



Edmonton Police Service

Volunteer Resources

9620 – 103 A Avenue

Edmonton, AB

T5H 0H7

volunteer@edmontonpolice.ca

Thank you for considering the Edmonton Police Service as a place to volunteer your time, energy and skills. The Edmonton Police Service is proud to involve the citizens of Edmonton in many of its programs as part of its commitment to community policing. If you are accepted into the volunteer programs of the EPS, you will join over 500 other dedicated individuals serving their community and the police members in a variety of roles.

Because of the nature of police work, it is important that persons associated with a police service be of good ethical character. Therefore a thorough reference and criminal background will be conducted on all candidates. To proceed with the initial screening and application, you will be required to provide two written letters of reference and the contact information of three additional individuals who would be willing to respond to a reference check.

All volunteers of the EPS will have significant contact with the public. As such, all volunteers are required to have excellent written and verbal communication skills and are expected to present themselves professionally in dress, conduct and appearance. In addition, volunteers are to be representative of their community and it is requested they apply to an EPS volunteer program nearest to where they live or work.

Attached is an application package for volunteer involvement with the Edmonton Police Service. This package is to be completed and submitted only if you are expressing an interest in a current posting for a volunteer requirement within the Service, and you believe that you meet the requirements outlined on the posting. Before proceeding with an application, please review the following minimal requirements for volunteering within the EPS:

- be of 18 years of age and older;
- have Canadian citizenship or landed immigrant status;
- be a resident of Edmonton or of a surrounding community for a minimum of one year;
- have no criminal convictions for which a pardon or records suspension has not been granted;
- have no associations with those who are known to have extensive criminal records;
- be willing to give a one-year commitment;
- volunteer regularly as required by the program applying for;
- attend all required training sessions; and
- be able to write and communicate clearly and fluently in English.

Once you have completed the Volunteer Application / Pre-Screening Form, it can be dropped off at your local divisional or community Police Station. Your application may take a month to be processed as it is dependent upon the availability of our Police Members to follow it up. If you have questions about your application please contact Lawrence Jansen, EPS Volunteer Coordinator at 780-421-3546 or lawrence.jansen@edmontonpolice.ca.

Once your application has been processed, you will be invited to an interview and will be required to fill out a detailed Enhanced Security Clearance that will include you, your immediate family members and anyone who resides with you over the age of twelve (12).

Thank you again for considering the volunteer programs of the Edmonton Police Service.



Edmonton Police Service

Volunteer Application / Pre-Screening Form

(please print)

Application Received

YYYY / MM / DD

Thank you for considering a volunteer role with the Edmonton Police Service. Please submit this Volunteer Application / Pre-Screening Form **along with two letters of reference** to your local community or divisional station. The information you provide on this form is used for security / prescreening purposes. All information provided will be kept confidential and only viewed by those processing your application.

Which volunteer position are you applying for:

Front Desk Assistant Community Patrol Speed Watch Other: _____

At which location (please specify): _____ Have you registered your application on our website? Yes No

| PERSONAL INFORMATION | | | | |
|---|------------------------------|-----------------------------|--|--|
| Surname | First Name in Full | Middle Name in Full | Date of Birth <small>YYYY / MM / DD</small> | Gender <input type="checkbox"/> F <input type="checkbox"/> M |
| Any Other Last Names Used | | | Aliases | |
| Home Address | | City/Town | | Postal Code |
| Home Phone | Work Phone | Cellular Phone | E-mail | |
| Length of Residence in Edmonton? | | | | |
| Occasionally we require interpreters. Do you speak or understand other languages? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | If yes, which ones? | |
| PERSONAL DISCLOSURE | | | | |
| Have you ever been: | | | | |
| Apprehended and/or detained by police? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| Subject of or questioned regarding a police investigation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| Suspect of or accused in a police investigation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| Given an Official Warning or caution? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| Arrested? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| Charged of a criminal offence? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| Convicted of a criminal offence? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| Placed in the Alternative Measures / Adult Diversion Program? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| Granted a Pardon or Records Suspension? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | | |
| Do you presently have any matters before the courts? | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I acknowledge the above disclosures to be true and that failure to disclose may result in being rejected of or terminated from the volunteer programs of the Edmonton Police Service. | | | | |
| _____ | | | _____ | |
| Signature of Applicant | | | Date | |
| If you answered yes to any of the above questions, please describe the circumstances. | | | | |
| | | | | |
| Have you ever applied for a position with or been a volunteer of the Edmonton Police Service? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | If yes, when and where? | |
| Have you previously volunteered with any other agency? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | If yes, when and where? | |
| Supervisor's Name | | | Phone Number | |
| Volunteer Role/Duties: | | | | |

Describe your educational history.

What special training skills do you have (e.g. computer, conflict resolution, first aid, etc.)?

Please explain your reasons for wanting to volunteer with the Edmonton Police Service.

What future plans do you have that may impact your volunteer duties (e.g. career, educational, personal)?

REFERENCES
PLEASE DO NOT LIST FAMILY MEMBERS AS REFERENCES AND ADVISE YOUR REFERENCES THAT THEY WILL BE CONTACTED

| Name | Relationship | Home No. | Business No. | Cellular No. |
|------|--------------|----------|--------------|--------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

I, _____, give permission to the Edmonton Police Service to obtain any information they consider necessary in order to qualify me as a volunteer for the Edmonton Police Service.

**I ACKNOWLEDGE THAT ANY FALSE INFORMATION WRITTEN ON THIS APPLICATION
WILL BE GROUNDS FOR DENIAL OF ACCEPTANCE OR IMMEDIATE DISMISSAL.**

_____ **Signature of Applicant** _____ **Date**

Personal information on this form will be collected, used and disclosed as authorized by the
Freedom of Information and Protection of Privacy (FOIPP) Act.

| | | |
|---------------------------------------|---------------------------------|-------------|
| Date of Application YYYY / MM / DD | Type of Identification Produced | Verified by |
|---------------------------------------|---------------------------------|-------------|

PLEASE NOTE:

For security reasons, all Edmonton Police Service volunteers are required to undergo an extensive criminal background check. Should your application proceed, you will be required to provide information on immediate family members and those residing with you who are twelve (12) years of age and older.

For Office Use Only

Search Completed by: _____ **Date:** _____

CPIC EPROS **CLEARED:** YES NO REVIEW