



Volunteers in Policing Program



Program Information and Application Form

The NSW Police Force welcomes your interest in the Volunteers in Policing (VIP) Program.

This recruitment package contains information about:

1. The VIP Program and selection process
2. The application form

It is recommended that you read all of the information before completing the application form.

1. THE VIP PROGRAM

Assisting local police

The role of the VIPs is extremely important to police. As a part of the local community they are able to provide information on a variety of fronts. Volunteers are drawn from the local community and are recognised as an integral part of the Local Area Command. The VIP program currently operates in over 80 locations throughout NSW.

Why be a Volunteer in Policing?

As a volunteer, you will meet and interact with a variety of people, learning new skills along the way. You will have the satisfaction of knowing you are helping police make NSW a safer community.

All volunteers are provided with VIP shirts, jumpers and photo identification.

Who can be a Volunteer in Policing?

To be eligible to become a Volunteer in Policing you must:

- be of good health and over 18 years of age
- be an Australian citizen or have permanent resident status
- possess satisfactory communication skills
- have proven involvement in the community
- undergo a police records check and fingerprinting
- be able to treat colleagues and community members with respect.

What will I be asked to do as a Volunteer in Policing?

As a volunteer you will perform a variety of duties which may require you to:

- assist police with victim support and
- support witnesses attending court and during the court process
- perform community liaison functions such as senior citizens meeting and community safety committees
- participate in community policing initiatives such as safety audits and engraving programs
- assist during times of disaster or emergency
- maintain local registers including citizens at risk and key holder registers
- maintain a scrapbook of police related newspaper clippings
- maintain the public noticeboard in the foyer
- assist with school visits and youth programs

- promote crime prevention initiatives by distributing crime prevention materials at shopping centres, schools, car parks and home addresses
- perform administrative tasks such as minute taking, shredding, filing, photocopying and packing
- assist Protocol Officer at medal ceremonies

You will not be asked to perform policing duties, such as carrying a gun, driving a marked police vehicle or wearing a police uniform

Training

All volunteers receive specialist training at the local police command and you can expect to be fully supported whilst completing a diverse range of duties at the Local Area Command. Volunteers are invited to attend a bi-annual VIP conference.

VIP working hours

As a volunteer you may work up to 16 hours per week. The exception to this would be in periods of high demand – such as disasters or emergency situations.

Minimum hours are not set and are left to the discretion of the Local Area Commander, in consultation with the individual volunteer. If you have any specific time commitments or restrictions you can include these on your agreement document, which volunteers sign annually.

Volunteers are provided with insurance cover while working in volunteer programs sponsored by the NSW Police Force. The benefits of this cover are the same as the workers compensation scheme provided to employees.

There are two major requirements for cover to apply:

- The claimant must actually be involved in the VIP program at the time of the incident which is the subject of the claim; and
- No illegal activity is being engaged in at the time of the incident, which is the subject of the claim.

As soon as a volunteer is accepted into the program, cover takes effect automatically.

2. THE APPLICATION AND SELECTION PROCESS

Applications are invited from suitable applicants. All applications are to be forwarded to the VIP State Manager. This can be done by emailing the completed application form to vip@police.nsw.gov.au or by post to Level 2, 20 Charles St, Parramatta NSW 2150.

The application will be assessed by the VIP Manager, who will ensure that all information has been supplied. The VIP Manager will then identify a suitable location based upon the applicant's choices on the application form.

Contact will be made with the relevant locations to determine if there are any VIP vacancies at the locations.

If a vacancy exists, the applicant will be contacted to attend an interview at the location. If the applicant is deemed suitable, they will then be fingerprinted and documentation completed to be forwarded for a criminal history check.

As a result of the criminal history check a National Police Certificate will be forwarded to the VIP Manager showing any adverse or no adverse findings. Applicants returning an adverse finding will be deemed unsuitable and advised accordingly.

If an applicant returns no adverse findings the VIP Manager will advise the location and the applicant will be invited to join the VIP program by signing an agreement to enter the program.

CONTACT DETAILS

VIP Manager
Volunteers in Policing Program
Level 2, 20 Charles Street PARRAMATTA NSW 2150
Telephone: 9768 0706
Website:

http://www.police.nsw.gov.au/can_you_help_us/volunteers_in_policing



NSW Police Force

Volunteers in Policing Program - Application Form

Important information: Please complete all sections of this form, indicating 'N/A' where not applicable.

Additional information can be provided on the last page, if more space is required.

SECTION 1: PERSONAL PARTICULARS

☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Surname (family name)

Given names (in full)

Have you ever been known by or used any other name?

☐

Yes

☐

No

If yes, give details (include place, date and method of name change)

Current residential address

Suburb / Town

State

Postcode

Postal address (if different from residential address)

Suburb / Town

State

Postcode

Contact details

Work

Home

Mobile

Email

Birth details (required for screening purposes)

Date of birth

Age

Place of birth (If born in Australia please provide a copy of your birth certificate)

State

Country

or

Other country

Town/City

State/Province

Next of kin

Name

Relationship to you

Contact address

Contact telephone

Mobile

Current residential status (tick a box)

Are you an Australian citizen?

