



Dear Applicant,

Thank you for your interest in the Volunteers in Police Service (V.I.P.S.) program. Volunteers at the Peoria Police Department contribute more than just their time; they bring to those they work with expertise culled from their life experiences, new ideas, fresh perspective, and shared enthusiasm. The V.I.P.S. are *highly* valued and genuinely appreciated.

Attached is an application and information about the application process. Please read all of the information thoroughly and follow the instructions closely. A correctly completed application will assist in its timely processing. The last page may be used for any further explanation(s) required.

Upon receipt of your application, it will be reviewed for minimum qualifications. Your eligibility will be determined by:

- Successful completion of your background investigation
- Your qualifications
- Your honesty and thoroughness
- Availability of the area in which you wish to volunteer

Thank you for considering the Peoria Police Department to receive the gifts of your skills, abilities, and time. Please return your completed, notarized application as soon as you can so that you too may be a part of the Peoria Police Department team!

Your completed application should be mailed to:

**Peoria Police Department
Volunteer Program
8351 West Cinnabar Avenue
Peoria, AZ 85345**

Sincerely,

Ryan Stevens
Police Services Specialist

Steps of the VIPS Selection Process

All VIPS positions require:

- Application
- Selection Interview
- Background Investigation to include:
 - Criminal History Check
 - Fingerprints
 - Personal and Employment References
 - Background Interview
 - Polygraph Exam
 - Review of the following documents (we request you bring these documents with you to your initial interview where we will make copies and return them to you.)
 - Social Security Card
 - Driver's license
 - Certified Copy of your High School Diploma or G.E.D.
 - Birth certificate
 - Military form DD214 (if applicable)

Which tasks would you most enjoy?

_____ Crisis intervention for victims

_____ Data Entry / Clerical / Administrative / Training

_____ Working with computers

_____ Reviewing police reports for information

_____ Photography

_____ Child care

_____ Patrol

_____ I don't see the task listed in which I am interested, but if it becomes available, please consider me to work in the following area(s).

Frequently Asked Questions about VIPS

How many hours per month are required?

- All VIPS positions require a minimum of eight (8) hours per month.

Am I eligible to apply if I am a winter resident?

- Yes. We have a number of winter residents that volunteer in our program only during the months that they are in Arizona.

Is a polygraph exam the same thing as a lie detector test?

- Yes.

May I volunteer for more than one VIPS position?

- Absolutely! We want your volunteer experience with us to be interesting and fulfilling. If you enjoy volunteering with us enough to take on more than one V.I.P.S. position, we encourage you to divide your donated hours however you see fit.

Where is the Peoria Police Department located?

- Peoria Police Department is located at 8351 West Cinnabar Avenue, just south of the City court building. Cinnabar Avenue is located between Peoria Avenue and Olive Avenue.

Are all VIPS positions located in the main public safety facility?

- No. We also have volunteers who assist at our north station located at 23100 North Lake Pleasant Parkway in Peoria.

If I have been fingerprinted before for any reason including at the Peoria Police Department, must I be fingerprinted again for VIPS?

- Yes. Each time you apply for any position at the Peoria Police Department, you must be fingerprinted.

PEORIA POLICE DEPARTMENT VOLUNTEER BACKGROUND PACKET

Thank you for your interest in our VIPS Program!

Applicants will be required to take a polygraph examination to confirm the information in this questionnaire and to determine other items of background information.

Where written explanations are required in this form, it is MANDATORY that the information be listed COMPLETELY AND IN FULL. All questions will be verified by checks of records kept by police agencies, courts, social service agencies, and by interviews with persons you have listed on your background package. School records may be checked and all employment will be verified.

Any inaccurate, false, incomplete or misleading information or failure to follow the instructions listed below will be grounds to disqualify you for a volunteer position with the Peoria Police Department.

Your social security number is requested for identification and record keeping purposes. Disclosure of your social security number is for the purpose of conducting a thorough background investigation. The information included on this form may constitute a "public record of matter" requiring public disclosure under Arizona's Public Records Law, A.R.S. 39-121 *et seq.*

I understand that I will not receive and I am not entitled to a copy of the background investigation report or to know its contents. I further understand that the contents will be used in evaluation process for employment with the Peoria Police Department. Further, I understand that no documents submitted by me will be returned to me and no copies of any other reports or documents utilized for or during my application for employment will be furnished or given to me.

