



# VOLUNTEERS IN POLICING APPLICATION

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
No. Street City State Zip

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ California Driver's License No. \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Please list and explain any other names you have used:

\_\_\_\_\_

List any languages, other than English, which you speak fluently:

\_\_\_\_\_

List any special skills, training, interests or hobbies that you have that may be useful to the police department:

\_\_\_\_\_

Educational background: High School Diploma / GED  Yes  No

College: \_\_\_\_\_ Degree Received: \_\_\_\_\_

Volunteer Experience:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Days Available for volunteer work: Sun Mon Tues Wed Thurs Fri Sat

Preferred hours per day: \_\_\_\_\_ to \_\_\_\_\_

Work Experience (most recent first):

EMPLOYER	ADDRESS	SUPERVISOR	DATES OF EMPLOYMENT
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever used or tried any narcotic drugs without a doctor's prescription?  Yes  No

Have you ever committed a felony or misdemeanor?  Yes  No

Have you ever been arrested and/or convicted of a felony or misdemeanor?  Yes  No

Is there anything in your past which might disqualify you from functioning as a volunteer for the Capitola Police Department?  Yes  No If yes, describe briefly:

\_\_\_\_\_  
\_\_\_\_\_

List two personal references other than family:

NAME	ADDRESS	PHONE	RELATIONSHIP
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1. \_\_\_\_\_

2. \_\_\_\_\_

In case of emergency, please contact: Name \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Volunteer: \_\_\_\_\_

As volunteer for a position with the Capitola Police Department, I am willing to furnish information for use in determining my qualifications. In this connection, I authorize release of any and all information that you may have concerning me, including information of a confidential or privileged nature.

I hereby release to you, your organization, or others from liability or damage which may result from furnishing the information requested.

I understand that for security reasons a basic clearance check will be conducted and I will be fingerprinted. Further background information will be requested only if a specific volunteer assignment calls for a full security check. This may include polygraph.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Automatic Disqualifiers

The Capitola Police Department will automatically disqualify any individual who has at any time:

1. Been convicted of a felony or any offense that would be a felony if committed in California.
2. Used ("tried") marijuana in the past six months or used marijuana other than for experimentation.
3. Sold marijuana.
4. Used ("tried") any dangerous drugs including cocaine, crack, heroin, LSD, etc.
5. Sold narcotics or dangerous drugs.
6. Been dishonorably discharged from the United States armed forces.
7. Had a pattern of abusing prescription medication.
8. Had excessive traffic violations within the past three years.
9. Been previously employed as a law enforcement agent and since has committed or violated federal, state or city laws pertaining to criminal activity.
10. Lied during any stage of the hiring process.
11. Falsified his or her questionnaire or application.

## Discretionary Disqualifiers

The following Disqualifiers may, upon review by the Capitola Police Department, make you ineligible for Volunteers in Policing:

1. A physical or mental disability that would substantially impair an individual's ability to perform his/her duties.
2. Alcohol mis-use and/or abuse.
3. Unlawful sexual conduct.
4. Excessive traffic violations.
5. Commission of a felony.
6. Any discharge from the U.S. Armed Forces other than an honorable discharge.
7. Debts - a demonstrated unwillingness to honor fiscal contracts or just debts.
8. Any other conduct or pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession.

I have read and understand the above disqualifiers.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# CAPITOLA POLICE DEPARTMENT V.I.P. JOB INTEREST FORM

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Listed below are jobs available in the V.I.P. program for those citizens who wish to volunteer some of their time to the Capitola Police Department and to the service of their community. Please check off all the job assignments that are of interest to you. After we have reviewed all the "Interest Forms", I will be contacting you for the next step of the program.**

## **ADMINISTRATION DIVISION:**

- Emergency Management Preparedness
  - Update manuals
  - Training staff
- General Clerical
  - Updating manuals
  - Mail
  - Records maintenance (filing, copying, purging records, shredding)
- Neighborhood Watch
  - Man, neighborhood watch booth
  - Distribute neighborhood watch and crime prevention material
  - Presentations
- Volunteer Coordinator Assistant
  - Help develop/organize program
  - Write/develop volunteer handbook and manual
  - Oversee volunteer activities
- Special Assignments/Special Events

## **RECORDS DIVISION:**

- Data Entry
  - Entering citations and FI cards
  - Pawn slips
- Processing parking citations
- Police report maintenance (filing, copying, purging records, shredding)
- Answering phones
- Front counter duties
- Processing false alarms

## **PATROL DIVISION:**

- V.I.P. Patrol
  - Vacation checks
  - Graffiti watch
  - Neighborhood patrol (report suspicious activities to dispatch/officers)
- Graffiti clean-up
- Grant writers for Traffic Grants and Crime Prevention Funding
- Smart Trailer Program (Radar)
  - Take out in morning and bring in at night
  - Reading computer data from trailer
- Vehicle maintenance
  - Vehicle to corporation yard
  - Transport vehicle for radio equipment repair
  - Washing patrol and/or detective vehicles
- Special Assignments/Special Events