

Poteet PD  
830.742.8123

# Volunteers In Policing Application Process

Poteet PD  
830.742.8123

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

Participation in other Poteet Police Department programs does not guarantee acceptance to the VIP program. Volunteers must be over the age of 18 (any applicant under the age of 21 must have a parent or guardian sign off on the application, unless the applicant is enrolled and sponsored by school criminal justice program).

**Step 1. Application**

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

**Volunteers in Policing  
Poteet Police Department  
182 N. 5th St. / P.O. Box 378  
Poteet, TX 78065**

**Step 2: Application Review**

Your application will be reviewed by the Police Department. 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. Contact the Police Secretary's office at 830.742.8123 ext. 208 to check on the status approximately 2 1/2 weeks after you submit your application.**

**Step 4: Interview and Fingerprint**

Upon receipt of three completed and positive character reference forms, applicant will be contacted by the Police Secretary to establish a time for an interview and provide information on fingerprinting ([www.identogo.com](http://www.identogo.com)).

**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 Poteet Police Department from providing a reason for denial to the program.**

**Upon acceptance you will be required to attend an eight (8) hour Orientation Session to include Sexual Harassment and Cultural Diversity Training.**



## Poteet 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 Poteet Police Department appreciates your interest in service and commends your spirit to volunteer.**

**PERSONAL INFORMATION:**

Last Name	First Name	Age	Social Security #	Date of Birth
Home address:	City	Zip	Place of Birth	
Home Phone:	Business Phone:	Other names used:		
Previous Address(es) Last Five Years				

**CRIMINAL HISTORY AND DRIVING RECORD:**

Texas Driver's License Number	Has your license ever been suspended or revoked? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of any crime, plead guilty to, received deferred adjudication, or been on any form of diversion for any criminal offense (misdemeanors and felonies) within the last seven (7) years? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, 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	Zip Code	Phone #
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:
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Military Service Branch:	Rank:	Time Served:	Date Discharged:
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**EMPLOYER HISTORY: (Please fill out completely) If you are retired please note "Not Applicable"**

Current Employer:	Occupation:	From Date:	To Date:
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Business Address: (Including city state, and zip code)	Phone Number:
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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 Poteet 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 Poteet 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 Poteet Police Department will not disclose any of my information to any outside entity without my written consent.

**I understand that the Poteet 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 Poteet Police Department to verify criminal history and driving records as part of the background process. If accepted to perform volunteer duties for the Poteet 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:

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I respectfully request and authorize you to furnish the Poteet Police Department any and all information that you may have concerning me, or my reputation. This includes, but is not limited to, the following information:

- Employment Record (attendance, performance, etc.)
- Polygraph Examination Results
- Criminal Records and Reports
- Education Records
- Military Records (disciplinary action)
- Information of a confidential nature or information considered as Privileged and photostats of same, if requested.

I hereby direct you to release such information upon request of bearer.

This information is to be used to assist the Poteet Police Department in determining my acceptance as a "Police Volunteer".

I hereby release you, your organization or anyone furnishing such information from any and all liability for damages of whatever kind or nature which may at any time result in harm to me from furnishing the information requested above on account of compliance or attempts to comply with this authorization.

A photocopy reproduction of this request shall be for all intents and purposes as valid as the original. This form may be retained in your files.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Alias/Maiden Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City,

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Race

\_\_\_\_\_  
Sex

\_\_\_\_\_  
DL's and State

SUBSCRIBED AND SWORN TO BE ME on this day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_.

(seal)

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**VOLUNTEERS IN POLICING**

**AGREEMENT INCLUDING RELEASE AND INDEMNIFICATION**

*WHEREAS, the City of Poteet (hereinafter referred to as "CITY") consents and agrees to*

permit \_\_\_\_\_ (hereinafter referred to as "VOLUNTEER"), to participate in the Poteet Police Department's Volunteer In Policing Program subject to the adherence of the VOLUNTEER to any provisions set out in the rules and regulations of the Poteet 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 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 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 in the Poteet 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 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 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

## NOTICE OF CONFIDENTIALITY OF DEPARTMENT INFORMATION

I, \_\_\_\_\_, understand that maintaining confidentiality is of critical importance in my work at the Poteet Police Department. As part of my duties as a volunteer, I may learn confidential information that is related to the Poteet Police Department that might include personnel matters, criminal investigations, criminal histories, and other high-profile public issues. I may also hear conversations, see written documents, or observe things that are not intended for public review. The Poteet Police Department has extended the offer for me to volunteer my time and talents to them on the condition that I abide by the terms of this Agreement.

I, \_\_\_\_\_, agree that I shall not violate the confidentiality interests of the Poteet Police Department or its employees. The presumption is that all information related to my duties is confidential information unless I am explicitly told otherwise by the Chief of Police or his or her designee. This agreement shall not be construed to prevent me from discussing the general nature of my work as a volunteer.

However, under no circumstances may I reveal confidential information. By signing this Agreement, I represent that I will not (at any time) knowingly deliver any confidential information to any person, entity, or organization, except as required by law or court order. I understand that any violation of this Agreement, or of confidentiality in general, is cause for separation from the Poteet Police Department and the VIP program.

- Volunteers shall not disclose or allow access to information contained in or obtained from Criminal History Information, records maintained by State, or material, documents and information received from the Federal Bureau of Investigation, or any other agency of State or Federal government, unless such disclosure or access is authorized by law.
- Volunteers shall not use any information derived from Poteet Police Department sources or records for personal gain or use, except as authorized by law or Department policies and procedures.
- Volunteers shall not permit any person to receive information connected with the operation of the Poteet Police Department without permission of the Chief of Police or as otherwise provided by law or Department policies and procedures.
- Volunteers shall not disclose to anyone the fact or the nature of any investigation except as provided by law or Department policies and procedures.
- Volunteers shall not give any unauthorized person any information concerning the location of records, weapons, ammunition, the number of officers on duty, shift assignment or patrol areas.

Serving the public provides each of us with a great responsibility. Consequently, there can be no compromise in the requirement for all employees to follow the Poteet Police Department policies and procedures on records and information and this "Notice of Confidentiality of Department Information." Any violations of said requirements shall subject employees to disciplinary action, termination or criminal charges being filed.

\_\_\_\_\_  
Volunteer print name

\_\_\_\_\_  
Volunteer's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Official print name/Title

\_\_\_\_\_  
Official's signature

\_\_\_\_\_  
Date