



### ***Volunteer Program – General Requirements***

Applications are accepted for Volunteer/Intern positions within the City of Citrus Heights and the Citrus Heights Police Department. Applicants will be working in a highly confidential environment and would need to abide by the following requirements:

- Be at least 18 years old
- Make a one (1) year commitment to the City of Citrus Heights
- Be able to volunteer a minimum of twelve (12) hours a week
- Volunteer for at least two (2) community events representing the City or Police Department
- Must be in good health and without physical condition(s) that will endanger themselves or another member of the City of Citrus Heights
- Be of good character and possess good moral habits
- Successfully pass a background investigation including but not limited to a criminal history check, DMV history check, and references

Additional information:

- Volunteers are not eligible for salaries, benefits, or other compensation
- Volunteers are covered under the City's workers' compensation insurance program and must sign an acknowledgement they have received this information
- The Citrus Heights Police Department generally disqualifies any individual who has:
  - Been convicted of a felony or any offense that would qualify as a felony under California statutes
  - Used illegal marijuana in the **past three years**
  - Sold any illegal drug or substance or prescription medication illegally
  - Used illegal or dangerous drugs in the **past ten years**
  - Been arrested for any crime or charged with a major traffic offense
  - Had a suspension of a license or been convicted of driving without insurance during the past year
  - Lied during any part of the application process
  - Had regular association and/or contact with family or friends who have a criminal background
  - Been determined to be detrimental due to any other factors to the City of Citrus Heights by the Volunteer Coordinator or Support Services Manager
- **There is no appeal process for applicants who are not selected for the program**

By signing below, you are attesting you have reviewed the above general requirements and would like to continue with the process. Please return this document with your completed application packet. Once we receive your completed application packet, we will be in contact with you.

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

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



***Statement of Confidentiality and Hold Harmless Waiver***

I, \_\_\_\_\_, have applied for a Volunteer/Intern position with the City of Citrus Heights and/or Citrus Heights Police Department. I understand any material omissions and/or false information I provide in the attached application constitute sufficient reason for rejection of this application or termination from the Volunteer/Intern Program. In addition, I authorize and request former employers, personal references, schools, individual agencies, organizations, or law enforcement agencies to answer any and all questions that may be asked regarding my application for a Volunteer/Intern position and do hereby hold such persons, harmless for the sharing of information within their knowledge or record. I further hold harmless and indemnify the City of Citrus Heights and its officials, governing bodies, officers, employees, personnel, and agents for the receipt and use of such information.

I understand I do not have the right to continue my volunteer status or utilize any appeal rights as a Volunteer/Intern if terminated. **I understand I am not an employee of the City of Citrus Heights or any department thereof** and am not eligible for any compensation or benefits of any kind or nature.

I understand and agree that in the performance of my duties as a Volunteer/Intern with the City of Citrus Heights and/or Citrus Heights Police Department, I will hold all names and information regarding the department in the strictest confidence. I understand there can be no compromise in the requirements for all Volunteers/Interns to follow the City of Citrus Heights or the Citrus Heights Police Department policies and procedures on records, information and this "Volunteer/Intern Statement of Confidentiality."

I understand I will be provided with copies of all Departmental policies on confidentiality, and I must abide by such policies.

**Any violations of this agreement shall subject the Volunteer/Intern to termination and possible criminal prosecution.**

I shall not permit any person to receive information connected with the operation of the Citrus Heights Police Department without permission of the Police Chief or as otherwise provided by law or Department policies and procedures.

I shall not disclose to anyone the fact or the nature of any investigation except as provided by law or Department policies and procedures.

I shall not give any unauthorized person any information concerning the location of records, weapons, or ammunition.

I hereby voluntarily release, discharge, waive, and relinquish all claims against the City of Citrus Heights, its officials, governing bodies, officers, employees, personnel, volunteers, and agents from all actions, claims, demands that I, my heirs, guardians, legal representatives or assignees now have or may hereafter have for bodily injury, negligence, personal injury, accident, emotional distress, property damage, or wrongful death resulting from my participation in these volunteer activities or services.

