



CITRUS HEIGHTS POLICE DEPARTMENT



Christopher W. Boyd
Chief of Police

VOLUNTEERS IN POLICE SERVICE APPLICATION

STATEMENT OF CONFIDENTIALITY AND WAIVER FORM

I understand that any material omissions and/or false information I record on the application will be sufficient reason for rejection of this application or termination from the VIPS 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 and do here withhold such persons harmless for giving any information within their knowledge or record.

As a condition of acceptance to the VIPS Program, I agree to submit documents relating to my identity and employment (volunteer) authorization within the prescribed time limits in accordance with the Immigration Reform and Control Act of 1986.

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

I understand and agree that in the performance of my duties as a volunteer with the Citrus Heights Police Department, I will hold all names and information regarding the department in the strictest confidence. Serving the public provides each of us with a great responsibility. Consequently, there can be no compromise in the requirements for all VIPS to follow the Citrus Heights Police Department policies and procedures on records and information and this "Volunteer Statement of Confidentiality".

Any violations of this agreement shall subject Volunteer 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 further agree to release the City of Citrus Heights, California, its departments, and employees from accountability for any accident, injury, death, or other liability incurred or suffered by me while carrying out the duties of a Volunteer in Police Service for the Citrus Heights Police Department.

Volunteer Signature: _____ **Date:** _____

Volunteer Coordinator: _____ **Date:** _____

PERSONAL HISTORY STATEMENT

(DO NOT DETACH THIS FORM)

Completion of this Personal History Statement is required by the Citrus Heights Police Department, your prospective employer. In the case of Peace Officer Applicants, completion of this type of form is required by P.O.S.T. Regulation (California Code of Rules and Regulations §1002(a)(5)). Please note that your ability to complete this form in a neat, timely and accurate fashion is a very important part of the background investigation process. While your background investigator will review this form with you, it is, nonetheless, your responsibility to make sure that you have read each question asked you, that you understand each question, and that you have answered truthfully and completely. Honesty and integrity are values highly prized by the Citrus Heights Police Department. Applicants who conceal information or who deliberately give false or misleading information WILL be disqualified.

This form is used to determine your legal qualifications, among other things, for the position for which you are applying. In addition to state or federal mandates in this area, we have an obligation to our Department and to the citizens in the area we serve, to assure that persons who are not qualified for this position will be lawfully excluded from further consideration.

This form must be completed in ink in your own handwriting. Please print legibly. You may not attach portions of other Personal History Statement forms, resumes or applications in substitution for information required on this form. Please be as specific as possible in your answers. Vague answers will only require explanation during your interview. As your prospective employer, we are not looking for perfection; rather, we desire an open and honest opportunity to fairly evaluate your qualifications for this position. You are responsible for the accuracy of information on this form. Again, it is your responsibility to make certain that the information is complete and correct.

Deliberate misstatements or omissions on this form will result in your disqualification for the position for which you have applied, regardless of the nature or reason for the misstatements or omissions. Read questions thoroughly before answering. If you do not understand a question, please ask your background investigator to clarify the question for you. Because you are an applicant for public employment, California Law (Labor Code 432.2) specifically authorizes us to require a polygraph or other lie detection examination as a condition of employment.

The Americans with Disabilities Act

Completion of this form is required prior to the extension of any conditional offer of employment. It has been designed to avoid making inquiries about the existence, nature or severity of any disability an applicant may have. However, you should exercise care in responding to questions so as to avoid inadvertently furnishing such information.

For example, when asked about why you left a job, do not indicate if you were disabled or granted a disability retirement. You should respond with "Retired", or with "Unable to meet job requirements". Also, you may indicate that you have been involved in a law suit as a result of an accident, but do not indicate (at this time) if you were injured in that accident.

When responding to questions on this form about any prior use of illegal drugs, you should identify the drug or controlled substances used and when you last used the drug, but do not indicate how many times you might have used that substance. You may be asked to furnish this information if you have illegally used drugs within the past 12 months, however. Do not furnish any identifying information about controlled substances that are lawfully prescribed to you, unless you were arrested for driving under the influence of alcohol and/or drugs. In such cases do not identify the specific drug in question other than as "lawfully prescribed."

Legal Questions

All peace officer applicants and others (when indicated) are required to disclose their prior involvement in illegal acts within certain specified reporting periods, regardless of any legal process which may or may not have occurred as a result of those acts. Please note that you are required to disclose acts that you have committed even if you were never caught, arrested, or prosecuted. In many cases, your responses will be subject to verification by polygraph

examination, and inconsistent statements you make between this document and your polygraph will result in your disqualification.

