

SAN BERNARDINO POLICE DEPARTMENT



VOLUNTEER APPLICATION

CITIZEN PATROL

STATION VOLUNTEER

ANIMAL CONTROL VOLUNTEER

DEPARTMENT VISION STATEMENT

“TO BE A LEADER IN ESTABLISHING THE STANDARD FOR EXCELLENCE IN POLICING”

As an overarching goal, this dedication to excellence sets our sights high. Excellence requires vigilance in constantly striving to improve others and ourselves. Our vision does not represent unrealistic expectations or unreachable goals but reaffirms the potential through a cooperative, joint spirit between the community and the Department.

DEPARTMENT MISSION STATEMENT

**THE SAN BERNARDINO POLICE DEPARTMENT IS COMMITTED TO PROVIDING
PROGRESSIVE, QUALITY POLICE SERVICES;
A SAFE ENVIRONMENT TO IMPROVE THE QUALITY OF LIFE;
A REDUCTION IN CRIME THROUGH PROBLEM RECOGNITION AND PROBLEM SOLVING**

Our mission statement makes clear what we are all about, and who we are. It defines our relationship to those we serve, and sets our course for the future. Nothing we do should be in conflict with our mission. We each understand that we represent the Chief of Police, the City Council, and the citizens of San Bernardino. We value the responsibility and trust placed in us, and understand that the key to success is working together. Our mission gives us direction, reassurance, and purpose.

ORGANIZATIONAL VALUES

PROFESSIONALISM – We recognize that being professional in our public and private lives is essential to presenting a positive image of our department. As such, we will look and act professionally at all times, demonstrating integrity, honesty, trustworthiness and loyalty to our profession.

PERSONAL RESPONSIBILITY – We are committed to always do our best, to exercise self-restraint and to be honest in speech and actions. We will always demonstrate accountability for our own actions, while providing support where needed to accomplish the department’s mission.

COURAGE – We are dedicated to demonstrating the moral courage to confront wrongdoing, no matter the source, and to exhibiting fortitude when faced with danger.

RESPONSIVENESS – We are committed to providing quality service to our community and within our organization. We will seek to expeditiously carry out our mission, while being responsive to community needs.

RESPECT – We seek to build community confidence through communication and cooperation, treating all people with dignity and respect, and striving to treat others as we wish to be treated.

FAIRNESS – We are dedicated to promoting justice and a safe community, while seeking to be impartial in our service to the community.

VOLUNTEER POSITIONS

VOLUNTEER REQUIREMENTS:

- Must be at least 21 years old
- Not have any serious criminal history
- Successful completion of an oral interview and personal background investigation
- Must have a valid California Driver's License or ID
- Must be physically able to complete all assigned tasks
- Must volunteer a minimum of **16 hours each month** to include a monthly meeting
- Must comply with city and police department guidelines and policies and complete training

STATION VOLUNTEERS

Volunteers in these areas possess relevant skills to assist in select positions throughout the department. Participants will receive hands-on experience as they work with police department staff. Those who utilize our computer system in their assigned positions will be provided with access training as required by the Department of Justice.

Current volunteer positions available are as follows:

1. Range – Experienced volunteers assist the Rangemaster at the firing range with changing and repairing targets, picking up spent brass, maintenance of qualification areas, insuring that officers complete necessary paperwork when qualifying and setting the range up for weapons qualification.
2. Detective Bureau – Volunteer duties in the Detective Bureau include responsibility assisting the clerks at the reception desk with screening incoming calls and greeting visitors, copying and preparing cases for filing with the District Attorney's Office, entering pawn slips, transporting evidence to the Crime Lab, and other essential clerical support duties.
3. Personnel & Training - Volunteers in this area are assisting in a multitude of tasks. These volunteers assist with filing documents into employee training files and typing labels.
4. Property & Evidence - Volunteers in this area have to be agile since they need to be able to climb up and down warehouse ladders. Volunteers place evidence in bins, and locate evidence for storage, destruction and release. They also assist with filing and data entry of information taken off property/evidence tags.
5. Traffic Office – Traffic volunteers assist with data entry. Information is taken from citations issued by officers and entered into the department's computer system for documentation and statistical purposes, customer service at traffic window, and vehicle/impound releases.
6. Records Division - Volunteers assist Records with the entry of data into computers (i.e., information on destroyed weapons). These positions are open on an "as needed" basis. Volunteers assist Records with the entry of data into computers (i.e., information on destroyed weapons). After gaining some experience, volunteers can assist with the officers' counter, customer service window and document scans.
7. Front Counter/Public Information Assistant: Volunteers can assist front counter personnel by answering citizen inquiries and directing citizens to the proper police unit. Bilingual abilities are highly desirable.
8. Volunteer Interpreters - Interpreters are needed to assist police officers by conducting translations in many areas of law enforcement including witness/victim/suspect interviews, critical incidents, etc.