Volunteer/Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Support Services Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### ***Volunteer/Intern Qualifications***

1. Interested citizens must complete a Volunteer/Intern application and submit it to the Volunteer Coordinator at the Citrus Heights Police Department.
2. Applicants must be at least 18 years of age and possess education equivalent to a high school diploma.
3. Applicants must complete the Citizen's Police Academy within 12 months of obtaining volunteer status. Exceptions may be made at the discretion of the Chief of Police or designee. (This is for applicants for the Citrus Heights Police Department.)
4. Applicants must be willing to commit to a minimum of twelve (12) hours per week.
5. Applicants must be willing to commit to a minimum of one (1) year of service.
6. Applicants must participate in at least two (2) "special events" per year.
7. Applicants must fill out a Personal History Statement to allow the Citrus Heights Police Department to conduct a background investigation. Applicants will not be considered if they have been convicted of a felony, a crime of violence, or any misdemeanor (except minor traffic violations) in the past three (3) years and comply with Lexipol Policy #1000, Recruitment and Selection requirements. Applicants will be fingerprinted to check for criminal history.
8. Applicants should be of good moral character and reputation.
9. Applicants must be able to demonstrate good judgment and possess skills and abilities which will benefit functions of the City of Citrus Heights to the satisfaction of the city designee or the Citrus Heights Police Department to the satisfaction of the Chief of Police or designee.
10. Applicant selection is focused on those who live in the City of Citrus Heights. However, exceptions may be granted at the discretion of the Support Services Manager and/or the Chief of Police.
11. Applicants may be required to submit a letter from their physician stating they are qualified to perform assigned tasks. Applicants may be considered if their doctor so stipulates, depending on the needs of the city or the police department. Applicants will also submit an emergency contact information form.
12. Applicants must successfully pass an oral exam administered by a panel consisting of personnel from the Citrus Heights Police Department. All members will serve at the discretion of the Police Department.

Please sign below to acknowledge your understanding of the requirements for being a City Volunteer/Intern or a Citrus Heights Police Department Volunteer/Intern.

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

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



### *Volunteer/Intern Application*

Please complete the following application by legibly printing answers to all the questions. If additional space is needed, you may attach additional pages. Any false statements made on this application may disqualify the applicant from eligibility for the City of Citrus Heights or the Citrus Heights Police Department Volunteer/Intern program.

#### PERSONAL HISTORY

NAME (Last, First, Middle)				POSITION APPLYING FOR (Volunteer or Intern)			
NICKNAMES/ALIASES				ADDRESS (Number, Street, Apt. No.)			
DRIVER'S LICENSE				(City, State, Zip Code + 4)			
State	Number	Expiration Date	Class				
HOME PHONE (    )		CELL PHONE (    )		WORK PHONE (    )		DATE OF BIRTH	
EMAIL ADDRESS							
Preferred Contact Method <input type="checkbox"/> Phone <input type="checkbox"/> Email			Have you had any contacts with police? <input type="checkbox"/> Yes <input type="checkbox"/> No			Are you retired from a PERS agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide details.							

#### EDUCATION AND TRAINING

HIGHEST GRADE COMPLETED			Name and Location of High School		Did You Graduate?	
HIGH SCHOOL <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	COLLEGE <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	GRADUATE <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED	
Name and Location of College, Business, or Trade School	Years Attended From/To	Degree Awarded? Yes    No		Type of Degree	Subject Majors	
	/	<input type="checkbox"/> <input type="checkbox"/>				
	/	<input type="checkbox"/> <input type="checkbox"/>				
	/	<input type="checkbox"/> <input type="checkbox"/>				
List all current certificates of professional competence, licenses, and memberships in professional associations:						



**Ronald A. Lawrence, Chief of Police**

**EMPLOYMENT HISTORY-** This section must be completed. List all paid and non-paid positions and periods of unemployment held within the last ten (10) years. Attach a separate sheet if necessary. Please list most current position first.