☐

Yes

☐

No

If 'no', have you been granted permanent resident status?

☐

Yes

☐

No

Temporary visa?

☐

Yes

☐

No

If born outside of Australia, you MUST provide appropriate documentation as to your present residency status (i.e. citizenship or permanent residency documents)

Other (please specify)

Police station nearest to your residential address

SECTION 2: WORK EXPERIENCES AND SKILLS

Current employment status (tick one or more boxes)

- | | | | |
|---------------------|--------------------------|----------------------------|--------------------------|
| Paid - full-time | <input type="checkbox"/> | Paid - part-time or casual | <input type="checkbox"/> |
| Student - full-time | <input type="checkbox"/> | Student - part-time | <input type="checkbox"/> |
| Retired | <input type="checkbox"/> | Home duties | <input type="checkbox"/> |
| Unemployed | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Please specify

Current/past occupation (list one occupation only)

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What training/skills/qualifications or achievements do you have that may be useful to the role of a Volunteer in Policing? (eg. Lifeline training course, first aid, computer skills, Neighbourhood Watch, oral/written communication, public speaking, leadership)

What experience, past or present, have you had with any other voluntary or community based agency / activities? (tick one or more boxes)

- Emergency services (e.g. ambulance, fire, SES, EMQ, Coast Guard) ☐
- Health /welfare services (e.g. Lifeline, Meals on Wheels, youth, aged care) ☐
- Community services / school management (e.g. committees, P&C, youth services) ☐
- Educational services (e.g. tutoring, literacy, school reading assistance) ☐
- Sport (e.g. coach, team management, committee) ☐

• Other

Please specify

Have you previously been employed by the NSW Police Force as a sworn/unsworn member?

☐ Yes ☐ No

If yes, please give details of your registered number, position last held and cessation date.

How did you find out about Volunteers in Policing? (tick one or more boxes)

- | | | | |
|---------------------------|--------------------------|---------------------------|--------------------------|
| Newspaper (advertisement) | <input type="checkbox"/> | Newspaper (article) | <input type="checkbox"/> |
| Radio | <input type="checkbox"/> | Television | <input type="checkbox"/> |
| Educational institution | <input type="checkbox"/> | Police station or officer | <input type="checkbox"/> |
| Word of mouth | <input type="checkbox"/> | Other | <input type="checkbox"/> |

Please specify

In your own words:

- tell us your reasons for applying to become a Volunteer in Policing, and
- how you consider your skills and previous work experience (paid or voluntary) may contribute to performing the range of functions of this program.

SECTION 3: SECURITY INFORMATION

(all sections must be answered)

Drivers licence

Do you hold a current drivers licence? ☐ Yes ☐ No

Licence number

State / Territory Class

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Expiry date / /

Other licences (please specify e.g. weapons, pilot, crowd controller, boat drivers)

Have you ever, in New South Wales or any other place received a Traffic Infringement Notice or Penalty Infringement Notice? (Some minor offences may not necessarily exclude you from the program. You are not required to detail parking offences).

☐ Yes ☐ No

If you answered yes to the above question, please provide full details, including date, place and outcome.

Have you ever been, in NSW or any other place:

- convicted of any criminal, civil, military or other offence
☐ Yes ☐ No
- summonsed or charged to appear before any court, tribunal or authority in connection with any criminal, civil, military or other offence or incident
☐ Yes ☐ No
- interviewed, questioned or investigated in connection with any criminal, civil, military or other offence or incident by any police officer, department or authority
☐ Yes ☐ No
- the subject of a domestic violence, firearms prohibition, restraining order or other court order.
☐ Yes ☐ No

If you answered yes to any of the above statements, please provide full details, including date, place and outcome.

Have you ever served any part of a sentence of imprisonment? If yes, please provide details.

Are there any court charges or orders pending against you? If yes, please provide details.

REFERENCES

Please provide the following details of two people, not related to you, who would attest to your suitability to become a volunteer with the NSW Police Force. Referees must have recent personal knowledge of you.

Reference 1

Name

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Address

Contact telephone number

Occupation

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How long have you known this person?

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Reference 2

Name

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Address

Contact telephone number

Occupation

()

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How long have you known this person?

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AUTHORISATION - All applicants to complete

I hereby authorise the NSW Police Force to verify the information contained in my application. I understand and agree to the NSW Police Force conducting a check of any criminal history both within and outside of New South Wales.

I certify that the information contained in this application is true and correct.

Signature of applicant

Date

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Please note: If you complete this application form electronically, you must print before signing.

Privacy Disclaimer: Your personal information will not be disclosed to other parties without your consent unless required to do so by law. Use of personal information on this form is restricted to those involved in the authorisation and processing of this form.

****PLEASE ADD EXTRA INFORMATION HERE IF REQUIRED****

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