Under penalty of perjury (pursuant to Arizona Revised Statutes 13-2702, A.2), I hereby state and declare that all statements in this packet are true. I make this declaration fully aware that the Peoria Police Department may choose to verify the truth of these statements through a polygraph examination, another truth verification examination, or a background investigation. Further, if it is proven that I have made a false statement; I understand that this would be grounds for my disqualification as a candidate, or termination of my employment.

The employment environment within this agency is a DRUG FREE ENVIRONMENT. A violation of this practice can lead to removal from the volunteer program.

IF YOU ARE NOT SELECTED, YOU WILL NOT BE ADVISED OF REASONS FOR NON-SELECTION.

Please sign below that you have read, understand, and agree to the aforementioned conditions and criteria.

Printed Name

Position Applied For

Signature

Date

Instructions

1. This document must be printed in blue or black ink and must be legible – do not type.
2. All questions must be answered to include an explanation if necessary. If a question does not apply, a DNA answer must be indicated. All addresses must be complete, including zip codes.
3. Before returning the questionnaire, please sign and have Page 16 notarized.

Please avoid these common errors when filling out your application!

- *Do not* list personal references that have known you for LESS than 1 year. Also, avoid using relatives, supervisors or significant others for personal references.
- *Do not* omit information from your employment history! Even if you held a job for only one (1) day, we want to know about it. Whether a position you held was *brief, seasonal, part time, worked from your home or a "cash job"*, please be sure to list it as part of your employment history. Be sure to list complete mailing addresses, telephone numbers and the name of your immediate supervisor for each position held.
- *Do not* fail to list the exact number of times that you may have tried, used or tasted illegal drugs or substances. If you have done so, and you do not recall the exact number of times, list a maximum number of times that you feel confident you have not exceeded. Be *very sure* to include the year or years as well. Do not simply state "in high school," "when I was younger," "during college," etc.
- *Do not* forget to sign your "Waiver to Release Confidential Information" form! The waiver is useless without your signature.
- *Do not* turn in your application until you have had it notarized.

Please feel free to contact Ryan Stevens to schedule a time for notary service.

Ryan Stevens: (623) 773-5058

Thank you for your attention to detail. Your complete and accurate application will aid in its timely processing. We are looking forward to “welcoming you aboard” as quickly as possible!

Personal Information

First Middle (Full) Last

Mailing Address

City State Zip Code E-Mail Address

Home Phone Cell/Message Phone

Eye Color Hair Color Height Weight

Social Security Number Date of Birth Age Place of Birth

Do you have the ability to legally reside and work in the United States? Yes No

List all other names (including maiden name, if applicable) by which you have been known and the dates used:

Name Used	Date Used: From	Date Used: To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check the appropriate box:

Single Married Divorced Separated

Provide the following information regarding spouse or significant other. If neither applies, please furnish other emergency contact information:

Full Name Maiden Name

Address (If different from above) Date of Birth

Social Security Number Occupation

Employer Name Address Telephone Number

List all residences where you have lived for the past five (5) years, starting with the current address:

Dates From / To	Street Address, City, State, Zip Code, and County
_____	_____
_____	_____
_____	_____
_____	_____

List all persons, including immediate relatives (parents, siblings, spouse, in-laws, and all children), who have lived with you, for a period of at least thirty (30) days, during the past five (5) years. To list additional information please use Page 14.

Name	Age	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Personal References

List three (3) people who have known you for more than one (1) year, other than relatives, significant others, or former employers. Contact information must be complete.

Name	Years Known	E-Mail Address
_____	_____	_____
_____	_____	_____
Complete Address, City, State, and Zip Code		Telephone Number
_____		_____

Name	Years Known	E-Mail Address
_____	_____	_____
_____	_____	_____
Complete Address, City, State, and Zip Code		Telephone Number
_____		_____

Name	Years Known	E-Mail Address
_____	_____	_____
_____	_____	_____
Complete Address, City, State, and Zip Code		Telephone Number
_____		_____

Education

1. What is the highest level of education you have completed?

G.E.D. _____ High School _____ College _____

Degree(s) _____

Other _____

2. List all schools, colleges, and universities attended.

School / Institution	City / State	Month / Year Enrolled	Graduation Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Are you bilingual?

a. Yes (If yes, please complete the below questions) b. No

Language: _____ Speak Read Write

Language: _____ Speak Read Write

Driving History

4. List all valid driver's or chauffeur's licenses you currently hold:

ISSUED DATE	TYPE OF LICENSE	EXPIRATION DATE	STATE	LICENSE NUMBER

5. Have you ever had your driver's license suspended or revoked by any state or country?

a. Yes (Must explain on Page 14) b. No

6. Have you been involved in any automobile accidents to include private property accidents in which you were at fault?

a. Yes (Must explain on Page 14) b. No

7. Have you ever been arrested for a DUI, DWI, or OUI in any state?

a. Yes (Must explain on Page 14) b. No

8. List each and every traffic citation, summons, or written warning you have received in the last five (5) years. List the citations in chronological order beginning with the most recent. If you need additional space please list them on Page 14.

