

VIP OFFICE
210.207.7386

Volunteers In Policing Application Process

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210.207.7386

(Please fill out completely or the application will not be processed)

Participation in other San Antonio Police Department programs does not guarantee acceptance to the VIP program.

Step 1: Application

Complete application (Release of Personal Information Form must be notarized) and returned to:

**Volunteers In Policing
San Antonio Police Department
Public Safety Headquarters
315 S Santa Rosa
San Antonio, TX 78207**

OR

Fax: 210.207.7656

Step 2: Application Review

Your application will be reviewed by the VIP Staff. All areas must be completed or have a N/A placed for Not Applicable Information in order to be processed.

Step 3: Character Reference

Four (4) reference forms will be mailed to the individuals you have provided on the application. Failure to provide complete address information will result in the application being denied.

Character references must be returned within thirty (30) days from the date of mailing by VIP Unit. Contact the VIP office at 210.207.7386 to check on the status approximately 4-6 weeks after you submit your application.

Step 4: Fingerprints and Interviews

All applicants will have their fingerprints taken at Public Safety Headquarters. Upon applicants' receipt of three completed and positive character reference forms. Applicant will be contacted by VIP staff to establish a time for an interview with the Special Projects Officer.

Step 5: Acceptance or Non-Acceptance

All applicants will be notified by mail of their acceptance or non-acceptance to the program.

Please note under "Terms and Signature" section of the application, an applicant will release the San Antonio Police Department from providing a reason for denial to the program.

Upon acceptance you will be required to attend a six (3) hour Orientation Session to include Sexual Harassment and Cultural Dynamics Training.



San Antonio Police Department Volunteers in Policing Application



Please fill out completely or the application will not be processed. If any section does not apply to you, please indicate by writing "N/A". The San Antonio Police Department appreciates your interest in service and commends your spirit to volunteer.

PERSONAL INFORMATION:

Last Name	First Name	Age	Other Names Used	Date of Birth
Home address:	City	Zip	Place of Birth	
Home Phone:	Business Phone:	Cell Phone:		
Other Names Used:				
Previous Address(s) Last Five Years: (If more room is needed attach additional sheet)				

Email Address:

CRIMINAL HISTORY AND DRIVING RECORD:

Texas Drivers License Number	Has your license ever been suspended or revoked? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been arrested? Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of a crime? Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes to any, please explain:	
Traffic citations and accidents for the past two years:	

REFERENCES

References: **DO NOT USE FAMILY MEMBERS AS REFERENCES.** List four (4) individuals you have known for at least 5 years. (Please list name, complete address with zip code, and telephone number)

Name	Address (Street, City, State, Zip)	Email Address
1.		
2.		
3.		
4.		

EDUCATION BACKGROUND AND MILITARY EXPERIENCE

Please check highest level of education completed:

Some High School <input type="checkbox"/>	High School Diploma <input type="checkbox"/>	Some College Study <input type="checkbox"/>
College Degree <input type="checkbox"/>	Some Graduate Study <input type="checkbox"/>	Graduate Degree <input type="checkbox"/>

High School Attended:	College Attended (School & Dates):		
Military Service Branch:	Rank:	Time Served:	Date Discharged:

EMPLOYER HISTORY: (Please fill out completely) If you are retired, please note "Not Applicable"

Current Employer: Occupation: From Date: To Date:

Business Address: (Including city, state, and zip code) Contact Person Name: Phone Number:

Employment for past five years (Please include firm name, address, supervisor, dates):

1.

2.

3.

4.

Tell us a little about you...

What are your hobbies and interests?

Have you volunteered before? If so, what did you do and where?

Do you prefer an office setting or a more active role?

Please briefly state why you wish to volunteer your time to the San Antonio Police Department. (Use other sheet if necessary) This *question must be answered*.

EMERGENCY INFORMATION:

In case of emergency, please notify:

Name:

Address

Relationship:

Day Phone and Night Phone

D:

N:

TERMS AND SIGNATURE

As a volunteer with the San Antonio Police Department, I am willing to furnish information for use in determining my qualifications.

