



**PLEASANTON POLICE DEPARTMENT  
VOLUNTEERS IN POLICE SERVICES  
(V.I.P.S.)  
APPLICATION PACKET  
V.I.P.S. Coordinator Sgt. Jason Knight  
925-931-5221**

**PLEASE BE COMPLETE, OR THE APPLICATION CANNOT BE PROCESSED**

**STEP 1. APPLICATION**

Complete the application packet and return to:

Sgt. Jason Knight  
Pleasanton Police Department  
PO Box 909  
Pleasanton, CA 94566

**STEP 2. APPLICATION REVIEW**

The V.I.P.S. Coordinator will review your application. All areas and information must be completed, or the application will not be processed.

**STEP 3. ORAL INTERVIEW**

After the initial application review is completed and it is determined the applicant meets the minimum requirements to participate in the Pleasanton Police Department's Volunteers In Police Services program (See V.I.P.S. Flyer), the applicant will be contacted and an interview scheduled.

**STEP 3. BACKGROUND INVESTIGATION**

Successful candidates proceed to a background investigation. This process includes fingerprinting, criminal history checks, a driving record check and contacts with references. Previous employers as well as personal references will be contacted to determine the applicants' suitability for the V.I.P.S. program. Reference forms may be mailed to the individuals listed in the application. Failure to provide the complete address for references will result in a rejection of the application. The Volunteer Coordinator must receive completed reference questionnaires back within (30) days of the original mailing date.

**STEP 4. ACCEPTANCE**

All applicants will be notified personally of their acceptance or non-acceptance into the V.I.P.S. program at the completion of the first four steps.



## Volunteer Job Interest Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Here at the Pleasanton Police Department, we hold volunteers in high esteem and greatly appreciate the dedication of those who want to serve their community. Our goal is to match the interests and skills of our volunteers with the needs of the police department. Please prioritize the areas you are interested in by placing a number next to your first choice through your fifth choice. If you have a special skill not listed, please include it in the "other" box and also fill out the times and days of the week you would be available.

- |                     |                      |                 |
|---------------------|----------------------|-----------------|
| Crime Prevention    | Property/Evidence    | Special Events  |
| Records/Data Entry  | Traffic Bureau       | Animal Services |
| Support Services    | Citizens Academy     | Other _____     |
| Vehicle Maintenance | Personnel / Training |                 |
| Investigations      | Patrol               |                 |

I am able to volunteer the following days and times:

|                        |                       |
|------------------------|-----------------------|
| <b>Monday</b> _____    | <b>Friday</b> _____   |
| <b>Tuesday</b> _____   | <b>Saturday</b> _____ |
| <b>Wednesday</b> _____ | <b>Sunday</b> _____   |
| <b>Thursday</b> _____  |                       |

**Please list any skills you bring to this position (i.e. knowledge of computer programs such as Excel, certified C.P.R. instructor) \_\_\_\_\_**

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Please return this form to Sgt. Jason Knight or as directed.



## **VOLUNTEERS IN POLICE SERVICES**

### **PERSONAL HISTORY STATEMENT VOLUNTEER APPLICANTS**

As part of the background process to become a V.I.P.S., we require all applicants to undergo a background investigation. Please fill out all areas with a check mark next to it and, when completed, return this packet to the Volunteer Coordinator.

Minimum eligibility requirements to become a Pleasanton Police V.I.P.S. are as follows:

- Reside and/or work within the City of Pleasanton.
- Graduate from the Citizen's Police Academy within one year of appointment.
- No felony convictions.
- Successful completion of a background investigation.
- Appointed and serve at the discretion of the Chief of Police.

If you have any questions about how to fill out this form you can call the Volunteer Coordinator, Sgt. Jason Knight at (925) 931-5221 or reach him by email at [jknight@cityofpleasantonca.gov](mailto:jknight@cityofpleasantonca.gov).

