SAN BERNARDINO
POLICE DEPARTMENT

VOLUNTEER APPLICATION

CITIZEN PATROL

STATION VOLUNTEER

ANIMAL CONTROL VOLUNTEER

COMMUNITY EMERGENCY RESPONSE TEAM (CERT)
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.

LEADERS IN SETTING THE STANDARD OF EXCELLENCE
CITIZEN PATROL
The primary purpose is to observe and report 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.

CERT PROGRAM (Community Emergency Response Team)

VOLUNTEER REQUIREMENTS:
- Must be at least 18 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 attend a minimum of 6 monthly meetings per year and 1 training session
- Must comply with city and police department guidelines and policies and complete training

The purpose of the City of San Bernardino Community Emergency Response Team (CERT) Program is to educate citizens about disaster preparedness and train them in disaster response skills such as fire safety, light search and rescue, team organization and medical first aid. CERT members are capable of assisting their families, neighbors, and business associates in times of natural and/or manmade disasters—times when local emergency response resources may be overwhelmed. Additionally, CERTs may be asked to augment the City’s police and fire departments in times of a major emergency.

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

LEADERS IN SETTING THE STANDARD OF EXCELLENCE
Date: __________

**VOLUNTEER APPLICATION**

Please select only one position you are interested in:

Citizen Patrol _______ Station Volunteer _______ Animal Control Volunteer _______ CERT _______

Name: ____________________________________________________________________________

Last Name: ___________________ First Name: ___________________ Middle Name: __________

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: _______________________________________________________

**LEADERS IN SETTING THE STANDARD OF EXCELLENCE**
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: _______________________

LEADERS IN SETTING THE STANDARD OF EXCELLENCE
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 ____________________________