



VICTORIA POLICE

VICTORIA POLICE SERVICE MEDAL (VPSM) APPLICANT GUIDE

Advice to applicants

The Victoria Police Service Medal (VPSM) was an initiative of former Chief Commissioner Neil Comrie and was approved for introduction on the 26th February 1996. The VPSM recognises the sustained ethical and diligent service of Victoria Police employees.

In 2009, the Chief Commissioner approved a change in the eligibility criteria for the award to be available to living former employees who left Victoria Police prior to its introduction on the 26th February 1996.

Applicants are advised that there may be some delays when processing the applications.

The Medal

The medal may be awarded to former employees of Victoria Police who:

- (i) have accrued ten years qualifying service, and
- (ii) are in the opinion of the Chief Commissioner or delegate an appropriate person to receive the medal
- (iii) are subject to ethical and diligent service

Clasp

A clasp may be awarded to a medal recipient upon completion of each successive five years period of qualifying service where the recipient is in the opinion of the Chief Commissioner or delegate an appropriate person to receive the clasp.

Ethical and Diligent Service

An employee of Victoria Police has served ethically and diligently, if in the opinion of the Chief Commissioner or delegate, the service meets the following definitions:

Ethical service – a demonstrated, consistent and unequivocal high standard of personal and professional good conduct consistent with the Victoria Police Code of Ethics and Code of Conduct.

Diligent service – a consistently high standard of work performance that is embodied in the Victoria Police values.

When completing question 2 & 3 on the Application for VPSM refer to the above definitions of Ethical and Diligent Service. 'Service' relates to time served with the Victoria Police and includes conduct both on and off duty.

Probity and the Chief Commissioner's Discretion

The Chief Commissioner retains the right to conduct full probity checks on applicants having regard to suitability to be considered for the award.

The Chief Commissioner or delegate reserves the right to refuse to grant a medal or clasp set.

The Chief Commissioner or delegate also reserves the right to grant a medal or clasp sets in exceptional circumstances where the eligibility criteria has not been fully met.

Qualifying Service

Qualifying service is the service of an employee of Victoria Police which in the opinion of the Chief Commissioner has been ethical and diligent.

Qualifying service may be accrued through full-time service, part-time service, or a combination of full-time and part-time service.

Prior Service

Prior service as a sworn officer, protective security officer and unsworn employee or a combination of the above with Victoria Police counts towards the award.

Periods with other organisations will not be counted, except where the employee met one of the following criteria:

- continued to serve the Victoria Police whilst at another organisation
- was attached for the period to an organisation unit officially recognised
- was on paid leave or received salary for the period which was ultimately paid by Victoria Police either directly or through special funding arrangements
- undertook the service at the other organisation as a Victoria Police management initiative to further the employee's professional development
- served for the period at an organisation within Australia under a staffing interchange agreement between Victoria Police and the other organisation
- served for the period at an organisation within Australia under an agreement to supply personnel to the other organisation on a temporary or rotational basis, to undertake policing or police related services
- served at the other organisation for the purpose of providing policing or security services in another country

- undertook service at the other organisation which has otherwise been approved by the Chief Commissioner as service which may be count towards the award.

Application by Former Sworn and Unsworn Members

Living former employees who meet the eligibility criteria as outlined in this applicant guide may apply in writing to the Chief Commissioner of Police by completing the approved application form in which the employee must declare that their service was ethical and diligent.

A copy of the certificate of service/discharge must be attached, where issued.

Living Former Employees

Living former members include – age retirees, medical retirees, and resigned employees.

Wearing of the medal

The VPSM is a right side decoration and is not recognised under the Australian Honours System. The manner in which it may be worn is as directed in the Victoria Police Ceremonial Manual.

For Victoria Police employees, the order of precedence for right side decorations is:

The Medal or Award highest in the order of precedence is worn closest to the wearer's centre of chest, right hand side. The awards lower in the order of precedence are worn progressively further away from the centre of the chest.

ie: Victoria Police Valour Award, Victoria Police Service Medal

Receipt of Awards

Former employees who are approved to receive the award will have two options to receive the award:

1. Presentation. Will be included in the next available medals presentation at your local Police Service Area. Note there may be a delay as each PSA may only hold one or two presentation per year.
2. Mail – Medal will be forwarded by Registered Mail.