**Mailing address:**

**PLEASANTON POLICE DEPARTMENT**  
ATTN: V.I.P.S. Program Coordinator  
PO BOX 909  
PLEASANTON, CA 94566



# VOLUNTEERS IN POLICE SERVICES

## PERSONAL HISTORY STATEMENT VOLUNTEER APPLICANTS

### REQUIRED DOCUMENTS

The following documents may be photocopied and submitted with your Personal History Statement Form.

- ✓ **Birth Certificate (available from the City/County Registrar of Births or the State Vital Statistics Office). If you were born outside the United States, you will need to show your original Certificate of Naturalization or your US passport to your background investigator.**
- ✓ **High School Diploma, G.E.D., or High School Proficiency Exam.**
- ✓ **College diploma(s).**
- ✓ **Social Security Card.**
- ✓ **Current driver's license.**
- ✓ **Current automobile insurance policy.**
- ✓ **A copy of any police report(s), which you were arrested.**

### ACKNOWLEDGMENT

I have received a copy of this form and understand that it is my responsibility to arrange for all the documents above, which apply to me. Failure to promptly arrange for these documents will result in my application being dropped from consideration for this position.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_



## VOLUNTEER PERSONAL HISTORY STATEMENT

1. Name: \_\_\_\_\_  
Last First Middle
2. Other names (including nicknames) you have used or been known by:  
\_\_\_\_\_
3. Address: \_\_\_\_\_  
Number Street City State Zip Code
4. Phone Numbers: (\_\_\_\_) \_\_\_\_\_ Day (\_\_\_\_) \_\_\_\_\_ Evening  
(\_\_\_\_) \_\_\_\_\_ Cell
5. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year
6. You must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Can you provide such documentation?  
( ) Yes ( ) No
7. Social Security Number (in accordance with the Federal Privacy Act of 1974), disclosure is voluntary. The Social Security Number will be used for identification purposes to ensure that proper records are obtained.
8. For the purposes of identification, please provide the following:  
Height \_\_\_\_\_, Weight \_\_\_\_\_, Hair \_\_\_\_\_, Eyes \_\_\_\_\_  
Scars, tattoos, or other distinguishing marks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. **References**

*During the course of the background investigation, persons who know you will be asked to comment upon your suitability for the position of Volunteer. Inquires will be confined to job-relevant matters.*

| <u>Name</u> | <u>Address</u> | <u>Phone</u> | <u>Relationship</u> |
|-------------|----------------|--------------|---------------------|
|-------------|----------------|--------------|---------------------|

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10. **Education**

\_\_\_\_\_ I possess a high school diploma from a U.S. Institution      \_\_\_\_\_ I passed the G.E.D. test

\_\_\_\_\_ I passed the California High School Proficiency Examination      \_\_\_\_\_ Other

\_\_\_\_\_ I possess a two-year college degree      \_\_\_\_\_ I possess a four-year college degree

\_\_\_\_\_ I do not currently have a high school diploma or its equivalent, but I plan to satisfy the requirement in the future as follows:

When: \_\_\_\_\_

Where: \_\_\_\_\_

11. **Residence**

*Individuals who have become acquainted with you by reason of your residing in different locations are often helpful in providing useful information for the background investigation.*

| <u>Street Address</u> | <u>City, State, Zip Code</u> | <u>Years</u> | <u>Landlord, Property Owner</u> |
|-----------------------|------------------------------|--------------|---------------------------------|
|-----------------------|------------------------------|--------------|---------------------------------|

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## 12. Experience and Employment

Beginning with your most current employment, please list all jobs (including part-time, temporary, and voluntary positions) you have held in the past five (5) years. For purposes of this personal history statement, volunteer work should be included as employment. For identification and verification, please indicate the nature of the activity (i.e., full-time, part-time or voluntary). If you have had intervening periods of military service or unemployment, please list those periods in sequence in the spaces provided.