For questions regarding the use/possession of illegal drugs, remember that the legal term "possession" also includes any use whatsoever. It includes using, experimenting with, trying, ingesting, smoking, injecting, or being under the influence of. It also includes drugs that were in your possession, in your clothing or in your car, even if you did not "use" them on that occasion. It would specifically include substances you thought were illegal drugs when you possessed them, even if they subsequently turned out to be harmless.

You are instructed to answer questions about infractions and misdemeanors you may have committed. You are also instructed to answer questions about felonies you may have committed at any time during your lifetime.

With respect to questions about legal processes initiated against you (detentions, arrests, plea bargains, diversion and /or convictions), you may have a legal right to answer "No" to certain of these questions as a result of the provisions of California Law. However, the fact that a criminal conviction may have been expunged does not entitle you to deny having committed the act, and under certain circumstances, i.e. convictions set aside under Penal Code §1203.4, you may be required to disclose the conviction because you are applying for public employment in a criminal justice agency (California Labor Code §432.7).

Misconduct in the Workplace

Your employment history is regarded as some of the most significant information in a pre-employment background. While your present or former employers may have entered into an agreement with you to conceal prior accusations of misconduct, you should be aware that the California Courts have held some of these agreements to be contrary to the public policy of the State and therefore illegal and unenforceable. While such an agreement might legally entitle you to deny a specific disciplinary action taken against you by your employer, it will not entitle you to deny your factual involvement in misconduct. *Any attempt to conceal your factual involvement in misconduct will unquestionably result in your disqualification. It is always to your ultimate advantage to be as complete, candid, and accurate as possible in all information you furnish.*

If for any reason there is insufficient room on the form for you to furnish the required information, a page has been furnished at the back of this form for recording additional information. Please note which question number you are answering when using the back pages of the form. You may attach additional pages as needed.

You are encouraged to make a copy of your completed form for your own records (California Labor Code §432). This document is treated as a highly confidential document and, with the exception of an authorized criminal investigation, will not be shared with anyone outside of the Citrus Heights Police Department, polygraph examiner (if one is used in connection with this process), and background investigator(s). It becomes a permanent part of your pre-employment background file with the Citrus Heights Police Department and will not be released to any other party without your signed authorization or a court order.

Certification of Applicant

I hereby certify that I have read and understand the instructions for completing this document. I understand that I am solely responsible for the accuracy, completeness and truthfulness of the information contained on this form, and I will personally complete each item contained on this form.

Applicant's Signature: _____ Date: _____

Printed Name of Applicant: _____

VOLUNTEER PROGRAM APPLICATION

Please answer the following questions fully and print legibly using additional pages if necessary. Any false statements made on this application may cause disqualify the applicant from eligibility from the CHPD Volunteer program.

PERSONAL INFORMATION				
NAME:		NICKNAMES/ALIASES/MAIDEN NAME:		
STREET ADDRESS:		CITY, ZIP CODE:		
HOME PHONE:		WORK PHONE:		BEST TIME TO CALL:
DRIVER'S LICENSE:		DATE OF BIRTH:		AGE:
PLACE OF BIRTH:		ARE YOU A U.S. CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO – IF NO, INDICATE CITIZENSHIP		
HAIR COLOR:	EYE COLOR:	HEIGHT:	WEIGHT:	ETHNICITY:
HOW MANY TRAFFIC TICKETS HAVE YOU HAD IN THE PAST YEAR? PLEASE SPECIFY TYPES OF VIOLATIONS.				
MARITAL STATUS:		NAME OF SPOUSE:		
AGE OF SPOUSE:	SPOUSE'S DATE OF BIRTH:		SPOUSE'S PLACE OF BIRTH:	
HAVE YOU, YOUR SPOUSE, OR ANY DEPENDENT CHILDREN EVER BEEN ARRESTED? <input type="checkbox"/> NO <input type="checkbox"/> YES – IF YES, EXPLAIN				

EMPLOYMENT EXPERIENCE	
CURRENT/PAST EMPLOYER/SCHOOL:	POSITION:
STREET ADDRESS:	CITY, ZIP CODE:
SUPERVISOR	PHONE NUMBER
HAVE YOU EVER BEEN TERMINATED OR ASKED TO RESIGN ANY EMPLOYMENT? <input type="checkbox"/> NO <input type="checkbox"/> YES – IF YES, EXPLAIN	
CURRENT/PAST EMPLOYER/SCHOOL:	POSITION:
STREET ADDRESS:	CITY, ZIP CODE:
SUPERVISOR	PHONE NUMBER
HAVE YOU EVER BEEN TERMINATED OR ASKED TO RESIGN ANY EMPLOYMENT? <input type="checkbox"/> NO <input type="checkbox"/> YES – IF YES, EXPLAIN	

