**QUEENSLAND POLICE SERVICE**

04/23

△1

**VOLUNTEERS IN POLICING PROGRAM**

The Queensland Police Service (QPS) welcomes your interest in the Volunteers in Policing (ViP) Program. It is recommended that you read the information in this document before completing the Application Form.

**About the Volunteers in Policing Program**

The Queensland Police Service recognises the important role the community has in preventing crime. The Volunteers in Policing program aims to develop a spirit of cooperation and partnership within the community to enhance service delivery.

Volunteers are based in local police establishments where they carry out a range of tasks that complement but do not compete with the established responsibilities of police officers and other QPS employees. The specific tasks carried out by ViPs will depend on the unit hosting the volunteer, and the roles identified by the ViP Coordinator for that position.

Examples of roles undertaken by ViPs include:

* Participating in a range of prevention initiatives
* Providing prevention information
* Assisting with home and business security assessments
* Delivering security alerts to communities
* Providing support and assisting victims of crime
* Liaising with community groups and participating in activities
* Supporting specialist units within the QPS

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

**Eligibility to join the ViP program**

ViPs must meet the following criteria to pass through to the selection phase of the program:

* Be at least 18 years of age
* An Australian Citizen or Resident, or working legally in Australia
* Possess a high level of integrity
* Possess a level of physical fitness and ability for the required role
* Be medically fit to perform the required role
* Possess and demonstrate social maturity as part of the selection process
* Be willing to sign a volunteer agreement
* Be willing to participate in mandatory training
* Be prepared to work in a team environment
* Agree to the Employment Screening process where you must disclose ‘Relevant Information’ as per the Police Service Administration Act 1990 (Qld)
* Comply with any Commissioner’s Directions that are applicable to the role

**Applications**

Completed applications can be forwarded to the selected **District Crime Prevention Coordinator** for consideration on upcoming recruiting opportunities (email address will display when area is selected in Position Location on the below form).

A current list of coordinators is also available on the QPS web site: <https://www.police.qld.gov.au/careers-with-the-qps/volunteers-in-policing/district-crime-prevention-co-ordinators>

Please note: There are no regular recruiting intakes across the state. Some police establishments will only advertise for volunteer positions when they are required. These positions may be targeted for a specific project, task, or time frame depending on the needs of the unit. These will be advertised through local media or on the myPolice web site for the specific region: [www.mypolice.qld.gov.au](http://www.mypolice.qld.gov.au)

**What happens when I submit my application?**

Upon submitting your application, you will receive confirmation of receipt and advice on the areas current recruiting status. Depending on the area you applied to, your application may be held on file until they commence their recruiting process. You will be advised if and when this occurs.

**Selection Process**

Applicants must go through a selection process prior to being offered a position in the ViP program. This process will take into consideration the roles and responsibilities of the position, along with the attributes, skills, and experience of the applicants.

The selection process is carried out by the police establishment requiring the volunteer, and you will be advised if your application is being considered for a current volunteer position.

Applications will go through a shortlisting process, and selected applicants may be asked to take part in an interview.

If selected for the program, you will be required to:

* Complete an ‘Employment Screening Form’ which requires full disclosure of Relevant Information and authorisation for the QPS to verify any or all the information
* Provide certified copies of original evidence documentation (certification shows that the original documents have been sighted). Documentation you provide is to be legible and include sufficient detail for verification during the screening process
* Participate in mandatory induction training on dates determined by the QPS
* Complete a Declarable Associations Annual Affirmation

**Further Inquiries**

Information on the Volunteers in Policing Program is available on the QPS web site: <https://www.police.qld.gov.au/careers-with-the-qps/volunteers-in-policing>

Further inquiries can be made through your local District Crime Prevention Coordinator. Contact details available at:

<https://www.police.qld.gov.au/careers-with-the-qps/volunteers-in-policing/district-crime-prevention-co-ordinators>

|  |  |  |
| --- | --- | --- |
| QPSBadge | **QUEENSLAND POLICE SERVICE****Volunteers in Policing Program****Application Form** |  Checksbmp2 |

1. POSITION LOCATION

|  |
| --- |
| Select area you wish to apply for: Choose an item. |
|  or specific advertised area/vacancy:      |

2. PERSONAL PARTICULARS

|  |  |
| --- | --- |
| Title:  |       |
| Family Name:  |       |
| Given Name(s):  |       |
| Preferred name:  |       |
| Date of Birth: |       | Place of Birth: |       |
|  | dd/mm/yyyy |  | Town, State, Country |
| Current residential address (in full): |
|       | Postcode:      |
| Postal address (if different from residential address): |
|       | Postcode:      |
| Email:       |
| Mobile:       | Home:       | Work:       |
| Drivers Licence |
| Licence Number:       | State / Territory:       |
| Class:       | Expiry date:       |
| Other licences (please specify, e.g. weapons, pilot, crowd controller, vessel) |
|       |

3. REFERENCE

|  |
| --- |
| Please provide details of a referee, not related to you, who would attest to your suitability to become a Volunteer in Policing. Referees must have recent personal knowledge of you. |
| Name:       |
| Address:       | Postcode:      |
| Contact telephone number:       | How long have you known?       |

4. WORK EXPERIENCES AND SKILLS

|  |
| --- |
| Current employment status (tick one or more boxes) |
| **[ ]**  Paid (full-time) [ ]  Paid (part-time/casual) | **[ ]**  Student (full-time)**[ ]**  Student (part-time) | [ ]  Retired [ ]  Home duties | [ ]  Unemployed [ ]  other: Specify       |
| Current / previous occupation (list one occupation only)      |

|  |
| --- |
| What attributes, skills, or experience do you possess that may be useful to the role of a Volunteer in Policing? (e.g. first aid, computer skills, Neighbourhood Watch, public speaking)      |
| What experience have you had with any other voluntary or community-based organisations?  [ ]  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 – Specify       |
| In your own words:* Tell us your reasons for applying to become a Volunteer in Policing, and
* How you consider your skills and work experience (paid or voluntary) may contribute to performing the range of functions of this program
 |
|       |

5. DECLARATION

|  |
| --- |
| [ ]  I have read an understood the information contained in this form[ ]  I declare that all the information I have provided above is correct and complete[ ]  I acknowledge that the provision of incorrect information or the withholding of any information may adversely  affect the assessment of my suitability and could result in not being offered the position[ ]  I understand that if selected, I am required to complete an ‘Employment Screening Form’ which requires full  disclosure of Relevant Information and authorisation for the QPS to verify any or all the information |
|  |       |
| **Signature** (not required if emailed from the supplied email address) | **Date** |

**Privacy Collection Statement**

**The Queensland Police Service (QPS) is collecting your information for the purpose of processing your nomination for engagement and assessment of suitability. The collection of this information is authorised by the *Police Service Administration Act 1990* (Qld) and the *Public Service Act 2008* (Qld). The information you provide will not be used or disclosed without your consent unless such use or disclosure is authorised or required by law, including the *Police Service Administration Act 1990* (Qld), *Public Service Act 2008* (Qld) and the *Information Privacy Act 2009* (Qld). You have a right to access personal information that the QPS holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact Right to Information and Privacy by email at rti@police.qld.gov.au or by telephone (07) 3364 4666.**