CITIZEN PATROL

The primary purpose is to observe and reports crimes while patrolling in distinctly marked patrol cars. The Citizen Patrol Unit is a team of highly trained volunteers who enhance vital crime prevention services and community awareness through proactive crime prevention principles.

Citizen Patrol members **do not** ever patrol in their own neighborhoods and they **do not** ever take enforcement action.

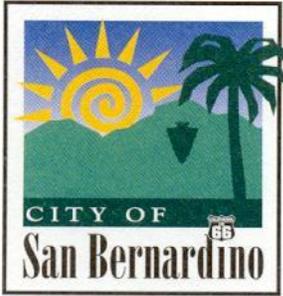
Additionally, Citizen Patrol members enforce the 72-hour and handicap-parking ordinances, searching for lost people, filling in at crossing guard posts and providing vacation/extra patrol checks. Citizen Patrol can assist the jailers with translation and paperwork during “search warrant” sweeps and are called upon to assist with traffic/road blocks in cases of disasters, such as flooding, fires or major traffic collisions. Citizen Patrol distributes crime alerts and provides crowd and traffic control for parades and other events.

ANIMAL CONTROL VOLUNTEER

Volunteers are an integral part of animal shelter operations. They provide “the extras” for the animals, like walking, socializing, and grooming. They also conduct animal behavior assessments, adoption day, donation drives and network with rescue groups. Volunteers additionally help staff by showing animals to prospective adopters, and answering their questions, in hopes that animals will have an opportunity to go to a loving, caring home. Volunteers must be 18 years of age or older; all training will be provided.

ONCE APPLICANTS HAVE COMPLETED FILLING OUT THE BELOW APPLICATION, IT CAN BE TURNED IN AT THE FRONT DESK OF THE POLICE DEPARTMENT (710 N. “D” STREET, SAN BERNARDINO), MONDAY THROUGH FRIDAY FROM 7:00 A.M. TO 6:00 P.M. APPLICATIONS CAN ALSO BE MAILED IN TO THE FOLLOWING ADDRESS:

***SAN BERNARDINO POLICE DEPARTMENT,
ATTN: COMMUNITY AFFAIRS
PO BOX 1559
SAN BERNARDINO, CA
92402-1559***



POLICE DEPARTMENT
JARROD BURGUAN - CHIEF OF POLICE

P.O. Box 1559, San Bernardino .CA 92401-1559
909.384.5742
www.ci.san-bernardino.ca.us

Date: _____

VOLUNTEER APPLICATION

Please select **only one** position you are interested in:

Citizen Patrol _____ **Station Volunteer** _____ **Animal Control Volunteer** _____

Name: _____
Last *First* *Middle*

Maiden Name: _____ Social Security # _____

Date of Birth: _____ Place of Birth: _____

Address: _____
Address/PO Box *City* *State* *Zip*

Home #: _____ Work #: _____ Cell #: _____

Email Address: _____

Driver's License #: _____ State: _____ Expires: _____

Has your driver's license ever been suspended, revoked, or placed on Negligent Operator's Probation? Yes _____ No _____ If yes, please explain: _____

Driving Restrictions: _____

Vehicle Insurance: _____
Name of Company *Policy Number*

Are you a U.S. Citizen: Yes _____ No _____

Do you speak and/or write a foreign language? Yes _____ No _____
Explain: _____

Ethnic Background: _____

Education: Highest grade completed: _____

High School Diploma: Yes _____ No _____ G.E.D.: Yes _____ No _____

Specialized Training/Education: _____

Describe any physical defects or disabilities, including extent of defective vision, if any, with or without glasses and deficiencies in color vision and hearing:

Present Occupation: _____ How long: _____

Name of Employer: _____

Address: _____
Address City State Zip

Work Phone #: _____

Retired: Yes _____ No _____ If so, Occupation before retirement _____

Name of Employer: _____

Address: _____
Address City State Zip

List three (3) personal references that have known you for at least one (1) year (Complete Name, Address and Phone Number is required):

1. Name: _____

Address: _____
Address City State Zip

Telephone: _____ No. of years known: _____

2. Name: _____

Address: _____
Address City State Zip

Telephone: _____ No. of years known: _____

3. Name: _____

Address: _____
Address City State Zip

Telephone: _____ No. of years known: _____

Please list any skills, qualifications, specialized training, and/or degrees, etc., which you feel would especially fit your volunteer work:

Why do you want to become a volunteer with the San Bernardino Police Department?

Prior Police Experience (include where and how long) _____

Can you attend the monthly meeting and meet the 16-hour a month time commitment required of members of the unit? Yes _____ No _____

These volunteer programs have a number of specific duties required to perform, in order to best fit your interest, which of the following duties do you prefer?

Office work _____ Field work (*paper work still required*) _____ Combination _____

As a San Bernardino Police Department Volunteer you may be asked to work various shifts, hours and weekends. Will this be a problem for you? Yes _____ No _____

Explain your present physical condition: _____

Are you currently on medication? Yes _____ No _____

If yes, explain: _____

Do you have any medical problems that the department should be aware of while you are working as a Volunteer that have not already been mentioned? Yes _____ No _____ If yes,

explain: _____

Has there been anything in your past, which might disqualify you from functioning as a police department employee? If yes, please explain: _____

If you have ever been arrested or convicted of any crime (excluding citations), please list approximate dates and circumstances: _____

Person to notify in case of emergency:

Name: _____ Relationship: _____

Address: _____
Address City State Zip

Telephone: _____

Authorization for Release of Records

I hereby authorize the San Bernardino Police Department to initiate a records check prior to my acceptance as a volunteer. I understand that the department has a “NO FEEDBACK” policy and that I will not be privy to any information revealed during the course of the background investigation:

Any false statement, either written or verbal, will cause the applicant’s name to be removed from consideration for the volunteer program and will be cause for immediate dismissal if an appointment has been made.

I certify that all the enclosed information in this document is true and correct.

Dated: _____

Signed: _____

Print Name: _____

Revised: May 2014

SAN BERNARDINO POLICE DEPARTMENT

NOTICE OF CONFIDENTIALITY OF DEPARTMENT INFORMATION

Maintaining the confidentiality of information shared with you in the course of your work in the Volunteer Program is key to maintaining trust and respect, and in developing credibility with City employees, other volunteers and the general public. Volunteers should exercise good judgment when discerning the confidential nature of the information they receive. Information of a personal nature regarding interpersonal relationships, family dynamics, finances, and legal issues of others should never be the subject of gossip, rumor or conjecture among employees, other volunteers or with members of the public.

Volunteers shall not disclose or allow access to information contained in or obtained from the San Bernardino Police Department (the "Department"), which includes information retained by the City, (collectively, the "City") unless such disclosure or access is authorized by law.

Volunteers shall not use any information obtained from City sources or records for personal gain or use.

Volunteers shall not disclose to anyone the fact or nature of any investigation or other information regarding ongoing investigations or inspections obtained during the course of their work for the Department.

I have read and understand this Notice of Confidentiality.

Dated: _____

Signed: _____

Print Name: _____

ACKNOWLEDGEMENT OF AT-WILL VOLUNTEER

I, _____, acknowledge that I am an at-will volunteer with the City of San Bernardino’s Police Department, without vested property rights in my position as a volunteer. I may be terminated / released at any time, without cause, and without right of appeal.

I have read and understand this Notice of Confidentiality.

Dated: _____

Sign _____

Print Name _____