members receive a complaint of the theft or loss of a firearm, the officer in charge of the relevant criminal investigation branch is to be notified (see [s. 2.6.15](#): 'Firearm theft' of this Manual).

Stolen motor vehicles and other vehicles of interest

PROCEDURE

Members receiving a complaint of a stolen vehicle should:

- (i) check QPRIME for towed away vehicles and appropriately advise the complainant if the vehicle is recorded;
- (ii) if required, have the particulars relating to the motor vehicle immediately broadcasted over the police radio network;
- (iii) when the complaint is received and it is not possible to immediately enter the details onto QPRIME, the member is to ensure a flag is created against the stolen vehicle entry in QPRIME; and
- (iv) ensure the complainant is requested to state whether authority is given to the police to tow the vehicle in question when located, and if required to be towed away.

When the complainant is personally at a police station or establishment or personal contact is otherwise made, an entry should be made in the reporting member's notebook or in the QP 0758 indicating whether the authority to tow the vehicle exists. The wording of the authority to tow should be as follows:

'I hereby authorise the police to tow away my (describe vehicle) if located and I acknowledge that I will be responsible for the payment of all fees and charges associated with any such towing.'

Signature
(Print Name)'

The signed authority should be added to the relevant occurrence as an external document; and

- (v) advise the Policelink client service officer the authorisation to tow exists and any other associated matters, e.g. to be towed by a particular towing company. This information will be recorded within the relevant QPRIME occurrence.

ORDER

In relation to interstate registered vehicles where the registration number is known, the reporting member is to make all reasonable inquiries to establish the full vehicle description including the engine number and VIN and arrange for this information to be included on QPRIME.

Policelink client service officers who receive a report with incomplete details of an interstate registered vehicle are to forward a task to a team leader for an ACC database search (see [s. 7.2.2](#): 'ACC database (system for the national exchange of police information)' of the [Management Support Manual](#)). Policelink team leaders are to then modify the QPRIME occurrence accordingly.

Local intelligence officers (see [Service Manual Definitions](#)) are to:

- (i) conduct regular audits of interstate registered motor vehicles reported stolen in their relevant area to ensure the vehicle's VIN and engine number are recorded in the QPRIME occurrence; and
- (ii) update the relevant information in the occurrence where the details are not recorded.

PROCEDURE

Where a stolen vehicle is registered interstate the details can be obtained through the National Vehicles of Interest (NVOI)/National Exchange of Vehicle and Driver Information System (NEVDIS). NVOI is accessed through ACC database.

To obtain access to ACC database see [s. 7.2.2](#) of the [Management Support Manual](#).

If a motor vehicle is reported stolen and is not registered or the registration number is unknown, the reporting member should obtain, as far as possible, particulars of the year, make, model, body type, major/minor colours, engine number, vehicle identification number (VIN)/chassis number and label number.

Theft of telecommunication devices

POLICY

It is the responsibility of the complainant to advise the telecommunications carrier that the device has been stolen, and to provide any identifying numbers/features. Members should advise complainants Internet services are available for advising theft of telephones.

Mobile telephones are identified by a serial number, known as a:

- (i) International Mobile Equipment Identifier (IMEI), consisting of 15 digits on GSM handsets;
- (ii) Mobile Equipment Identification (MEID), consisting of 15 digits on 3G or 4G handsets; or
- (iii) Electronic Serial Number (ESN) consisting of numbers and letters usually 8 digits on CDMA handsets.

IMEI, MEID or ESN codes are unique to each telephone and are the most important identifiers for law enforcement purposes.

To aid identification of property, where applicable, members should ensure the following details are recorded in a general report within the relevant QPRIME occurrence:

- (i) make;
- (ii) model;
- (iii) IMEI, MEID or ESN identifier in the serial field;
- (iv) other serial numbers in the inscription field;
- (v) device cover (e.g. black leather zip case);
- (vi) mobile telephone number; and
- (vii) any other descriptive features that would distinguish it from a similar device (colour, engraving, SIM card number, etc.) in the description field.

Where complainants are unable to supply the information, this should be noted in the general report.

Unlawful stalking

POLICY

Where a complaint of unlawful stalking is received, officers should query QPRIME to determine whether any previous conduct has been reported.

Officers should be aware a complaint of stalking may consist of one or more occasions where the suspect has engaged in conduct directed at the complainant (ss. 359A-359F of the [Criminal Code](#)). Where a complaint of unlawful stalking is received, officers should supply Policelink with details that identify whether the conduct complained of was:

- (i) protracted conduct engaged in on any occasion (offence committed); or
- (ii) not protracted. If the conduct was not protracted, state whether the suspect engaged in the conduct directed at the complainant on:
 - (a) one occasion only (further information to be supplied to establish whether offence committed); or
 - (b) more than one occasion (offence committed).

If the suspect engaged in conduct directed at the complainant on one occasion only (for this complaint), indicate whether this was:

- (i) the first occasion the suspect has engaged in conduct directed at the complainant (no offence committed, provided it was not protracted conduct); or

- (ii) a subsequent occasion the suspect had engaged in conduct directed at the complainant (offence committed).

