



REDWOOD CITY POLICE DEPARTMENT VOLUNTEER IN POLICE SERVICE APPLICATION



APPLICANT INFORMATION

Print Name:

Last Name

First Name

M.I.

Birth Date

Address

Apartment/Unit #

City

State

Zip Code

Phone Number

Email Address

CA Drivers License/ Passport #

Social Security No./ ITN

Are you over 21?

Are you a citizen of the United States?

YES ☐

NO ☐

If no, are you authorized to work in the United States?

YES ☐

NO ☐

Have you ever worked for RCPD?

YES ☐

NO ☐ *If yes, when?*

Have you ever been convicted of a felony?

YES ☐

NO ☐ *If yes, explain?*

Have you completed the RCPD Citizens Police Academy?

YES ☐

NO ☐

When?

Are you involved in any other volunteer programs?

YES ☐

NO ☐

If yes, which ones?

Why do you want to be a Volunteer?

EDUCATION

High School

Address

From

To

Did you graduate? **YES** ☐ **NO** ☐

Degree

College/University

Address

From

To

Did you graduate? **YES** ☐ **NO** ☐

Degree

Other

Address

From

To

Did you graduate? **YES** ☐ **NO** ☐

Degree

REFERENCES- Please list three professional references

Full Name

Relationship & Years Known

Company

Phone Number

Address

Email Address

Full Name

Relationship & Years Known

Company

Phone Number

Address

Email Address

Full Name

Relationship & Years Known

Company

Phone Number

Address

Email Address

PLEASE INCLUDE LETTERS OF RECOMMENDATION, RESUME, & CERTIFICATIONS/ CREDENTIALS

EMERGENCY CONTACT

*Full Name**Relationship**Phone Number*

*Address**Email Address*

*Full Name**Relationship**Phone Number*

*Address**Email Address***PREVIOUS EMPLOYMENT- From most recent to oldest position**

*Company**Address*

*Supervisor**Email Address**Phone Number*

*Job Title**From**To*

Job Description

*Reason for Leaving**May we contact your previous supervisor for a reference?***YES** ☐**NO** ☐

*Company**Address*

*Supervisor**Email Address**Phone Number*

*Job Title**From**To*

Job Description

Reason for Leaving

May we contact your previous supervisor for a reference? **YES** ☐ **NO** ☐

Company

Address

Supervisor

Email Address

Phone Number

Job Title

From

To

Job Description

Reason for Leaving

May we contact your previous supervisor for a reference? **YES** ☐ **NO** ☐

MILITARY BRANCH

Branch

From

To

Rank at Discharge

Type of Discharge

If other than honorable, explain

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in my application or interview may result in my release.

Signature

Date



REDWOOD CITY POLICE DEPARTMENT

CITY POLICIES AS THEY PERTAIN TO VOLUNTEERS



EQUAL EMPLOYMENT OPPORTUNITY:

The City is committed to providing equal opportunity for all volunteers. It is the City's policy to provide a work environment in which volunteers are treated with respect and dignity, and which is free from discrimination and harassment. As part of the Americans with Disabilities Act, we will attempt to make reasonable accommodations for volunteers with disabilities.

EMERGENCY PROCEDURES:

Volunteers should immediately report any emergency to their supervisor and follow his or hers instructions. Remember, the emergency number for outside Police, Fire, or Medical services is 911. When using city phones, you must dial "9" before "911"

WORKERS' COMPENSATION:

As part of the City's recognition for the dedicated work of volunteers, City of Redwood City volunteers are protected under workers' compensation laws if they are injured while performing their volunteer duties for the City and are registered with our Volunteer Services Program. Volunteers shall report all occupational injuries and/or illnesses immediately to their supervisor.

ALCOHOL AND DRUGS:

The City is committed to having a drug-free workplace. Volunteers must abide by this policy and not come to work "under the influence." A volunteer will be released from his/her volunteer services if he/she is under the influence of alcohol, drugs, narcotics, stimulants, depressants, or hallucinogens (unless prescribed by the employee's/ volunteers physician and taken only in accordance with the physician's prescription and instructions); or if found giving, selling, or delivering such items to any other person on City premises or work area; or trafficking for the sale or delivery of such items while on City premises or work areas.

