SAN BERNARDINO
POLICE DEPARTMENT

CITIZEN PATROL
STATION VOLUNTEER
GOODWILL AMBASSADOR
ANIMAL CONTROL VOLUNTEER
APPLICATION

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**
- **PERSONAL RESPONSIBILITY**
- **COURAGE**
- **RESPONSIVENESS**
- **RESPECT**
- **FAIRNESS**

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

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 with 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. **Crime Free Rental Housing**: Volunteers visit participating properties to ensure compliance with the CFRH program. (A valid California Drivers license and current insurance are required).

2. **Detective Bureau** – Volunteer duties in the Detective Bureau include responsibility for maintaining the "mug shot" file, assisting the clerks at the reception desk with screens incoming calls and greeting visitors, coping and preparing cases for filing with the District Attorneys Office, entering pawn slips, transporting evidence to the Crime Lab, and other essential clerical support duties.

3. **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.

4. **Identification Bureau** - Volunteer positions in the Identification Bureau are by far the most requested. Many of these volunteers are people who have an interest in pursuing a career in law enforcement or a like position. Although the volunteers are provided with an opportunity to observe the technicians at work, their primary assignment as volunteers is to cut film, file photograph and fingerprint cards, and other clerical tasks.

5. **Personnel & Training** - Volunteers in this area are assisting in a multitude of tasks. These volunteers assist with filing documents into employee training files, typing labels and upkeep of the video library. Some members have gained enough experience they are now able to assist regular employees with completing background investigations on citizen patrol applicants.

6. **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.

7. **Range** – Experienced volunteers assist the Rangemaster at the firing range with changing and repairing targets, picking up spent brass, insuring that officers complete necessary paperwork when qualifying and setting the range up for weapons qualification.

8. **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.

9. **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.

10. **Volunteer Interpreter** - Interpreters are needed to assist police officers by conducting translations in many areas of law enforcement including witness/victim/suspect interviews, critical incidents, etc.

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.

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 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. Citizens 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.

DOWNTOWN GOODWILL AMBASSADOR

Volunteers can assist the newly formed Downtown Policing District Officers in improving the downtown business environment by volunteering to be Goodwill ambassadors. This assignment would be a two-person foot patrol based from a storefront business office in the downtown area. The Goodwill Ambassador will help people frequenting the downtown area with directions, accessing city services and providing a communication link between businesses, as well as their patrons, and the police department. They can also be instrumental in notifying various city departments about infrastructure problems such as cracks in sidewalks, clogged gutters, graffiti, etc.

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: PERSONNEL & TRAINING, 710 N. D STREET, SAN BERNARDINO, CA 92401.

VOLUNTEER APPLICATION

Check the position(s) you are interested in:

Citizen Patrol Volunteer _____ Station Volunteer _____

Downtown Goodwill Ambassador Volunteer _____

Animal Control Volunteer _____

Date:_____

Name:_____ _____ _____
Last First Middle

Maiden Name:_____ Social Security #_____

Date of Birth:_____ Place of Birth:_____

Address:_____
Address/PO Box City State Zip

Home #:_____ Work #:_____Cell #:_____

Drivers License #:_____ State:____ Expires:_____

Driving Restrictions:_____

Ethnic Background:_____

Are you a U.S. Citizen: Yes _____ No_____

Prior Police Experience (include where and how long)_____

Do you speak a foreign language? Yes ____ No____
If so explain:_____

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 know 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? _____
_____

In applying for a Citizen Patrol position, can you attend the monthly meeting and meet the 16-hour a month time commitment required of members of the Citizen Patrol Unit? Yes ____ No ____

As a Citizen Patrol member 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 Citizen Patrol 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:_____
_____
_____

Has your license ever been suspended, revoked, or placed on negligent operator's probation? If yes, provide details on what, when, where and why? _____
_____
_____

Person to notify in case of emergency:

Name:_____ Relationship:_____

Address:_____
Address City State Zip
Telephone:_____

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.

Applicant's Signature:_____ Date:_____

Revised: August, 2012