Prostitution and prostitution related offences

POLICY

Where a QPRIME occurrence relates to prostitution and prostitution-related offences including disturbances and other good order offences, officers are to indicate in a general/supplementary report within the initial report task if a brothel was involved, whether the brothel was licensed, the trading name, type of premises, location of the place, and how prostitution was related to the offence.

Linking an offence to alcohol and/or drug use

POLICY

When recording an offence occurrence on QPRIME, members are to ensure an indication is made in the QPRIME occurrence as to whether the victim or offender was affected by alcohol or drugs.

Notation in official police notebook

POLICY

Where an officer does not complete a QP 0758, a notebook entry should be made containing relevant details of the offence.

Reporting member to check accuracy of details of occurrences entered on QPRIME

POLICY

A member who has reported an offence to Policelink by:

- (i) telephone, prior to termination of duty; or
- (ii) submitting a Policelink Internet Reporting (PIR) entry, at the commencement of their next shift,

is to check the relevant QPRIME occurrence, and its associated tasks to verify the accuracy of the information recorded.

ORDER

Members who need to correct an occurrence/task/record in QPRIME are to ensure a correction is requested via a 'QPS Request correction to record(s)' task workflow.

Attendance of specialist squads at the scene

POLICY

When a member telephones particulars of an offence to Policelink it is the responsibility of that member to advise the Policelink client service officer whether Forensic Services Group officers or specialist staff are required to attend.

ORDER

A Policelink client service officer receiving a request from a member for a specialist officer or squad to attend the scene of an offence or other place associated with that offence is to generate a task from the occurrence and assign it to the office of the relevant specialist squad.

Statements or other attachments

POLICY

Original statements or other attachments taken as part of the reporting of an offence should be attached to the relevant QP 0758 or printed QPRIME Occurrence Summary Report. Statements completed external to QPRIME should be scanned and attached to the relevant QPRIME occurrence.

Cheques, which are exhibits, are to be lodged at a property point (see s. 4.2.6: 'Retention of exhibits' of this Manual). If relevant, the cheques can be scanned and attached to the relevant QPRIME occurrence.

The location of any original statements or other attachments should be recorded in a general/supplementary report within the relevant QPRIME occurrence.

PROCEDURE

A member who takes a statement as part of the reporting of an offence should attach it to the relevant QP 0758 or printed QPRIME Occurrence Summary Report and QPRIME occurrence.

An officer in charge of a station or establishment who receives an original statement or attachment taken in connection with the recording of an offence should:

- (i) keep that statement or attachment with the completed QP 0758 or printed QPRIME Occurrence Summary Report relating to the offence unless it is otherwise required for the investigative or prosecution process;
- (ii) retain a copy of the statement with the QP 0758 or printed QPRIME Occurrence Summary Report should the original be required for prosecution purposes; and

(iii) ensure an electronic copy of the statement or other attachment is attached to the relevant QPRIME occurrence.

Exhibits or anything seized as evidence

Refer to [Chapter 4: 'Property'](#) of this Manual for procedures on handling exhibits.

POLICY

A member who takes possession of any property or exhibits in relation to a QPRIME occurrence is to create a record for each individual item within the occurrence. It is the responsibility of the reporting officer to record the lodging of the property at a property point/drop safe.

Completed QP 0758 Occurrence Reports

POLICY

Where a report was initially recorded on a QP 0758: 'Occurrence Report', the QP 0758 should be filed and retained for the prescribed period at the station or establishment of the reporting member (see 'Document Management Services' on the Service Intranet).

ORDER

A reporting member is to ensure that a completed QP 0758 is forwarded to their officer in charge at the earliest opportunity.

An officer in charge of a station or establishment who receives a QP 0758 from a member of that station or establishment is to file the report numerically at the station for the necessary retention period.

Access is only to be authorised by the shift supervisor at the time of any request for documentation.

Drug details

POLICY

The ability to distinguish the specific characteristics of drugs can be a valuable intelligence and law enforcement tool. When members are creating or updating a QPRIME occurrence, the standardised drug descriptors (see [s. 4.2.3: 'Property standardised descriptors'](#) of this Manual) should be used to describe drugs coming into police possession.

If any member becomes aware, whether through drug analysis or other means, that the drug type and/or measurable quantity in the relevant occurrence is now known, or may have originally been incorrect, then they are required to execute a QPS Request correction to record(s) task workflow in QPRIME.

Linking QPRIME occurrences to related QPRIME operation occurrences

POLICY

Where a QPRIME Policelink entered occurrence is created as a result of an operation (e.g. a drug arrest during an operation closure), that occurrence is to be linked to the relevant QPRIME operation occurrence. The operation name is to be recorded in the 'Occurrence Misc. ID' field of each occurrence linked to the operation.

1.11.3 Amendments/updates of Policelink entered occurrences (supplementary reports)

ORDER

When a member receives information or takes action which amends or updates a Policelink entered occurrence, the member is to ensure the QPRIME occurrence is updated before terminating duty.