I understand that for security reasons a basic clearance check/background 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.

I understand that falsifying statements on this application or during the interview process is cause for my immediate dismissal from the Volunteers In Policing program.

I understand that the San Antonio Police Department will not disclose any of my information to any outside entity without my written consent.

I understand that the San Antonio Police Department will not have to disclose the reason, if any, for not being selected to the program.

In signing, I do hereby certify that all information contained in this application is correct and accurate to the best of my knowledge. I further authorize the San Antonio Police Department to verify criminal history and driving records as part of the background process. If accepted to perform volunteer duties for the San Antonio Police Department, I understand I may be privy to confidential information and promise to respect and maintain all that confidentiality whenever presented with it.

Signature:

Date:

VOLUNTEER TASK DATA

Listed below are the available positions. Please place an "X" in each box designating each program in which you wish to participate.

- Unit Assistant** **Flexible Hours between 8:00 a.m. to 8:00 p.m.**
Volunteer will assist a unit with light filing, faxing, answering telephones and other duties.
- | | | | |
|----------------|----------------|---------------------|---------|
| Youth Services | Records | Patrol Division | Payroll |
| Sex Crimes | Accounting | Public Info. Office | Fleet |
| Court Liaison | Vehicle Crimes | Research & Planning | |
- Warrant Drive Enforcer:** Volunteers research and maintain the SAPD Warrant Tracking System. Process identifies Municipal Court Warrants and enables the Department to remove old, cleared or insufficient warrants.
- Family Assistance Crisis Team (F.A.C.T.):** Volunteers assist victims of domestic violence at police substations one Friday or Saturday night a month from 7:00 p.m. – 2:00 a.m. Requires seventeen hours of training focused towards working local organizations and agencies to provide victims with resources.
- Surveillance Team**
Volunteer will receive training from assigned officers on how to spot suspicious/criminal activity from a safe distance. Once trained, volunteer would coordinate schedule with assigned supervisors.
- Special Projects:** Assist with special departmental projects sponsored by the police department or projects that are approved by the group. Projects include Role Play for Cadets, Hostage Negotiation, SWAT & Executive Protection, National Night Out, Child Fingerprinting, Promotion & Retirement Ceremonies, Conferences (Registration, Transportation, Information Booths, Classroom Monitors, Runners, Merchandise, Exhibit Hall Security, etc.), Blue Santa, and other projects as needed.
- Public Safety Team (P.S.T.):** Volunteers are required to complete 40 hours of additional training which will enable them to issue Handicap Parking citations to the public and perform other non-hazardous duties for the Department. Volunteer who are interested in applying will be interviewed by a panel of sworn personnel and current PST members.
- Newsletter Committee:** Volunteers participate as reporters, photographers, and editors to document volunteer activities.
- Fingerprint Team:** Volunteers receive training to fingerprint children and participate at various community events to include health & safety fairs, family days, and employee fairs. Information is then provided to the parents, educating them on child safety.
- Homeland Security Team:** Volunteers have an opportunity to become one of our community leaders in disaster preparedness. Volunteers have an opportunity for training in HAM Radio Operations, First Aid / CPR, Weather Threat Assessment, and CERT. Opportunities are also available for volunteers to become instructor certified. Volunteers provide support to SAPD & SAFD personnel in times of training and crisis to include computer data-entry, working shelters, assisting the public, answering phones, computer research, and other duties as needed.
- Social Committee:** Volunteers assist VIP staff with organizing, preparing and implementing all aspects of volunteer socials to include decorating, securing door prizes and various other duties as needed.

VOLUNTEERS IN POLICING

AGREEMENT INCLUDING RELEASE AND INDEMNIFICATION

WHEREAS, the City of San Antonio (hereinafter referred to as "CITY") consents and agrees to permit _____ (hereinafter referred to as "VOLUNTEER/INTERN"), to participate in the San Antonio Police Department's Volunteer In Policing Program subject to the adherence of the VOLUNTEER/INTERN to any provisions set out in the rules and regulations of the San Antonio Police Department.

