



ACT POLICING

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Dear Applicant,

Thank you for your enquiry regarding your interest in becoming a member of the AFP Volunteers in Policing Program.

Attached are the relevant documents you need to complete and forward to the address listed below.

Please send to:

Volunteers in Policing Program
Tuggeranong Police Station
Po Box 401
Canberra ACT 2601

Or email to

Volunteers-In-Policing@afp.gov.au

Applications close 15 February 2019.

Yours sincerely,

Sharan Slater
Sergeant 3524
Program Manager
Volunteers in Policing Program

ATTACHMENTS:

1. Application form for AFP Volunteers in Policing Program
2. Information sheet on VIP Program
3. Brief outline of Recruitment and Selection process
4. Description of roles performed



APPLICATION FORM

Personal details:

Full name:

Previous name, or other names known by:

Date of birth & age:

Address:

Telephone numbers

(h)..... (w) (mob)

Email (if applicable)

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Are you an Australian Citizen? Yes No

Do you hold a current drivers licence? Yes No

If yes, provide Licence Class

All successful applicants will be required to undergo an AFP security checks. Prior to this screening, applicants are asked to voluntarily provide the following information about their prior involvement with police:

Have you ever been charged, cautioned or convicted of:

- A drink driving offence Yes No
- Other serious traffic offence Yes No
- Any criminal offence Yes No
- Are there any court charges or orders pending against you? Yes No

If you answered yes to any of the above questions, please provide particulars and attach.

Volunteers In Policing



Do you consider you have special skills or qualifications, which can be related to the role of Police Volunteer? *(For example, second language, practical skills)*

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IMPORTANT NOTE FOR ALL APPLICANTS: Applicants should be aware that the hours of operation for the Volunteering in Policing Program are primarily 8am to 4 pm daily, Monday to Friday and applicants must be prepared to commit to undertaking volunteering activities within these times. There may be occasional requirements for Volunteers to work on a shift roster on some weekend or after-hours activities, but this is very limited.

What amount of time would you like to contribute to the Volunteers in Policing Program and when? *(Please indicate preferred day/s and number of hours you can offer.)*

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ATTACHMENT 2

The ACT Policing Volunteers in Policing (VIP) Program is a Program where volunteers are recruited to assist ACT Police provide the highest level of service to the Canberra community. They also assist by carrying out some of the lower priority tasks, which are afforded a low priority by Police.

Volunteers play a key role in helping build relationships within the community. Volunteers are recruited from all cultures, ages and backgrounds, to be reflective of the community.

There are a number of defined roles available for volunteers, including assisting police in the front office at stations, catering for officers at major exercises, role playing, taking consensual fingerprints and assisting at Community events i.e. Royal Canberra Show. Some of the roles performed are listed in **ATTACHMENT 4**.

The VIP Program is an ideal way to make a real contribution to ACT Policing, build new skills, have fun, and meet new people.

Volunteers must meet a number of selection criteria:

- ❑ Be a mature individual, 18 years of age or above.
- ❑ Be prepared to commit to performing Volunteering activities between the hours of 8am and 4pm, Monday to Friday.
- ❑ Be prepared to commit to between a minimum of 4 hours to a maximum of 16 hours per week.
- ❑ Be an Australian citizen.
- ❑ Must undergo a criminal history check.
- ❑ Must undertake psychological testing and in accordance with the AFP's strict position on illicit drugs, must successfully undertake illicit drug testing.
- ❑ Possess good communication skills (bilingual skills would be an advantage).
- ❑ Enjoy reasonably good health (not discounting physical disabilities or impairments).

SELECTION

Prospective volunteers must complete an application form, which is forwarded to the Program Manager. Initial screening will be conducted and you may be invited to attend an interview.

TRAINING

All volunteers must undergo a training Program, which covers topics such as ACT Policing functions, Equity & Diversity, Professional Standards, communication and topics related specifically to volunteering.



GENERAL INFORMATION

Volunteers act under the control and supervision of a member of the AFP at all times. They must sign an agreement for services, which formalises the provisions of the volunteering activities and binds the volunteer to a number of conditions such as conduct and confidentiality.

Volunteers are provided with several items of corporate clothing, which identifies the wearer as a police volunteer. Volunteers do not carry any weapons and must not claim to be a police officer at any time.