POLICY

Officers may record investigative activities on QPRIME occurrences in the Occurrence Enquiry Log (eg. attempts to contact a person, neighbourhood enquiries). Supplementary reports should be used when taking action or adding information to an occurrence, or in circumstances where a supplementary report is expressly required.

When attending non-urgent property incidents reported to Policelink, officers are to ensure the QPRIME occurrence is updated advising of their attendance and any additional information or action taken.

Members of the public may contact Policelink by telephone or on-line submission to provide:

- (i) additional information in relation to an offence; and/or
- (ii) details of stolen or damaged property in the relevant occurrence.

Where a member has taken the initial crime report from a member of the public, any further information other than property stolen or damaged, should be updated on the QPRIME occurrence by the reporting member.

Reporting to Policelink

POLICY

Policelink entered supplementary reports are to be submitted through the Policelink Intranet Reporting (PIR) portal on the Service intranet.

Supplementary reports which affect the:

- (i) the status of an occurrence, person, vehicle or property; or
- (ii) the occurrence Offence/count statistics (e.g. solved, withdrawn, cancelled, unfounded),

are to be submitted using the PIR portal on the Service intranet. Other supplementary reports can be directly entered by members into the relevant occurrence.

A member who has updated a Policelink entered occurrence by submitting a PIR supplementary report, at the commencement of their next shift is to check the relevant QPRIME occurrence at the commencement of their next shift.

ORDER

Members who need to correct an occurrence/task/record in QPRIME are to ensure a correction is requested via a 'QPS Request correction to record(s)' task workflow.

Located stolen or unlawfully used motor vehicle

PROCEDURE

When a stolen or unlawfully used motor vehicle is located, the reporting member should:

- (i) ensure the relevant QPRIME occurrence is updated;
- (ii) take any other action as outlined in [Chapter 2: 'Investigative Process'](#) of this Manual;
- (iii) where authority by the owner to tow the vehicle exists, seek permission to tow the vehicle; and
- (iv) where motor vehicles are stolen interstate and located in Queensland, the reporting member should ensure a QPRIME occurrence is created and:
 - (a) assign a task to the Police Communications Centre, Brisbane, requesting the State or Territory police from where the vehicle was stolen to be advised; or
 - (b) contact the appropriate police directly.

In most instances, the appropriate offence would be a breach of s. 25: 'Use of vehicles' of the [Summary Offences Act](#) (see Guideline 13: 'Summary Charges' of the Director of Public Prosecution (State) Guidelines). Other offences which may be indicated by specific circumstances include:

- (i) s. 408A: 'Unlawful user or possession of motor vehicles, aircraft or vessels' of the [Criminal Code](#);
- (ii) s. 406: 'Bringing stolen goods into Queensland' of the [Criminal Code](#);
- (iii) s. 398: 'Punishment of stealing' of the [Criminal Code](#);
- (iv) s. 135(1): 'Unlawfully interfering with, or detaining, vehicles etc.' of the [Transport Operations \(Road Use Management\) Act](#), or
- (v) s. 252(1): 'Possession etc. of property suspected of being tainted property' of the [Criminal Proceeds Confiscation Act](#).

ORDER

When a stolen or unlawfully used motor vehicle is located, the reporting member is to, before terminating duty, ensure the relevant QPRIME occurrence is updated/created including the location of the vehicle and other relevant details, and if necessary, the attendance of any specialist officer or squad or the need for such attendance.

Recording of property obtained during covert operations on QPRIME

POLICY

The provisions of [s. 4.3.6: 'Property from covert operations'](#) of this Manual apply with respect to matters contained in this chapter relating to the recording of additional or recovered stolen property, or located stolen or unlawfully used motor vehicles on QPRIME.

1.11.4 Assigning Policelink entered occurrences

QPRIME has a semi-automated screening process. Occurrences not screened out are either:

- (i) electronically assigned for review and action by a crime manager to determine necessary investigation; or
- (ii) tasked to an individual as a reminder that further action is required (e.g. an arresting officer needs to complete a QP9).

The crime manager

ORDER

A crime manager is to:

- (i) check the organisational unit's 'Active unit task' tab within QPRIME at the commencement of and periodically during the shift and;
- (ii) action 'Review' tasks;
- (iii) perform occurrence checks to:
 - (a) ensure new occurrences contain information required for the investigation to commence; and
 - (b) determine further action required;
- (iv) assign 'Case officer' tasks to a station or establishment within their area of responsibility; or
- (v) reassign any 'Review' tasks to another crime manager where an investigation should be conducted by that other district; and
- (vi) check the details of screened out occurrences by performing a search within QPRIME periodically during a shift and, if an occurrence requires investigation, assign a 'Case officer' task to the relevant station or establishment.

The officer in charge

POLICY

An officer in charge of a station or establishment is responsible for assigning occurrences detailed to the organisational unit by the crime manager.