MONTH / YEAR	CHARGE	AGENCY / CITY OR STATE	DISPOSITION / RESULT

Biases

9. Do you have any prejudices that you are aware of against any group or ethnicity?
 a. Yes (Must explain on Page 14) b. No
10. Have you ever been a member of any organization, which advocates, advises or supports the use of force or other unlawful means to deny other persons their rights under the Constitution of the United States?
 a. Yes (Must explain on Page 14) b. No
11. Have you ever been a member of a gang or group who promotes criminal activity or promotes criminal enterprises?
 a. Yes (Must explain on Page 14) b. No
12. Have you ever been affiliated with, related to, or associated with members of any gang or subversive organization?
 a. Yes (Must explain on Page 14) b. No

Employment

13. List all law enforcement agencies where you have ever applied for any sworn or civilian position. To list additional information please use Page 14.

Date	Agency	Disposition
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

14. List all employers and all periods of employment, to include any times of unemployment, beginning with current employer for the last ten (10) years. Employer addresses must include complete street address, city, state and zip code. To list additional information please use Page 14.

Dates (From / To)	Employer Name
Salary (Beginning – Ending)	Employer Address
Telephone Number	Reason for Leaving
Job Title and Description of Duties	

Dates (From / To)	Employer Name
Salary (Beginning – Ending)	Employer Address
Telephone Number	Reason for Leaving
Job Title and Description of Duties	

Dates (From / To)	Employer Name
Salary (Beginning – Ending)	Employer Address
Telephone Number	Reason for Leaving
Job Title and Description of Duties	

Dates (From / To)	Employer Name
Salary (Beginning – Ending)	Employer Address
Telephone Number	Reason for Leaving
Job Title and Description of Duties	

15. Have you ever been fired or terminated from any employment?

- a. Yes (Must explain on Page 14) b. No

16. Have you ever been "written up" or disciplined by any of your employers for failure to comply with required rules or regulations?

- a. Yes (Must explain on Page 14) b. No

Military Experience

17. List any military service you have had (Army Navy, Marine Corps, Air Force, Coast Guard, or R.O.T.C)

MONTH/YEAR ENTERED	BRANCH OR ORGANIZATION	DISCHARGE DATE	TYPE OF DISCHARGE	RANK

18. Did you receive any verbal or written reprimands?

- a. Yes (Must explain on Page 14) b. No

19. Did you receive any disciplinary actions in the military (such as Court-Martial, Article 15, Captain's Mast, Company punishment, reduced in rank, etc)?

- a. Yes (Must explain on Page 14) b. No

Illegal Drug and Alcohol Use History

20. Have you ever given or sold any prescription drugs, marijuana, or any other illegal narcotics or dangerous drugs to anyone?

- a. Yes (Must explain on Page 14) b. No

21. Do you currently have difficulty with your professional or personal life due to drinking?

- a. Yes (Must explain on Page 14) b. No

22. Have you ever sniffed, inhaled, or huffed any type of inhalant such as glue, computer duster, or gas for the purpose of getting an effect?

- a. Yes (Must explain on Page 14) b. No

23. Have you ever tried or used any illegal prescription drugs that were either not prescribed to you or you obtained in an illegal manner?