There is no financial or material reward for becoming a Police Volunteer, other than personal satisfaction in the job you are doing and the contribution you are making to the community and ACT Policing. You should have a commitment to assisting your local police in serving the community and using your skills and strengths in a dynamic team environment.

Application forms can be obtained by contacting the Volunteers in Policing Manager, Sergeant Sharan Slater on 62937738 or e-mail Volunteers-In-Policing@afp.gov.au.



BRIEF OUTLINE OF THE RECRUITMENT AND SELECTION PROCESS

The following is a brief outline of the selection processes for applicants to the Volunteers in Policing (VIP) Program.

1. All written applications will be assessed and short-listed after applications close.
2. Late applications will not be considered.
3. Applicants who have been short-listed will then be invited to undertake a selection interview.
4. Applicants who succeed at the selection interview phase will be invited to undertake the following;
 - Psychological testing
 - Security Vetting Briefing from Personnel Security
 - Have their security pass photo taken
 - Be measured for VIP uniform
5. Successful applicants will be invited to undergo a six day Volunteer training course.
6. During this training, all participants will be required to sign a Deed of Agreement (contract) in relation to their duties to be undertaken as Police Volunteers.



ROLES

Some of the roles undertaken by Police Volunteers include:

Admin Assistant

Volunteers provide admin assistance (filing/archiving/scanning) for various areas including VIP Office, Recognition and Ceremonial, Exhibit Management Centre (*ACT Property Office, Firearms Registry and the Drug Registrar*), Forensics, Security Vetting and Well Being Services.

AFP Museum Assistant

The AFP Museum Assistant will help Museum staff in the handling, collection, transportation, cataloguing stocktaking and storage of Museum items.

Bus Driver

Volunteers assist through the provision of bus driving services (for conferences, workshops, training days etc). Mandatory qualifications in the form of a Light Rigid (LR) driving licence apply.

Catering Team

The VIP Program has a specially designed catering trailer containing a BBQ and equipment to provide assistance to members working at demonstrations, training days or missing person's searches etc. Catering can also include making sandwiches or morning/afternoon tea's.

Ceremonial Assistant

Assist with Meet'n'Greet, Ushering, Handing out Order of Services, Laying of Wreaths etc at National Police Remembrance Day or Police Funerals. Ceremonial assistance also provided at Police Investitures and Award ceremonies. Volunteers also assist with the checking & distribution of various Police Awards (medals).

Police Legacy Assistant

Volunteers assist with the selling of Police Legacy merchandise and arranging of the CRA Ball.

Conference Helper

Volunteers assist with the packing of satchel bags, at the registration desk, checking security passes, transport of delegates to/from airport and other venues, sight-seeing tours, catering and photography.

Front Office Assistant

Volunteers assist with all Front Office enquiries (including Crash Reports, Bail Reports and Justice of the Peace enquires)

Fingerprint Team Member

Volunteers are trained in Livescan and ink printing for the taking of consensual fingerprints only. Generally this is for employment checks or travel reasons (Visa's).

Independent Person

Volunteers assist as an independent person for interviews with young persons or for voluntary DNA back-capture.

Keyholder Registry Team Member

Volunteers attend various shopping centres and obtain updated Keyholder information.

Keyholder Registry Admin Assistant

Volunteers input the Keyholder information onto a database for Police Operations.



Letter Box Drops

Volunteers assist conduct a letterbox drop notifying residences of upcoming training days, etc.

Major Community Events

Volunteers assist at Community events (Royal Canberra Show, White Ribbon Day, Multicultural Festival, Senior's Expo, Retirement & Lifestyle Expo etc).

Posters Distribution

Volunteers assist with the distribution of National Missing Persons posters.

Role Player

Volunteers assist with Role Playing for various groups including; Recruits, Constable Development training, Detective training, Forensics training, DVI training, IDG SRG and Border Force.

Showbags and Security Packs

Volunteers prepare Showbags & Home Security Packs for distribution to various groups.

Shopping Centre Displays/Promotions

Volunteers assist the Community Safety Team with activities at local shopping centres etc (handing out pamphlets, catering etc).

Telephone Survey Caller

Volunteers assist with various telephone calls including RJU Surveys.

Warrant Assistant

Volunteers assist with annual audit check on Warrants and Summonses.