ORDER

Officers in charge of stations or establishments are to:

- (i) check their organisational unit's 'Active unit tasks' tab at the commencement of each shift and periodically during that shift; and
- (ii) assign 'Case officer' tasks in the unit's 'Active unit tasks' tab to themselves or officers under their control.

The investigating officer

Case officer tasks are assigned to an officer through that officer's active tasks list within QPRIME.

ORDER

Officers are to check their task list in the electronic in tray during each shift.

1.11.5 Quality of occurrences recorded on QPRIME

It is essential that accurate and relevant information be recorded on QPRIME for the crime screening and investigative process.

POLICY

Officers in charge and shift supervisors are responsible for supervising the quality of occurrences recorded on QPRIME by members under their control.

An officer in charge of a station or establishment assigned an occurrence for further action is responsible for monitoring the quality of information that updates or finalises that occurrence.

PROCEDURE

Shift supervisors should supervise the quality of occurrences recorded by members under their control to achieve and maintain the required standard.

A crime manager assigned an occurrence should check the quality of information contained in that record. Where the information in the occurrence is insufficient, inaccurate, irrelevant or is otherwise unsatisfactory, the crime manager should assign a task to the relevant officer in charge of the reporting member for the purpose of having it amended.

Officers in charge of a station or establishment are to monitor the quality of information contained in occurrences:

- (i) submitted by members under their control; or
- (ii) assigned for investigation, further action or finalisation by a member under their control.

If the officer in charge is not satisfied with the quality of any particular entry, they should ensure the relevant member amends the occurrence or rework the case officer task until the occurrence is updated accordingly.

1.11.6 Follow up investigations

Officers assigned a case officer task to investigate an offence should:

- (i) commence the investigation as soon as practical on being assigned the task;

- (ii) advise the victim/informant that they are investigating the offence and periodically inform the victim/informant of the current stage of investigations (see s. 2.12: 'Victims of crime' of this Manual);
- (iii) regularly update the occurrence with the progress of the investigation by creating an occurrence enquiry log entry to record all enquiries made in relation to the investigation;
- (iv) where more time to complete the work is required, request a due date extension for the task; and
- (v) when further investigation is required by another station/establishment;
 - (a) update the occurrence with the results of the investigation to date and assign a work request task to that other station/establishment; and
 - (b) review the outcome of the requested action and, where appropriate, approve the initiated task or return it for rework.

Officers assigned a QPRIME occurrence to investigate, upon finalisation of the investigation, are to submit the QPRIME case officer task to their officer in charge for review and approval.

An OIC of a station or establishment who receives a completed case officer task for review and approval should, if:

- (i) satisfied that no further action is required, file the task by approving it;
- (ii) not satisfied that the investigation is complete, return the case officer task to the investigating officer or another officer for rework; or
- (iii) considered that the investigation should be forwarded to another station or establishment, submit a QPRIME task to the crime manager with that recommendation.

Where a crime manager considers an occurrence requires further investigation, the crime manager should assign a task to:

- (i) the appropriate OIC for attention where investigations have to be made within the crime manager's area of responsibility; or
- (ii) if the occurrence should be managed by a unit in another district, the relevant crime manager of that district.

Statements

An officer who takes a statement as part of the investigative process should:

- (i) add the witness statement to the occurrence;
- (ii) link the record of person providing the statement to the occurrence; and
- (iii) record any other pertinent details such as the location of the original statement in a general report or supplementary report within the occurrence.

An officer who takes possession of an exhibit as part of the investigative process is to link the exhibit to the occurrence and complete a supplementary report including all relevant information.

1.11.7 Prosecution of offender

POLICY

Members should record accurate details of offenders/suspects to ensure the information recorded on QPRIME is useful.

Whenever a prosecution has been commenced against an offender, the arresting officer is to give details to the Policelink data entry section within four hours:

- (i) where a QPRIME occurrence exists, a Policelink Intranet Reporting (PIR) submission should be submitted to update the occurrence and include the offender's details; or
- (ii) where a QPRIME occurrence does not exist, a QPRIME occurrence is to be created in accordance with s. 1.11.1: 'Policelink entered occurrences' of this chapter including the offender's details.

PROCEDURE

A member who has created or updated an offence following the arrest of an offender to Policelink by:

- (i) telephone, prior to termination of duty; or
- (ii) submitting a Policelink Internet Reporting (PIR) entry, at the commencement of their next shift,

is to check the relevant QPRIME occurrence, and its associated tasks to verify the accuracy of the information recorded.

Other action taken in relation to an offender/suspect

ORDER

An officer who takes action in relation to an offender/suspect, whether the subject of an existing occurrence or not, is to submit a PIR detailing the action taken before termination of duty.

PROCEDURE

An officer who takes action in relation to an offender/suspect should update the relevant QPRIME occurrence by submitting a PIR as soon as practicable. The action taken may include cautioning the offender, interviewing the nominated suspect and eliminating that person as being responsible for the offence or not obtaining sufficient evidence to support a prosecution, etc.

1.11.8 Monitoring of occurrences requiring investigation

Regional crime coordinators, crime managers and officers in charge are to monitor and control the quality of QPRIME investigative tasks.