Dates Employed (mm/yyyy)	Employer	Title
Total Years/Months Worked	Address (Number, Street, City, State, Zip Code)	
Hours Worked Each Week	Name and Title of Supervisor	Phone Number (     )
Type of Business	Reason for Leaving	
Job Duties		

Dates Employed (mm/yyyy)	Employer	Title
Total Years/Months Worked	Address (Number, Street, City, State, Zip Code)	
Hours Worked Each Week	Name and Title of Supervisor	Phone Number (     )
Type of Business	Reason for Leaving	
Job Duties		

Dates Employed (mm/yyyy)	Employer	Title
Total Years/Months Worked	Address (Number, Street, City, State, Zip Code)	
Hours Worked Each Week	Name and Title of Supervisor	Phone Number (     )
Type of Business	Reason for Leaving	
Job Duties		

May we contact your present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, Explain	



**Ronald A. Lawrence, Chief of Police**

**SPECIAL SKILLS**

Do you have any special skills? (i.e. computer, typing, bilingual, etc.) Please explain.

**AVAILABILITY**

Can you commit to twelve (12) hours of service per week?  Yes  No

Please indicate the number of hours you are available under each day. If not available on a certain day, please put an X in the box.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
/	/	/	/	/	/

Indicate any exceptions (i.e. not available on the third Thursdays of each month, etc.)

**INFORMATION VERIFICATION**

*By signing below, I affirm the information contained in this application is complete and accurate to the best of my knowledge. I authorize the Citrus Heights Police Department or designee to confirm the information contained above.*

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

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



***Volunteer/Intern Interest Form***

Please complete this form and return this form with your completed application packet. Please check which location you would like to volunteer:

- City Hall
- Community Center
- Police Department

Please check the boxes below if you:

- Can commit to a minimum of twelve (12) hours per week
- Can commit to a minimum of one (1) year of service
- Can participate in at least two (2) "special events" per year
- Have a 3.0 GPA (if applying for an intern position and are currently enrolled in school)

We have volunteer needs for the following positions. Please check the box(es) below of those areas you are interested in volunteering and detail any applicable experience you may have in those areas. If you do not find any areas that may be of interest to you, please write down what you would like to contribute and any related experience under "Other." It can be a combination of knowledge, skills and abilities. You can also add additional information in the "Additional Comments" section.

<u>Interest</u>	<u>Position</u>	<u>Experience</u>
<input type="checkbox"/>	Vehicle washing (taking vehicles to the car wash)	<input type="checkbox"/> : _____
<input type="checkbox"/>	Field work (includes writing parking citations and some clerical work)	<input type="checkbox"/> : _____
<input type="checkbox"/>	Grant writing	<input type="checkbox"/> : _____
<input type="checkbox"/>	Scanning and archiving documents	<input type="checkbox"/> : _____
<input type="checkbox"/>	Facility cleaning (dusting, vacuuming, etc.)	<input type="checkbox"/> : _____
<input type="checkbox"/>	Organizing supplies, tidying cupboards, etc.	<input type="checkbox"/> : _____
<input type="checkbox"/>	Brochure and flyer design	<input type="checkbox"/> : _____
<input type="checkbox"/>	Administrative work	<input type="checkbox"/> : _____
<input type="checkbox"/>	Yard clean-up	<input type="checkbox"/> : _____
<input type="checkbox"/>	Front counter and Livescan	<input type="checkbox"/> : _____
<input type="checkbox"/>	Information Technology	<input type="checkbox"/> : _____
<input type="checkbox"/>	Utility Building Shop	<input type="checkbox"/> : _____
<input type="checkbox"/>	Community Center Front Desk Administration	<input type="checkbox"/> : _____
<input type="checkbox"/>	Senior Center Program	<input type="checkbox"/> : _____
<input type="checkbox"/>	Other:	<input type="checkbox"/> : _____

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

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



***Volunteer/Intern Applicant Questionnaire***

1. Please tell us why you would like to be a Volunteer/Intern with the City of Citrus Heights or the Citrus Heights Police Department.
2. How long of a commitment are you willing to give our Volunteer/Intern Program (i.e. 6 months, 1 year, etc.)?
3. Can you please provide any additional information on the areas of interest you noted on the Volunteer/Intern Interest Form and what you are interested in doing (field work vs. office work)? Please also describe any other talents or interests you have that may be of interest in helping us with community involvement.
4. Have you done volunteer/intern work for any other organization or community? If so, please describe.
5. When can you begin volunteer/intern services?
6. Is there anything in your personal or professional life that would cause us any concerns when doing a background check?