San Juan Police Department
Volunteers in Policing Application Process

(Please fill out completely or the application will not be processed)
Participation in other San Juan Police Department programs does not guarantee acceptance to the VIP program.

Step 1: Application
Complete application (Release of Personal Information Form Must be notarized) and return to:
Volunteers in Policing
San Juan Police Department
2301 N. Raul Longoria
San Juan, TX 78589
Fax: 956-223-2400

Step 2: Application Review
Your application will be reviewed by the VIP staff. All areas Must be completed or have a N/A placed for Not Applicable In Formulation 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 by VIP staff. Contact the VIP office At 956-787-9904 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 VIP staff to Establish a time for an interview with the coordinator and Fingerprinting in the Identification and Latent Print Unit.

Step 5: Acceptance or Non-Acceptance
All applicants will be notified by mail of their acceptance or none Acceptance to the program.
Please note under “Terms and Signature” section of the Application, an applicant will release the San Juan Police Department from providing a reason for denial to the program.
San Juan 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 San Juan Police Department appreciates your interest in service and commends your spirit to volunteer.

PERSONAL INFORMATION:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Age</th>
<th>Social Security #</th>
<th>Date of Birth</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home address:</th>
<th>City</th>
<th>Zip</th>
<th>Place of Birth</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Home Phone:</th>
<th>Business Phone:</th>
<th>Other names used:</th>
</tr>
</thead>
</table>

Previous Address(s) Last Five Years: (If more room is needed attach additional sheet)

Email Address:

CRIMINAL HISTORY AND DRIVING RECORD:

<table>
<thead>
<tr>
<th>Texas Drivers License Number</th>
<th>Has your license ever been suspended or revoked:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes [ ] No [ ]</td>
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</table>

<table>
<thead>
<tr>
<th>Have you ever been arrested?</th>
<th>Yes [ ] No [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever been convicted of a crime?</td>
<td>Yes [ ] No [ ]</td>
</tr>
</tbody>
</table>

If yes to any, 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)

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Zip Code</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<tr>
<td>4.</td>
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</tr>
</tbody>
</table>

EDUCATION BACKGROUND AND MILITARY EXPERIENCE

Please check highest level of education completed:

Some High School [ ] High School Diploma [ ] Some College Study [ ]
College Degree [ ] Some Graduate Study [ ] Graduate Degree [ ]

High School Attended: College Attended:

Military Service Branch: Rank: Time Served: Date Discharged:
**EMPLOYER HISTORY:** (Please fill out completely) If you are retired please note “Not Applicable”

<table>
<thead>
<tr>
<th>Current Employer:</th>
<th>Occupation:</th>
<th>From Date:</th>
<th>To Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Business Address: (Including city state, and zip code)  

Phone Number:  

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 San Juan 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 San Juan 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 San Juan Police Department will not disclose any of my information to any outside entity without my written consent.

**I understand that the San Juan 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 San Juan Police Department to verify criminal history and driving records as part of the background process. If accepted to perform volunteer duties for the San Juan 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 San Juan 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 photo stats 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 San Juan 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 you’re 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 the _________________ day of _________________ , 20 ___.

(seal)

Notary Public

My Commission Expires: _________________
Listed below are the available positions. Please place an “X” in each box designating each program in which you wish to participate.

**Flexible Hours between 8:00 a.m. to 8:00 p.m Monday-Saturday**

- **Unit Assistant**: Volunteer will assist a unit with light filing, faxing, answering telephones and other duties.

  - Youth Services Liaison
  - Fleet Liaison
  - Court Liaison

- **Municipal Court Volunteer**: Volunteers research and maintain the SJPD Warrant Tracking System. Process identifies Municipal Court Warrants and enables the Department to remove old, cleared or insufficient warrants.

- **Victim Crisis Team (V.C.T.)**: Volunteers assist victims of domestic violence during regular business hours. Assist in helping Crime Victim Liaison on filing paperwork.

- **H.E.A.T Program**
  Volunteer will receive training from assigned officers on how to register vehicles under the H.E.A.T Program.

- **Special Projects**: Assist with special departmental projects sponsored by the police department or Projects that are approved by the department. (i.e. Auctions, Parades, Festivals, Graffiti Abatement etc)

- **Internship**: Available for college and university students looking to gain insight and experience within The criminal justice system.

- **Citizen’s Police Academy**: Opportunity for participants to gain insight into the day-to-day operations Of the San Juan Police Department. Includes classroom presentation, lectures, field trips and hands-on Experiences as to what Police Officers experience through the Academy and Department.
AGREEMENT INCLUDING RELEASE AND INDEMNIFICATION

WHEREAS, the City of San Juan (hereinafter referred to as “CITY”) consents and agrees to permit ________________________________ (hereinafter referred to as “VOLUNTEER”), to participate in the San Juan 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 San Antonio 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 San Juan 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