Regional crime coordinator

POLICY

A regional crime coordinator should scrutinise a sample of completed case officer tasks on a regular basis to ensure that members are complying with procedures.

The crime manager

POLICY

A crime manager should monitor case officer tasks to ensure that occurrences are investigated to an acceptable standard and finalised as soon as possible.

Overdue tasks

PROCEDURE

Crime managers should:

- (i) bring up a list of overdue work request tasks (e.g. case officer tasks) within QPRIME periodically; and
- (ii) contact the officer in charge of any investigating officer assigned a work request task that has not been completed before the due date to ascertain the reason for the delay. The crime manager should be satisfied that any reasons given are valid.

Officers in charge should monitor occurrences within their area of responsibility to ensure they are investigated to an acceptable standard and finalised as soon as possible.

Officers in charge of a station or establishment should:

- (i) bring up a list of overdue work request tasks (e.g. case officer tasks) at least weekly; and
- (ii) contact any investigating officer assigned an overdue work request task to ascertain the reason for the delay. The officer in charge should be satisfied that any reasons given are valid.

1.11.9 QPRIME unavailable

POLICY

If QPRIME is unavailable, the QPRIME business continuity procedures are to be followed (see 'QPRIME unavailable' on the [QPRIME webpage](#) on the Service intranet).

1.11.10 Use of notification flags on Service employee QPRIME records

QPRIME includes the ability to apply notification flags to various records within the system and, where applicable, the ability to apply an Access Control List (ACL) on those flags.

Definitions

For the purposes of this section:

Nominated person is the person responsible for:

- (i) the creation of a notification flag in QPRIME;
- (ii) linking themselves as the 'person to be notified' in the event a flag is triggered;
- (iii) managing and taking appropriate action of any trips of the notification flag; and
- (iv) finalising the notification flag when it is no longer required.

Notification flag means a 'Search Hit' notification flag, which includes 'Open Hit', 'Search Returned' and 'Searched All except ACL restricted' flags.

Service employee QPRIME records include:

- (i) employee's names;
- (ii) residential and/or business addresses service employees are associated with; and

(iii) any vehicles owned or used by the Service employees.

Notification flags

This policy relates to adding notification flags to Service employee QPRIME records.

Notification flags are used to monitor QPRIME records. Once applied, QPRIME will automatically generate and assign a task to the designated officer(s) or unit(s).

ORDER

Notification flags are not to be applied to Service employee QPRIME records except as provided by this section.

This policy does not apply to Ethical Standards Command investigations when conforming to Ethical Standards Command Regional Instructions.

Circumstances when the application of a notification flag on Service employee QPRIME records is authorised

POLICY

A district officer or equivalent can approve the application of a notification flag on a Service employee's QPRIME record for the purpose of:

- (i) monitoring tactical risks (e.g. threats against members, see [s. 2.4.2](#): 'Security and Counter-Terrorism Group' of this Manual);
- (ii) internal investigations (other than those subject to full Ethical Standards Command ACL restriction); or
- (iii) assuring compliance with:
 - (a) the [Information Management Manual](#); and
 - (b) Standard 16: 'Improper use of QPS information' of the Standard of Practice, Ethical Standards Command.

A district or command Professional Practices Manager (PPM) can approve the application of a notification flag on a Service employee's QPRIME record for the purpose of an internal investigation (other than those subject to full Ethical Standards Command ACL restriction).

PROCEDURE

The district officer or equivalent officer or district or command PPM is to identify the nominated person (see 'Definitions' of this section) responsible for the creation and management of the notification flag.

Covert flags – application of an Access Control List (ACL) on notification flags

A covert notification flag is created by applying an ACL to restrict the view of the flag.

POLICY

Except for Ethical Standards Command, the QPS ACL Manager attached to the Business Support Group, Frontline and Digital Services, PSBA is the only ACL manager authorised to restrict the visibility of QPRIME notification flags on a Service employee's QPRIME records upon the request of a district officer or equivalent or a district or command PPM.

PROCEDURE

Where the application for a covert flag has been approved by a district officer or equivalent or a district or command PPM, an email is to be sent to the 'QPRIME ACL Manager' email group requesting the application of an ACL and contain all of the following details:

- (i) name, rank/position and employee number of the person requesting the application of the ACL;
- (ii) name, rank/position and employee number of the person authorising the ACL request;
- (iii) name and employee number of the nominated person who is responsible for the management of the notification flag;
- (iv) details of the QPRIME record(s) the notification flag is to be applied to;
- (v) the expected duration of the flag to be applied to the record (if known); and
- (vi) name of the officer(s) authorised to:
 - (a) request the addition and removal of persons authorised to view the ACL record;
 - (b) change the nominated person; and
 - (c) approve the removal of the ACL and nomination flag.

Business Support Group, Frontline and Digital Services, PSBA

The Business Support Group, Frontline and Digital Services, PSBA will conduct both routine and random audits to determine where notification flags have been applied to Service employee's QPRIME records. Unless requested, audits

will not include notification flags set by Ethical Standards Command or the Crime and Corruption Commission. The results of completed audits will be provided to Ethical Standards Command.