NOW, THEREFORE, for and in consideration of the premises and the mutual promises, covenants, and agreements set forth in this Agreement, the CITY and VOLUNTEER/INTERN agree that the CITY, its agents or employees, shall not be liable or responsible for, and shall be **SAVED, HELD HARMLESS, RELEASED and INDEMNIFIED** by VOLUNTEER/INTERN from and against any and all suits, actions, losses, damages, claims, or liability of any character, type, or description, including but not limited to all expenses of litigation, court costs, and attorney fees for injury or death to any person, or damage to any property received or sustained by any person or persons or property arising out of, or occasioned by, directly or indirectly, the participation of VOLUNTEER/INTERN in the San Antonio Police Department's Volunteer In Policing Program including claims and damages arising in whole or in part from the negligence of the CITY, its agents or employees.

IT IS THE EXPRESS INTENT OF THE PARTIES TO THIS AGREEMENT THAT THE INDEMNITY PROVIDED FOR IN THIS AGREEMENT IS AN INDEMNITY EXTENDED BY VOLUNTEER TO INDEMNIFY AND PROTECT THE CITY FROM ANY AND ALL CLAIMS OR ACTIONS, AS SET FORTH ABOVE, OF ANY KIND, ARISING DIRECTLY OR INDIRECTLY FROM THE PARTICIPATION OF VOLUNTEER IN THE PROGRAM, REGARDLESS OF WHETHER SUCH CLAIMS OR ACTIONS ARE FOUNDED IN WHOLE OR IN PART UPON ALLEGED NEGLIGENCE OF CITY, ITS REPRESENTATIVES, AGENTS OR EMPLOYEES.

It is further understood and agreed that the VOLUNTEER/INTERN will participate solely as an individual on a voluntary basis and not as an employee, contractor or agent of the CITY or its agents or employees.

In making this Agreement, VOLUNTEER/INTERN relies wholly upon his/her judgment, belief and knowledge and has not been influenced to any extent whatsoever by any representative or statements not contained in this Agreement.

VOLUNTEER SIGNATURE

DATE

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NUMBER

EMERGENCY NUMBER

SIGNATURE OF PARENT OR GUARDIAN IF VOLUNTEER IS A MINOR



City of San Antonio Police Department



*An Organization of Value-Oriented People.
Reflective of Our Diversity.
Dedicated to Serving the Community
With Integrity, Honor, and Fairness:
That All May Know Justice, Equality,
And Freedom Under the Law.*

AUTHORIZATION AND REQUEST FOR RELEASE OF MILITARY RECORDS

**To: Military Personnel Records Center
9700 Page Boulevard
St. Louis, Missouri 63132-5100**

As an applicant for the position as a volunteer with the San Antonio Police Department, I hereby authorize and direct the National Personnel Center, St. Louis, Missouri, or any other custodian of my military records to release all copies of my military personnel records, including but not limited to, copies of my DD214 (Report of Separation), my eligibility for re-enlistment in the Armed Forces of the United States, records of any and all judicial and non-judicial punishments, records of decoration, performance ratings, and any and all other records which you may possess.

Signature of Applicant Date

Please Print Legibly:
Full Name of Veteran/Service Member: _____
Last First Middle

Date of Birth: _____ Place of Birth: _____

Social Security #: _____ Service #: _____

Date of Entry into Service: _____ Date of Discharge: _____

Branch of Service: _____ Officer? _____ Enlisted? _____

Branch of Service (If More Than One) _____

Last Assignment: _____

YOU ARE HEREBY AUTHORIZED AND DIRECTED TO MAIL ANY AND ALL INFORMATION WHICH I HAVE REQUESTED TO:

San Antonio Police Department
Volunteers In Policing
315 S Santa Rosa
San Antonio, Texas 78207

“An Equal Opportunity Employer”