CURRENT/PAST EMPLOYER/SCHOOL:	POSITION:
STREET ADDRESS:	CITY, ZIP CODE:
SUPERVISOR	PHONE NUMBER
HAVE YOU EVER BEEN TERMINATED OR ASKED TO RESIGN ANY EMPLOYMENT? <input type="checkbox"/> NO <input type="checkbox"/> YES – IF YES, EXPLAIN	

SPECIAL SKILLS
DO YOU HAVE ANY SPECIAL SKILLS (I.E. COMPUTER, TYPING, FOREIGN LANGUAGES)? PLEASE EXPLAIN.

AVAILABILITY												
CAN YOU COMMIT TO FOUR HOURS OF SERVICE PER WEEK?												
INDICATE THE HOURS YOU HAVE AVAILABLE DURING EACH WEEK:												
<table border="1"> <tr> <td>MONDAY</td> <td>TUESDAY</td> <td>WEDNESDAY</td> <td>THURSDAY</td> <td>FRIDAY</td> <td>SATURDAY</td> </tr> <tr> <td>TO</td> <td>TO</td> <td>TO</td> <td>TO</td> <td>TO</td> <td>TO</td> </tr> </table>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	TO	TO	TO	TO	TO	TO
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY							
TO	TO	TO	TO	TO	TO							
INDICATE ANY EXCEPTIONS (E.G. NO DAYS IN AUGUST, NOT AVAILABLE 3 RD THURSDAY OF EACH MONTH)												

INFORMATION VERIFICATION
<i>By signing below, I affirm that the information contained on this application is complete and accurate to the best of my knowledge. I authorize the Citrus Heights Police Department to confirm the information contained above.</i>
SIGNATURE: _____ DATE: _____

Once completed, please mail to
Lisa Gresham, 6315 Fountain Square Drive, Citrus Heights, CA 95621
If you have any questions, please call (916) 727-5500.

Volunteer Applicant Questionnaire

1. Please tell me a little bit about your job experience and skills?
2. How many hours are you planning on volunteering each week (8hr)?
3. How long of a commitment will you be planning to volunteer for the PD? (ie. 6mths, 1 year)
4. Can you please expand on the interested items you have checked off and tell me what you are really interested in doing? Field work vs. Office work
5. When can you start?
6. Is there anything negative in your background that would not make you eligible for this type of position?

Volunteer / Intern Interest Form

Name:	Address:	Phone:
Days available to volunteer:	Hours:	Cell Phone:

There are many areas you may be interested in and/or have previous experience in handling. Our goal is to meet your needs by placing you in a position that is both fun and interesting during your time at CHPD. Once tasks are assigned, our goal will be to have each volunteer committed to a minimum of six months in each assignment. Please check the item(s) that you may be interested in volunteering for:

	Previous Experience: if yes, please explain	
	No	Yes
<u>Patrol</u>		
<input type="checkbox"/> Abandoned Vehicle Tagging	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> DUI Checkpoints	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Holiday Mall Parking Lot Security	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Report Writing Room stocked/organized	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Crime Prevention	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Community Events	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Neighborhood Association and/or watch meetings	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Restocking patrol car trunks	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Search & Rescue for missing persons	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Trailer for speed awareness	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Uniforms on lockers	<input type="checkbox"/>	<input type="checkbox"/> _____
<u>Investigations</u>		
<input type="checkbox"/> Crime alert flier distribution	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Crime prevention follow-up with victims	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Missing persons follow-up	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Domestic Violence Assistant	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Missing person follow-up	<input type="checkbox"/>	<input type="checkbox"/> _____
<u>Property / Evidence</u>		
<input type="checkbox"/> Evidence logging/processing	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Crime Scene Response	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Property Release	<input type="checkbox"/>	<input type="checkbox"/> _____
<u>Records</u>		
<input type="checkbox"/> Greeting citizens at front counter	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Livescan/fingerprinting	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Organizing/filing in records room	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Property engraving	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Quarterly crime prevention newsletter	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Vacation checks	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Alarm billing / Data Entry	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> After hours meeting attendant	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Mail	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Citations	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> DE	<input type="checkbox"/>	<input type="checkbox"/> _____
<u>Office Assistants</u>		
<input type="checkbox"/> Brochure creation/ordering/stocking	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> Web Site updating	<input type="checkbox"/>	<input type="checkbox"/> _____
<input type="checkbox"/> General office work	<input type="checkbox"/>	<input type="checkbox"/> _____