Ethical Standards Command

Ethical Standards Command will vet the results of the flag audit provided to them by Business Support Group, Frontline and Digital Services, PSBA. The vetting will determine which notification flags require further investigation either by Ethical Standards Command or the relevant PPM.

Where appropriate, Ethical Standards Command will provide the relevant PPM with flag audit results and/or an internal investigation file.

Where an investigation has revealed that a notification flag has been placed against a Service employee's QPRIME record without authorisation, the Ethical Standards Command may commence action pursuant to 'Complaint Management' of the Ethical Standards Command Policies.

Professional Practices Manager

On receipt of notification flag audit results or an internal investigation file, the relevant PPM will cause the application of notification flags to be investigated, expire all unauthorised flags immediately and report back to the Ethical Standards Command with their findings, recommendations or actions taken.

1.11.11 QPRIME offender action status type and requirements

For QPRIME occurrences to be solved or cleared an offender action status type needs to be applied in the Incident/count stats tab of the occurrence. This section contains a list of offender action status types and the requirements for them to be applied to QPRIME occurrences.

Arrested

The occurrence status type 'arrested' is to be used when an offender has been:

- (i) arrested and charged;
- (ii) arrested by virtue of a warrant; or
- (iii) charged from the bench,

but excludes:

- (i) arrested for questioning and released/unarrested; or
- (ii) to be arrested at a future time.

Notice to appear

The occurrence status type 'notice to appear' is to be used when an adult or juvenile has been given a notice to appear requiring their appearance before a court.

Summons served

The occurrence status type 'summons served' is to be used when an adult has been served with a complaint and summons to appear in court. When a complaint and summons is mailed to an offender it is classed as served and the occurrence can be solved.

Warrant issued

The occurrence status type 'warrant issued' is to be used when a warrant has been issued for the apprehension or arrest of an offender. When the offender is arrested on the warrant, the occurrence status type is modified to 'arrested'.

Infringement notice issued

The occurrence status type 'infringement notice issued' is to be used when an offender is issued an infringement notice but only when the occurrence type procedure for the offence allows Policelink to enter it. For a list of all the offence types when an infringement notice can be issued refer to the relevant [Infringement Notice Codes](#) available from the [Operational Policy and Improvement](#) page of the Service Intranet.

Caution adult

The occurrence status type 'caution adult' is to be used when an offender over the age of 17 years has been dealt with by way of caution, see [s. 3.5.19](#): 'Cautioning adults who commit offences' of this Manual.

Caution juvenile

The occurrence status type 'caution juvenile' is to be used when an offender of 17 years of age or younger has been dealt with by way of caution, see [s. 5.3](#): 'Cautioning of children' of this Manual.

Behavioural counselling

The occurrence status type 'behavioural counselling' is to be used when a juvenile under the age of 10 years has been behaviourally counselled by officers, see [s. 5.3.18](#): 'Children under the age of criminal responsibility' of this Manual.

Community conference

The occurrence status type 'community conference' is to be used when:

(i) for a youth, a restorative justice process, such as:

- (a) a restorative justice conference;
- (b) a youth justice conference; or
- (c) an alternative diversion program,

has been completed successfully (see [s. 5.4](#): 'Restorative justice processes'); or

(ii) for an adult:

- (a) criminal justice mediation has been completed; and
- (b) the investigating officer or prosecutor:

- are satisfied that an appropriate outcome has been reached; and
- have approval from their OIC or delegate to have the matter finalised or withdrawn,

(see [ss. 3.17.6](#): 'Finalisation of justice mediation referral' and [3.4.4](#): 'Withdrawal of charges' of this Manual).

Drug diversion

The occurrence status type 'drug diversion' is to be used when the offender is being offered drug diversion for a minor drug offence (see [s. 2.22](#): 'Drug Diversion Assessment Program' of this Manual).

Offender died

The occurrence status type 'offender died' is to be used when the investigating officer has determined and documented in the occurrence that there is sufficient evidence the offender committed the offence but died before proceedings could be commenced.

Offender psychiatric committal

The occurrence status type 'offender psychiatric committal' is to be used when the investigating officer has determined and documented in the occurrence that there is sufficient evidence the offender committed the offence but will not be charged as the offender has been committed to a psychiatric facility.

Offender diplomatic immunity

The occurrence status type 'offender diplomatic immunity' is to be used when the investigating officer has determined and documented in the occurrence that there is sufficient evidence the offender committed the offence but will not be charged as the offender has diplomatic immunity.

Offender currently in imprisonment

The occurrence status type 'offender currently in imprisonment' is to be used when the investigating officer has determined and documented in the occurrence that there is sufficient evidence the offender committed the offence but will not be charged as the offender is serving a term of imprisonment and no useful purpose would be served by a prosecution.

Offender is a juvenile no action taken

The occurrence status type 'offender is a juvenile no action taken' is to be used when the investigating officer has determined and documented in the occurrence that there is sufficient evidence the offender committed the offence but will not be charged as the offender is a juvenile and no further action will be taken, in accordance with [s. 11](#): 'Police officer to consider alternatives to proceeding against child' of the *Youth Justice Act*.

Statutory bar to prosecution

The occurrence status type 'statutory bar to prosecution' is to be used when the investigating officer has determined and documented in the occurrence that there is sufficient evidence the offender committed the offence but will not be charged as there is a bar to prosecution (e.g. [s. 16](#): 'Person not to be punished twice for same offence' of the *Criminal Code* and defences and exculpations under the *Criminal Code* or other *Queensland statutes*).

When an officer has made investigations in relation to an occurrence and there is sufficient evidence the offender committed the offence but will not be charged as there is a bar to prosecution, the officer should:

(i) record in a general or supplementary report within the occurrence:

- (a) the particulars of the offending act or omission; and

(b) the reason why there is a bar to prosecution; and

(ii) submit a task for review and approval to their officer in charge or delegate for approval.

When an OIC or delegate reviews an occurrence where it is asserted there is a bar to prosecution and they:

(i) are satisfied with that conclusion, the OIC or delegate should approve the task; or

(ii) decide that further investigation of an occurrence is necessary, they should:

(a) return the task to the investigating officer for rework or reassign it to another suitable officer for investigation; and

(b) ensure that a supplementary report is completed by the investigating officer.

Offender dealt with by another agency

The occurrence status type 'offender dealt with by another agency' is to be used when the investigating officer has determined and documented in the occurrence that there is sufficient evidence the offender committed the offence but will not be charged as the offender is being investigated and dealt with by another agency i.e. RSPCA, or other Queensland Government department.

Offender not in public interest

The occurrence status type 'offender not in public interest' is to be used when the investigating officer has determined and documented in the occurrence that there is sufficient evidence the offender committed the offence but will not be charged as it is not in the public interest (see s. 3.4.3: 'Factors to consider when deciding to prosecute' of this Manual).

When an officer has made investigations in relation to an occurrence and there is sufficient evidence the offender committed the offence but will not be charged as it is not in the public interest, the officer should:

(i) record in a general or supplementary report within the occurrence:

(a) the particulars of the offending act or omission; and

(b) the reason why proceedings should not be commenced; and

(ii) submit a task for review and approval to their officer in charge or delegate for approval.

When an OIC or delegate reviews an occurrence where it is asserted, that it is not in the public interest to proceed, and they:

(i) are satisfied with that conclusion, the officer in charge or delegate should approve the task; or

(ii) decide that further investigation of an occurrence is necessary, they should:

(a) return the task to the investigating officer for rework or reassign it to another suitable officer for investigation; and

(b) ensure that a supplementary report is completed by the investigating officer.

Juvenile victim – offences cannot be particularised

The occurrence status type 'juvenile victim – offences cannot be particularised' is to be used when the investigating officer has determined and documented in the occurrence that there is sufficient evidence the offender committed the offence but will not be charged as an offence cannot be sufficiently particularised.

Juvenile victim – too young without corroboration

The occurrence status type 'juvenile victim – too young without corroboration' is to be used when the investigating officer has determined and documented in the occurrence that there is sufficient evidence the offender committed the offence but will not be charged as the victim is too young to proceed without sufficient corroboration to support their testimony.

Juvenile victim – offence not disclosed at interview

The occurrence status type 'juvenile victim – offence not disclosed at interview' is to be used when the investigating officer has determined and documented in the occurrence that there is sufficient evidence the offender committed the offence but will not be charged as the information was received from a third party that an offence was committed against a child but when the child was interviewed they did not sufficiently disclose the abuse and without other evidence the case cannot proceed.

Death of victim/essential witness

The occurrence status type 'death of victim/essential witness' is to be used when the investigating officer has determined and documented in the occurrence that there is sufficient evidence the offender committed the offence but will not be charged due to the victim or an essential witness dying prior to the offender being charged.

Victim withdraws complaint

The occurrence status type 'victim withdraws complaint' is to be used when the investigating officer has determined and documented in the occurrence that there is sufficient evidence that an offence has been committed but the victim no longer wishes to continue with the complaint, and the victim has formally withdrawn the complaint as detailed below.

A complaint cannot be withdrawn by the victim if a prosecution has commenced (see [s. 3.4.4](#): 'Withdrawal of charges' of this Manual).

An officer may take a withdrawal of complaint from a victim in person:

- (i) by completing:
 - (a) a QP 0458: 'Withdrawal of Complaint' in the QPRIME occurrence;
 - (b) an entry in their official police note book/diary; or
 - (c) audio or video recording of the request to withdraw,
 and if applicable uploading a scanned copy to the QPRIME occurrence;
- (ii) forwarding a task to their OIC or delegate advising of the withdrawal; and
- (iii) contacting Policelink to withdraw the complaint.

A victim may also contact Policelink by telephone or complete and submit a 'Queensland Police Service withdrawal of complaint form' located on the Policelink internet webpage to withdraw their complaint.

