



# Volunteers In Policing Program

## Program Information and Application Form

The NSW Police Force welcomes interest in the Volunteers In policing (VIP) program. It is recommended that you read the information in the document before completing the VIP Application Form. This recruitment package details the following:

- 1. The Volunteers In Policing (VIP) Program**
- 2. The Selection Process**
- 3. The Application Form**

## **1. The Volunteers In Policing (VIP) Program**

The purpose of this document is to outline the 'Volunteers In Policing' (VIP) program and its application process for general information. The information in this document will guide the prospective VIP applicant through the program design including an outline of the program, role criteria, application, selection process and role requirements. The details in this document should be considered by a prospective applicant before submitting a VIP Application form.

The fundamental aspects of the NSW Police Force are to provide a professional policing service, which utilises the available resources of the community through an effective communication network of co-operation and trust. The strategy of the Volunteers in Policing program is to involve the community, working with Police towards a common goal.

### **Being a Volunteer in the VIP program**

The role of the volunteers in the VIP program is extremely important to police. Their voluntary duties assist police by actively promoting crime prevention activities, customer service, maintaining local registers and providing support to victims of crime and witnesses attending court. As a part of the local community, volunteers can provide information on a variety of aspects. Volunteers are drawn from the local community and are an integral part of the Police Area Command. The VIP program currently operates in over 80 locations throughout NSW.

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 shirt, jumper and photo identification.

### **Eligibility criteria to join the VIP program**

The program is open to all persons satisfying the criteria. Whether you are a professional or non-professional, employed or unemployed, applications are sought from all sections of the community. For eligibility to become a volunteer in the VIP program 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 (Bilingual skills an advantage);
- Have proven involvement in the community;
- Treat colleagues and community members with respect;
- Comply with Equal Employment Opportunity Policies; Work Health & Safety Regulations;
- Understand Cultural Diversity in Society;
- Current First Aid Certificate (Desirable but not essential); and
- Undergo a police records check and fingerprinting

After reviewing applications, the applicant may be contacted by the Police Area Command for an interview. If successful, the person may be selected to proceed in the program.

### **The role of the Volunteer in the VIP program**

As a Volunteer you will perform a range of voluntary tasks, which are not competitive with established police roles or general establishment roles. Duties may include but not limited to:

- Assist Police with victim support
- Support witnesses attending court and during the court process
- Perform community liaison functions
- Participate in community policing initiatives such as safety audits and engraving programs
- Assist during times of disaster or emergency
- Maintain local data 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 districts, schools, car parks and residential addresses
- Perform administrative tasks such as minute taking, shredding, filing, scanning and packing
- Assist during meetings and ceremonies

***Volunteers will not perform any policing duties, such as carrying a gun, driving a marked Police vehicle or wearing a Police uniform.***

## **Training and uniform**

All Volunteers receive specialist training and support for a diverse range of duties available at the Police Area Command. Training is subject to the role requirements at the relevant command including specialist units.

Volunteers in the VIP program are provided a shirt, vest or jumper and cap with the words “Volunteers In policing” embodied in blue cotton. A nametag is worn on the right side of the chest and photographic identification clipped to the clothing.

## **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. There is no monetary or material reward beyond substantial personal satisfaction in the VIP role being undertaken.

## **2. The application and selection process**

Suitable applicants are invited to complete the VIP Application Form available on the NSW Police Force web site. All completed Application Forms must be sent to the Police Area Command (PAC) nearest the applicant’s residential address. Other nearby or specialist command options may be listed in the Application.

The VIP role is a very sought after position and is subject to limited availability. Applicants should be mindful that extended periods of delay may be experienced as applications are processed and positions are made available. Prospective applicants are welcome to contact their local Police Area Command to make enquiries regarding VIP role vacancy and the progress of their application.

If a vacancy exists, the applicant will be contacted to attend an interview at the command. VIP applicants will be subject to have fingerprints and Criminal History Checks undertaken. Successful applicants will be invited to join the VIP program by signing a Voluntary Arrangement document to enter the program.

## **3. NSW Police Force, Web address - VIP Application Form**

For more information or an Application Form, refer to the NSW Police Force Website:

[https://www.police.nsw.gov.au/recruitment\\_links/volunteer\\_in\\_policing](https://www.police.nsw.gov.au/recruitment_links/volunteer_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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