- a. Yes (Indicate below the type of drug and number of time used) b. No

Type of Drug	Month /Year LAST tried	TOTAL times tried before Age 21 Check the appropriate box.					TOTAL times tried after Age 21 Check the appropriate box.				
		1	2-5	6-10	11-20	21 +	1	2-5	6-10	11-20	21 +

24. Have you ever tried or used any illegal narcotic or dangerous drug in any form (pill, injection, ingested, inhaled)?

- a. Yes (Indicate below the type of drug and number of time used) b. No

Type of Drug	Month / Year LAST tried	TOTAL times tried before Age 21 Check the appropriate box.					TOTAL times tried after Age 21 Check the appropriate box.				
		1	2-5	6-10	11-20	21 +	1	2-5	6-10	11-20	21 +
Marijuana											
Hash											
Cocaine											
Crack											
Speed											
Heroin											
Opium											
Morphine											
LSD											
Acid											
Peyote											
Mescaline											
Steroids											
Other											

Criminal History

25. Have you ever lied under oath or on a sworn document?

- a. Yes (Must explain on Page 14) b. No

26. Have you ever been questioned as a suspect in a crime?

- a. Yes (Must explain on Page 14) b. No

27. Have you ever been on court ordered probation or supervision?

- a. Yes (Must explain on Page 14) b. No

28. Have you ever had to appear before a juvenile court for an act that would have been a crime if committed by an adult?

- a. Yes (Must explain on Page 14) b. No

29. Have you ever been the subject of a restraining order, court order of protection, or injunction prohibiting harassment?

- a. Yes (Must explain on Page 14) b. No

30. Have you ever taken out a restraining order, court order of protection, or injunction prohibiting harassment against someone?

- a. Yes (Must explain on Page 14) b. No

31. Have any of your relatives (including your spouse) or your spouse's relatives ever been convicted or imprisoned for a crime?

- a. Yes (Must explain on Page 14) b. No

- 32. Have the police ever been called to your home for any reason?
 - a. Yes (Must explain on Page 14)
 - b. No
- 33. Have you ever had any police contact?
 - a. Yes (Must explain on Page 14)
 - b. No
- 34. Have you ever committed any criminal violation that has gone undetected?
 - a. Yes (Must explain on Page 14)
 - b. No
- 35. Have you ever corresponded with an inmate during their incarceration?
 - a. Yes (Must explain on Page 14)
 - b. No

Tattoos

Employees of the Peoria Police Department, hired after August 26, 2009, may not have any visible tattoos/branding that cannot be covered while on duty or in uniform. Also, derogatory, sexually suggestive, discriminatory, or otherwise objectionable tattoos/brandings are prohibited in all circumstances.

- 36. Based on our policy, do you have any tattoo that are unacceptable or you feel we should be made aware?
 - a. Yes (Must explain on Page 14)
 - b. No

Social Networking

37. Have you ever been a member or a social networking site (MySpace, Facebook, Hi5, Bebo, Twitter, etc) of any kind?

- a. Yes (If Yes, complete the following section)
- b. No (If No, continue to the next section)

38. List any sites you have been affiliated with and usernames you currently use or have ever used.

Social Networking Site

Current and Previous User Name(s)

Social Networking Site

Current and Previous User Name(s)

Social Networking Site

Current and Previous User Name(s)

Social Networking Site

Current and Previous User Name(s)

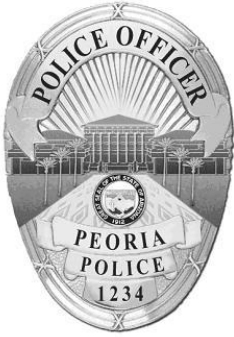
Miscellaneous Questions

- 39. Have you at any point during this application process lied or deliberately left off any information?
 - a. Yes (Must explain on Page 14)
 - b. No

CONTINUATION PAGE
PLEASE USE THIS AREA FOR EXPLANATION(S) REQUIRED
List the question number and date of each occurrence

Question Number	Date of Occurrence	

Question Number	Date of Occurrence	



**City of Peoria Police Department
Authorization for Release of Information**

State of _____)
County of _____) §

I, _____ do hereby authorize any and all individuals, partnerships, corporations, civilian and government agencies, military agencies, law enforcement agencies, and private, municipal, State and Federal entities, to furnish the City of Peoria (Arizona) Police Department with any and all available information, to include medical information, regarding me in order that my suitability for law enforcement/criminal justice administration work may be determined. I further authorize the Peoria Police Department to make inquiry of my past and present employers, associates, and acquaintances regarding my character, integrity and reputation, and waive any and all claims of confidentiality against anyone who may have knowledge of my fitness for employment with the Peoria Police Department.

Additionally, I agree to hold the City of Peoria, its agents and employees, harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Peoria Police Department. I understand that the background information obtained will be shared with the City of Peoria Human Resources Director and further, if information of a serious criminal nature surface of the background investigation, which such information may be turned over to the appropriate authorities.

Signature

SUBSCRIBED AND SWORN to before me

This _____ day of _____, 20_____.

Notary Public