



**PLEASANTON POLICE DEPARTMENT
VOLUNTEERS IN POLICE SERVICES
(V.I.P.S.)
APPLICATION PACKET
V.I.P.S. Coordinator Sgt. Marty Billdt
925-931-5256**

PLEASE BE COMPLETE, OR THE APPLICATION CANNOT BE PROCESSED

STEP 1. APPLICATION

Complete the application packet and return to:

Sgt. Marty Billdt
Pleasanton Police Department
PO Box 909
Pleasanton, CA 94566

STEP 2. APPLICATION REVIEW

The V.I.P.S. Coordinator will review your application. All areas and information must be completed or the application will not be processed.

STEP 3. ORAL INTERVIEW

After the initial application review is completed and it is determined the applicant meets the minimum requirements to participate in the Pleasanton Police Department's Volunteers In Police Services program (See V.I.P.S. Flyer), the applicant will be contacted and an interview scheduled.

STEP 3. BACKGROUND INVESTIGATION

Successful candidates proceed to a background investigation. This process includes fingerprinting, criminal history checks, a driving record check and contacts with references. Previous employers as well as personal references will be contacted to determine the applicants' suitability for the V.I.P.S. program. Reference forms may be mailed to the individuals listed in the application. Failure to provide the complete address for references will result in a rejection of the application. The Volunteer Coordinator must receive completed reference questionnaires back within (30) days of the original mailing date.

STEP 4. ACCEPTANCE

All applicants will be notified personally of their acceptance or non-acceptance into the V.I.P.S. program at the completion of the first four steps.



Volunteer Job Interest Form

Name: _____ Date: _____

Phone Number: _____ E-mail: _____

Here at the Pleasanton Police Department, we hold volunteers in high esteem and greatly appreciate the dedication of those who want to serve their community. Our goal is to match the interests and skills of our volunteers with the needs of the police department. Please prioritize the areas you are interested in by placing a number next to your first choice through your fifth choice. If you have a special skill not listed, please include it in the "other" box and also fill out the times and days of the week you would be available.

- | | | |
|---------------------|----------------------|-----------------|
| Crime Prevention | Property/Evidence | Special Events |
| Records/Data Entry | Traffic Bureau | Animal Services |
| Support Services | Citizens Academy | Other _____ |
| Vehicle Maintenance | Personnel / Training | |
| Investigations | Patrol | |

I am able to volunteer the following days and times:

Monday _____	Friday _____
Tuesday _____	Saturday _____
Wednesday _____	Sunday _____
Thursday _____	

Please list any skills you bring to this position (i.e. knowledge of computer programs such as Excel, certified C.P.R. instructor) _____

Please return this form to Sgt. Marty Billdt or as directed.



VOLUNTEERS IN POLICE SERVICES

PERSONAL HISTORY STATEMENT VOLUNTEER APPLICANTS

As part of the background process to become a V.I.P.S., we require all applicants to undergo a background investigation. Please fill out all areas with a check mark next to it and, when completed, return this packet to the Volunteer Coordinator.

Minimum eligibility requirements to become a Pleasanton Police V.I.P.S. are as follows:

- Reside and/or work within the City of Pleasanton.
- Graduate from the Citizen's Police Academy within one year of appointment.
- No felony convictions.
- Successful completion of a background investigation.
- Appointed and serve at the discretion of the Chief of Police.

If you have any questions about how to fill out this form you can call the Volunteer Coordinator, Sgt. Marty Billdt at (925) 931-5256 or reach him by email at mbilldt@cityofpleasantonca.gov.

Mailing address:

PLEASANTON POLICE DEPARTMENT
ATTN: V.I.P.S. Program Coordinator
PO BOX 909
PLEASANTON, CA 94566



VOLUNTEERS IN POLICE SERVICES

PERSONAL HISTORY STATEMENT VOLUNTEER APPLICANTS

REQUIRED DOCUMENTS

The following documents may be photocopied and submitted with your Personal History Statement Form.

- ✓ **Birth Certificate (available from the City/County Registrar of Births or the State Vital Statistics Office). If you were born outside the United States, you will need to show your original Certificate of Naturalization or your US passport to your background investigator.**
- ✓ **High School Diploma, G.E.D., or High School Proficiency Exam.**
- ✓ **College diploma(s).**
- ✓ **Social Security Card.**
- ✓ **Current driver's license.**
- ✓ **Current automobile insurance policy.**
- ✓ **A copy of any police report(s), which you were arrested.**

ACKNOWLEDGMENT

I have received a copy of this form and understand that it is my responsibility to arrange for all the documents above, which apply to me. Failure to promptly arrange for these documents will result in my application being dropped from consideration for this position.

Dated: _____ Signature: _____



VOLUNTEER PERSONAL HISTORY STATEMENT

1. Name: _____
 Last First Middle

2. Other names (including nicknames) you have used or been known by:

3. Address: _____
 Number Street City State Zip Code

4. Phone Numbers: (____) _____ (____) _____
 Day Evening

 (____) _____
 Cell

5. Date of Birth: _____ / _____ / _____
 Month Day Year

6. You must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Can you provide such documentation?
 () Yes () No

7. Social Security Number (in accordance with the Federal Privacy Act of 1974), disclosure is voluntary. The Social Security Number will be used for identification purposes to ensure that proper records are obtained.

8. For the purposes of identification, please provide the following:

Height _____, Weight _____, Hair _____, Eyes _____

Scars, tattoos, or other distinguishing marks: _____

9. **References**

During the course of the background investigation, persons who know you will be asked to comment upon your suitability for the position of Volunteer. Inquires will be confined to job-relevant matters.

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Relationship</u>
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10. **Education**

_____ I possess a high school diploma from a U.S. Institution _____ I passed the G.E.D. test

_____ I passed the California High School Proficiency Examination _____ Other

_____ I possess a two-year college degree _____ I possess a four-year college degree

_____ I do not currently have a high school diploma or its equivalent, but I plan to satisfy the requirement in the future as follows:

When: _____

Where: _____

11. **Residence**

Individuals who have become acquainted with you by reason of your residing in different locations are often helpful in providing useful information for the background investigation.

<u>Street Address</u>	<u>City, State, Zip Code</u>	<u>Years</u>	<u>Landlord, Property Owner</u>
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12. Experience and Employment

Beginning with your most current employment, please list all jobs (including part-time, temporary, and voluntary positions) you have held in the past five (5) years. For purposes of this personal history statement, volunteer work should be included as employment. For identification and verification, please indicate the nature of the activity (i.e., full-time, part-time or voluntary). If you have had intervening periods of military service or unemployment, please list those periods in sequence in the spaces provided.

Name and address of employer

Name of Supervisor

Name of Co-Worker

Telephone

Title or Duties

Dates of Employment

Full-time

Part-time

Voluntary

Reason for Leaving

Name and address of employer

Name of Supervisor

Name of Co-Worker

Telephone

Title or Duties

Dates of Employment

Full-time

Part-time

Voluntary

Reason for Leaving

Name and address of employer

Name of Supervisor

Name of Co-Worker

Telephone

Title or Duties

Dates of Employment

Full-time

Part-time

Voluntary

Reason for Leaving

Name and address of employer

Name of Supervisor

Name of Co-Worker

Telephone

Title or Duties

Dates of Employment

Full-time

Part-time

Voluntary

Reason for Leaving

13. Would any problem result if your present employer were contacted during the course of the background investigation? Yes No

If no, how and when should such contact be made? _____

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14. If you have had no prior employment, please explain in space provided below:

15. Have you had any extended work absences for reasons other than earned vacation?

Yes No

If yes, please explain (include when, name of employer, why) _____

16. Have you ever been fired or asked to resign from any place of employment?

Yes No

If yes, please give details (include when, where, circumstances) _____

MILITARY SERVICE

17. Have you ever served in a branch of the military? () Yes () No

Branch of military you served

Dates Served

Date Discharged

FINANCIAL

18. Have you ever filed for or declared bankruptcy? () Yes () No

If yes, please give details (include when, where, why). _____

19. Have any of your bills ever been turned over to a collection agency? () Yes () No

If yes, please give details (include when, firm involved, circumstances). _____

20. Have you ever had purchased goods repossessed? () Yes () No

If yes, please give details (include when, firm involved, circumstances). _____

21. Have your wages ever been garnished? () Yes () No.

If yes, please give details (include when, where, why) _____

22. Have you ever been delinquent on income or other tax payments? () Yes () No
If yes, please give details (include when, where, why) _____

LEGAL

23. If you have ever been arrested or convicted for any crime (excluding traffic citations), please give the following information: *(An arrest resulting in participation in a diversion program, or the fact that your record may have been affected by a sealing, an expungement, a release, or a pardon has specific legal implications as to how you should answer this question. Please ask the V.I.P.S. Program Coordinator.*

Approximate Date	Police Agency	Circumstances
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Approximate Date	Police Agency	Circumstances
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Approximate Date	Police Agency	Circumstances
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24. Have you ever been placed on court probation as an adult? () Yes () No
If yes, please give details (include when, where, why) _____

25. Have you ever been reported to a law enforcement agency as a missing person?
() Yes () No
If yes, please give details (include date, law enforcement agency, circumstances)

26. Have you now or have you ever been involved as a plaintiff or defendant in any civil court action? () Yes () No

If yes, please give details (include when, where, name and location of court, circumstances). _____

MOTOR VEHICLE OPERATIONS

27. Driver's License Number: _____ Expiration Date: _____

28. Have you ever been refused a driver's license in another state or country?
() Yes () No

If yes, explain (include when, where, why) _____

29. List the policy number, expiration date and company which issued your automobile liability policy:

30. Please list all traffic citations (exclude parking citations) you have received within the last five years. List nature of violation, location (city), approximate date, and indicate whether fined or action taken on driver's license.

31. Have you ever been involved as a driver in a motor vehicle accident within the last five years? () Yes () No

Approximate date of collision Location of accident Investigating law enforcement agency

CONCEALED WEAPON

32. Have you ever applied for a permit to carry a concealed weapon? () Yes () No
If yes, please provide the following information: Permit granted? () Yes () No

Date _____ Name of law enforcement agency _____

Purpose:

I hereby certify that all statements made in this personal history statement are true and complete and I understand that any misstatements of material facts will subject me to disqualification or dismissal.

Signature in full

Date completed