Where a Policelink operator receives a withdrawal of complaint where a person is involved on the QPRIME occurrence with one or more of the following classifications:

- (i) a suspect;
- (ii) an offender;
- (iii) a suspect interviewed; or
- (iv) a named person (except for fuel drive off offences),

they are to record the withdrawal and task the organisational unit for the owning station with a request to withdraw.

When an investigating officer receives a withdrawal of complaint from a victim or a task advising that a victim has withdrawn their complaint before the commencement of any prosecution action, they should notify their OIC or delegate of the details of the complainant's withdrawal. When an OIC or delegate receives a task for review and approval where the complainant has withdrawn the complaint before the commencement a prosecution, the officer should consider Service policy as outlined in [Chapter 3](#): 'Prosecution Process' of this Manual and decide whether further investigations will proceed or not. An OIC or delegate who decides that further investigations of an occurrence are necessary following a withdrawal of complaint by the complainant, should:

- (i) assign a case officer task to the investigating officer for further investigation or assign the task to another suitable officer for investigation; and
- (ii) ensure that a supplementary report is completed within QPRIME by the investigating officer.

Evidence indicates offence did not occur

The occurrence status type 'evidence indicates offence did not occur' is to be used when the investigating officer has determined and documented in the occurrence that the offence is unfounded as there is sufficient evidence to reasonably suspect the offence did not occur. The occurrence report is to clearly state the actions of the investigating officer and the evidence relied on to conclude that the offence did not occur.

Where an officer has made investigations in relation to an occurrence and believes there is sufficient evidence the offence is unfounded, the officer should:

- (i) record in a general or supplementary report within the occurrence:
 - (a) their actions; and
 - (b) the evidence relied on to conclude that the offence did not occur; and
- (ii) submit a task for review and approval to their officer in charge or delegate for approval.

When an OIC or delegate reviews an occurrence where it is asserted, that the offence is unfounded, and they:

- (i) are satisfied with that conclusion, the officer in charge or delegate should approve the task; or
- (ii) decide that further investigation of an occurrence is necessary, they should:
 - (a) return the task to the investigating officer for rework or reassign it to another suitable officer for investigation; and
 - (b) ensure that a supplementary report is completed by the investigating officer.

Offence a civil matter

The occurrence status type 'offence a civil matter' is to be used when the investigating officer has determined and documented in the occurrence that the matter is deemed to be civil rather than criminal in nature and a criminal offence did not occur.

When an officer has made investigations in relation to an occurrence and believes there is sufficient evidence the matter is civil, and no criminal offence has occurred, the officer should:

- (i) record in a general or supplementary report within the occurrence:
 - (a) their actions; and
 - (b) the evidence relied on to conclude that it is deemed to be civil rather than criminal; and
- (ii) submit a task for review and approval to their officer in charge or delegate for approval.

When an OIC or delegate reviews an occurrence where it is asserted, that it is civil rather than criminal, and they:

- (i) are satisfied with that conclusion, the OIC or delegate should approve the task; or
- (ii) decide that further investigation of an occurrence is necessary, they should:
 - (a) return the task to the investigating officer for rework or reassign it to another suitable officer for investigation; and
 - (b) ensure that a supplementary report is completed by the investigating officer.

Crime cancelled

The occurrence status type 'crime cancelled' is to be used when the investigating officer has determined and documented in the occurrence that the report was:

- (i) created in error as the offence should never have been recorded in QPRIME; or
- (ii) created but the matter is now being investigated by another policing jurisdiction e.g. Australian Federal Police.

Crime lapsed

The occurrence status type 'crime lapsed' is to be used when the investigating officer has determined and documented in the occurrence that the limitation of proceedings has lapsed. Proceedings for:

- (i) most simple offences must be commenced within one year from the time the matter of complaint arose in accordance with [s. 52: 'Limitation of proceedings'](#) of the *Justices Act*, (e.g. breach of DV [simpliciter], weapons offences etc); and
- (ii) some traffic matters can be commenced within two years after the offence. See [s. 62: 'Proceedings for offences'](#) of the *TO(RUM)A* for details.

Graffiti Diversion

The occurrence status type 'graffiti diversion' is to be used when the investigating officer has determined and documented in the occurrence that a juvenile between the ages of 12-17 years should be dealt with by way of graffiti diversion and has completed the program (see [s. 5.5: 'Graffiti removal program'](#) of this Manual').

1.12 Incident command

**Withdrawn from public release.
Any inquiries to be referred to the Inspector, Operational Policy and Improvement.**

1.12.1 Police commander/emergency commander/TE commander/CBRE commander

**Withdrawn from public release.
Any inquiries to be referred to the Inspector, Operational Policy and Improvement.**

1.12.2 Police operations centre

**Withdrawn from public release.
Any inquiries to be referred to the Inspector, Operational Policy and Improvement.**

1.12.3 Police forward commander

**Withdrawn from public release.
Any inquiries to be referred to the Inspector, Operational Policy and Improvement.**