SMOKING:

According to the Redwood City Code of Ordinances, the city has a responsibility to provide a work area free of tobacco smoke. Generally, smoking is prohibited in public areas such as conference and meeting rooms, elevators, hallways, restrooms, and in all office settings in which the public is routinely served at a counter or in a reception area,

SEXUAL HARASSMENT:

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and is defined as "unwelcome sexual advances, request favors, and other verbal or physical conduct of a sexual nature." Such conduct is considered to be sexual harassment when it has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. A volunteer who believes he or she has been the subject of sexual harassment should report the incident(s) to the immediate supervisor, department head, Volunteer Services Coordinator, or Human Resources Department.



REDWOOD CITY POLICE DEPARTMENT DISCLOSURE RELEASE



As a volunteer for a position with the Redwood City Police Department. I am willing to furnish information for use in determining my qualifications. In this connection, I authorize the release of any and all information that you may have concerning me, including information of a confidential or privileged nature.

I hereby release you, your organization, or others from liability or damage which may result from furnishing the information requested.

I understand that, for security reasons, a basic clearance check will be conducted and I will be fingerprinted. Further background information will be requested if a specific volunteer assignment calls for a full security check.

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

Full Name (Print):

Date:

Signature:



REDWOOD CITY POLICE DEPARTMENT

CONFIDENTIALITY



As a volunteer with the Redwood City Police Department, I may have access to confidential information such as criminal histories or investigative files. Unless otherwise directed by a supervisor or departmental policy, all police information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know, as determined by departmental policy and personnel.

As a volunteer with the Redwood City Police Department, I will not address any public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the agency, or maintain that they represent the agency in such matters without permission from the Redwood City Police Department personnel.

Any subsequent disclosure of any confidential information, verbally, in writing, or by any other means, shall be grounds for immediate dismissal and possible criminal prosecution.

I have read and understand the above statement and will abide by this policy at all times while as a volunteer with the Redwood City Police Department.

Full Name (Print):

Date:

Signature:

Return To Redwood City Police Department: (650)-780-7104

ATT: Community Policing- CCAT

1301 Maple St.

Redwood City, CA 94063



REDWOOD CITY POLICE DEPARTMENT



VOLUNTEER IN POLICE SERVICE CONTRACT

This contract outlines our commitment to you and expectations for the services you will be performing on behalf of the Redwood City Police Department. We appreciate your services and want to do the very best in making your volunteer experience here productive and rewarding,

Full Name (Print):

Date:

Starting Date:

I. Redwood City Police Department

Volunteers can expect a commitment from the Redwood City Police Department for the following:

- *A clearly defined volunteer job description with appropriate supervision and direction.*
- *On the job training as required.*
- *To respect your skills and individual needs, and to treat you as a partner with Redwood City Police Department personnel.*
- *Letter of Reference (upon request)*

II. Volunteers

As a volunteer for the city, I agree to the following:

- *To perform my volunteer duties as outlined in my volunteer job description.*
- *To adhere to Redwood City Police Department policies and procedures, including issues of confidentiality.*
- *To record monthly hours worked on a volunteer log provided by the Volunteer Services Advisor.*
- *To attend all mandatory volunteer meetings and fulfill the duties and responsibilities associated with the volunteer position*
- *Complete the required minimum number of volunteer hours*
- *When sick or unable to work, I will notify my supervisor/lead immediately.*

- *To respect the role of the volunteer and contribute to the cooperative relationship between volunteers and PD staff.*
- *Volunteers shall not misuse or abuse their badge, identification, position, or authority for personal gain, intimidation, preferential treatment, retaliation, or any unauthorized or unlawful purpose, and any such conduct may result in disciplinary action and termination from the volunteer program.*
- *I understand that my participation in volunteering at the police station is entirely voluntary. I am not required to participate, and I may choose to discontinue my volunteer service at any time.*

III. Agreed to by:

Signature of Volunteer:

Date:

Signature of Advisor:

Date:

Signature of Captain:

Date:

Signature of Captain:

Date: