**DECLARABLE ASSOCIATION FORM**

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| **Individual to complete**  |
| **Date of report:**  |
| **Name:** |
| **Details of declarable associations** (record all known details)  |
| **Name** (enter names of all individuals, entities and groups) | **Relationship** (enter your relationship to the person or group – e.g. relative, friend, defacto, organisation) | **Address** (enter all known addresses linked to the declarable association) | **DOB or age** (enter if known) |
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| **Comprehensive summary of the declarable association** Include: * Nature and duration of the declarable association including the history of person of interest (POI) and the circumstances of your involvement
* Frequency of contact with the declarable association (current and proposed future contact)
* Can the level of exposure/involvement with the POI be altered or avoided and have any attempts already been or are intended to be made to achieve this (see over for more information)
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Operational Capability and Performance Command Date of Effect: September 2020

Office of the Sheriff NSW

**What is an association?**

An association is an interaction with any person, group or organisation that is unrelated to an individual’s duties with Office of the Sheriff NSW.

For example, an association exists with:

* Family members (including partner’s family)
* Friends and close personal acquaintances, including sporting team members and colleagues seen outside of work
* People or organisations where individuals may be involved for business purposes
* People in clubs, societies and other organisations
* Identified links with people and/or groups via electronic media such as Facebook or Twitter.

**What is a declarable association?**

Declarable associations include, but are not limited to, associations between a Sheriff Officer and:

* An individual or group involved in the use, sale, distribution, manufacture, exportation or importation of illicit drugs
* An individual, group or organisation involved in any criminal or illegal activities
* An individual who has a criminal history (having regard for the recency and seriousness of the history), or their known associates)
* An individual who encourages or tries to cause the Sheriffs Officer to misuse their position with the Department, or whose association creates the perception the employee has or may have misused their position
* An individual associated with a group or organisation that is reputed to have criminal affiliations or advocate violent confrontation, or a group or association known to be frequented by individuals suspected of engaging in such activity.
* This includes members of:
	+ outlaw motorcycle groups
	+ organised crime groups
	+ street gangs
	+ extremist groups
	+ groups operating online such as the ‘Anonymous’ hacker group
* An individual, group or organisation suspected or known to be involved in any activities that may be in conflict with the role and mission of the Department

The declarable association could exist in either the real or virtual world and includes social media interactions.

Contact which is unplanned, unexpected or a one off is unlikely to be considered a declarable association. However, one off contact might be declarable where the contact was avoidable and reasonably identifiable as declarable.