




VICTORIA POLICE

Contact Cards

To:	_____	
Date:	/ /	Time: : am / pm
Name:	_____	
Rank:	_____	
Work Unit:	_____	
Phone:	_____	
Email:	V _____	@police.vic.gov.au
<small>Revised date 06/18</small>	<small>Reprint date 06/18</small>	<small>VP Form 75</small>



Easy English



Hard words

This book has some hard words.

The first time we write a hard word

- the word is in **blue**
- we write what the hard word means.

You can get help with this book



You can get someone to help you

- read this book
- know what this book says




- find more information.



About this book

Victoria Police wrote this book.

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Email: V _____ @police.vic.gov.au	
<small>Revised date 06/18 Reprint date 06/18</small>	<small>VP Form 75</small>

Victoria Police has a **contact card**.

A contact card tells you important information about

- what we talk about with you



and



- support services you can use.



A contact card is used by

- police

and



- protective services officers or PSOs.

We made the contact card to

- help the community get better information



- make sure we are doing a good job for the community

- give you a record of your meeting with us.



The contact card is **not** a legal document.

You do **not** need to keep the contact card.

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What will the contact card say?

When you talk to the police or a PSO they might write information on a contact card.

The contact card will tell you information about the police officer or PSO that you spoke to including

- their name
- their email address
- where they work.





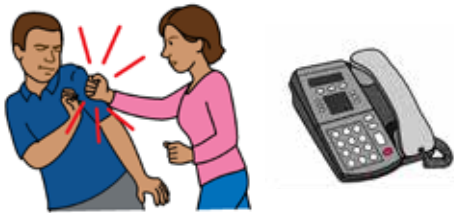
The contact card might also tell you

- the date and time that you spoke to us

and



- what you spoke to us about.



The contact card will tell you how to

- call the **victims of crime** helpline.

Victim of crime means a crime happened to you.



- call an **interpreter** service.

An interpreter is a person who gives your message from one language to another.

For example

– Auslan to English

– Vietnamese to English.





The contact card will also tell you how to contact us about a

- **compliment.**

A compliment is when you tell us we did something well.



- **complaint.**

A complaint is when you


- are **not** happy about what someone has done

and



- tell someone else the reason.



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Why did I get a contact card?

Police or PSOs might use the contact card in different ways.



You might get a contact card if you

- are a victim of crime

or



- **witness** a crime.

Witness means you have information about a crime because you

- saw a crime happen to someone
- know about a crime that happened to someone.



The contact card will help you to

- give more information to us if you need to

or



- get support that you need.



Can I ask the police or PSOs for their contact information?

Yes. You can ask police or PSOs for their information when they have asked for your details.

You can ask for their



- name
- **rank**

Rank means the level they are in the police force. For example, sergeant or constable.



- where they work.



The police officer or PSO might

- tell you the information

or



- write the information on a contact card.



More information

You can get more information about how to talk to police on the Legal Aid website.



<https://www.legalaid.vic.gov.au/find-legal-answers/police-powers-and-your-rights>

You can get more information about how to make a complaint to police on the Victoria Police website.

<http://www.police.vic.gov.au/complimentsandcomplaints>

Victoria Police pay respect to the traditional owners of lands on which we live and work. We pay our respects to Elders and all Aboriginal and Torres Strait Islander peoples who continue to care for their country, culture and people.

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www.police.vic.gov.au

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