



**THE CITY OF VERNON COMMUNITY  
SAFETY OFFICE  
VERNON NORTH OKANAGAN RCMP DETACHMENT**



## APPLICATION

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**Position Title:**

### **Community Safety Office Volunteer**

**Purpose of the position:**

A Community Safety Office Front Counter Volunteer is the first point of contact within a Community Safety Office whether by telephone or in person. It is imperative that this position is attended in a courteous and professional manner.

**Responsibilities and Activities:**

- Greet, refer and assist general public
- Provide educational information regarding crime prevention programs
- Provide educational information about drug awareness, bullying, community, personal, internet safety
- Administrative duties
- Answer telephones
- Data entry, updating information
- Lending out equipment
- Community Events

**Time commitment:**

4 hours per week  
1 year commitment, with an option to renew

**Qualifications required:**

Be 19 years or older at the time of application.

Commit to a minimum of one year of voluntary service, providing a minimum of 4 hours per week, and be able to attend all required training sessions and meetings.

Valid BC Driver's License (required only if interested in programs that require the use of a vehicle)

Have and maintain a clean driving record for the past 5 years (required only if interested in programs that require the use of a vehicle)

Must not be under investigation by any police force.

Consent to a police information check and background reference check.

Take an Oath of Confidentiality, adhere to a Code of Ethics, and abide by CSO rules and regulations.

Ability to write and communicate well in the English language.

Able to obtain and maintain an RCMP Reliability Status

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*All information contained in this pre-screening application, provided by the volunteer, will be protected by the City of Vernon in accordance with the applicable legislation. Information collected is used only to determine eligibility and suitability of the volunteer. Acceptance may be subject to vacancy.*

Date of Application: \_\_\_\_\_

Last Name	Maiden Name	First	Second
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Address	City	Postal Code
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Home Phone	Cell Phone	Email Address
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Date of Birth \_\_\_\_\_ Place of Birth/City and Province \_\_\_\_\_

How long have you been a resident of Vernon? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ Part Time \_\_\_\_\_ Full Time \_\_\_\_\_

Place of Employment	Contact Person	Phone Number
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Do you have a valid driver's license? \_\_\_\_ D.L. Number \_\_\_\_\_ Prov. \_\_\_\_\_

Computer Skills: Typing/keyboarding \_\_\_\_\_ Microsoft Word \_\_\_\_\_ Microsoft Excel \_\_\_\_\_

Other: \_\_\_\_\_

Have you previously worked in a volunteer program? \_\_\_\_\_

Describe any work or relevant experience: (Include employment, clubs, organizations, volunteer programs or hobbies)

\_\_\_\_\_

\_\_\_\_\_

Are you willing to participate in project/community events outside of the Community Safety Office? \_\_\_\_\_

Please list a reference who may be contacted:

Business, personal, educational	Contact Person	Phone Number
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# THE CITY OF VERNON COMMUNITY SAFETY OFFICE

## VERNON NORTH OKANAGAN RCMP DETACHMENT



### What Happens Next?

Upon receipt of completed application the Office Coordinator will arrange an interview. If the interview is mutually positive and you believe that the Community Safety Office is the right fit for you, the CSO Coordinator will provide a letter for you to pursue a Police Information Check (PIC) with Vulnerable Sector Screening to the RCMP.

In order to volunteer with the Community Safety Office you must submit a PIC, pass a suitability interview and pass and hold RCMP Enhanced Reliability Status.

I, \_\_\_\_\_, grant permission to the RCMP to obtain information necessary to qualify me as a RCMP volunteer with the RCMP Volunteer Community Safety Office Program. It is understood that the RCMP will have the final authority in the criteria, or method of selection and is not obligated to disclose the reason for rejecting an application. This decision will be final. I will bear no grievance against the RCMP in this respect. To be accepted you must not have been convicted of a criminal offence.

"Pursuant to section 26 of the Freedom of Information and Protection of Privacy Act, the information, and images collected from this application will be used for the purposes of applying for a volunteer position with the RCMP and for scheduling and communication purposes within that group and the City of Vernon Community Safety Unit." For information relating to the collection or release of this information please contact the Head for administering the provisions of the Freedom of Information and Protection of Privacy Act, 3400 — 30th Street, Vernon, B. C., telephone: (250) 550-3526 or via email at [sblakely@vernon.ca](mailto:sblakely@vernon.ca)

By signing this form, I acknowledge that I have read, understand and agree to the above conditions. I also authorize the City of Vernon to contact the references provided concerning my suitability as a Volunteer. I also acknowledge I was given the opportunity to ask questions and I received satisfactory answer to these questions.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit application to the Community Safety Office 3010 31 Ave, Vernon, BC  
Or submit online to Rachael Zubick, Community Safety Coordinator [rzubick@vernon.ca](mailto:rzubick@vernon.ca)