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Name and address of employer

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Name of Supervisor

Name of Co-Worker

Telephone

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Title or Duties

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Dates of Employment

Full-time

Part-time

Voluntary

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Reason for Leaving

---

Name and address of employer

---

Name of Supervisor

Name of Co-Worker

Telephone

---

Title or Duties

---

Dates of Employment

Full-time

Part-time

Voluntary

---

Reason for Leaving

---

Name and address of employer

---

Name of Supervisor

Name of Co-Worker

Telephone

---

Title or Duties

---

Dates of Employment

Full-time

Part-time

Voluntary

---

Reason for Leaving

---

*Name and address of employer*

---

*Name of Supervisor*

*Name of Co-Worker*

*Telephone*

---

*Title or Duties*

---

*Dates of Employment*

*Full-time*

*Part-time*

*Voluntary*

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*Reason for Leaving*

13. Would any problem result if your present employer were contacted during the course of the background investigation?     Yes             No

If no, how and when should such contact be made? \_\_\_\_\_

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14. If you have had no prior employment, please explain in space provided below:

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15. Have you had any extended work absences for reasons other than earned vacation?

Yes             No

If yes, please explain (include when, name of employer, why) \_\_\_\_\_

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16. Have you ever been fired or asked to resign from any place of employment?

Yes             No



If yes, please give details (include when, where, circumstances) \_\_\_\_\_

**MILITARY SERVICE**

17. Have you ever served in a branch of the military? ( ) Yes ( ) No

Branch of military you served

Dates Served

Date Discharged

**FINANCIAL**

18. Have you ever filed for or declared bankruptcy? ( ) Yes ( ) No

If yes, please give details (include when, where, why). \_\_\_\_\_

19. Have any of your bills ever been turned over to a collection agency? ( ) Yes ( ) No

If yes, please give details (include when, firm involved, circumstances). \_\_\_\_\_

20. Have you ever had purchased goods repossessed? ( ) Yes ( ) No

If yes, please give details (include when, firm involved, circumstances). \_\_\_\_\_

21. Have your wages ever been garnished? ( ) Yes ( ) No.

If yes, please give details (include when, where, why) \_\_\_\_\_

22. Have you ever been delinquent on income or other tax payments? ( ) Yes ( ) No

If yes, please give details (include when, where, why) \_\_\_\_\_

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**LEGAL**

23. If you have ever been arrested or convicted for any crime (excluding traffic citations), please give the following information: *(An arrest resulting in participation in a diversion program, or the fact that your record may have been affected by a sealing, an expungement, a release, or a pardon has specific legal implications as to how you should answer this question. Please ask the V.I.P.S. Program Coordinator.*

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| Approximate Date | Police Agency | Circumstances |
|------------------|---------------|---------------|
|------------------|---------------|---------------|

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| Approximate Date | Police Agency | Circumstances |
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| Approximate Date | Police Agency | Circumstances |
|------------------|---------------|---------------|
|------------------|---------------|---------------|

24. Have you ever been placed on court probation as an adult? ( ) Yes ( ) No

If yes, please give details (include when, where, why) \_\_\_\_\_

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25. Have you ever been reported to a law enforcement agency as a missing person?

( ) Yes ( ) No

If yes, please give details (include date, law enforcement agency, circumstances)

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26. Have you now or have you ever been involved as a plaintiff or defendant in any civil court action? ( ) Yes ( ) No

If yes, please give details (include when, where, name and location of court, circumstances). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**MOTOR VEHICLE OPERATIONS**

27. Driver's License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

28. Have you ever been refused a driver's license in another state or country?  
( ) Yes ( ) No

If yes, explain (include when, where, why) \_\_\_\_\_

\_\_\_\_\_

29. List the policy number, expiration date and company which issued your automobile liability policy:

\_\_\_\_\_

30. Please list all traffic citations (exclude parking citations) you have received within the last five years. List nature of violation, location (city), approximate date, and indicate whether fined or action taken on driver's license.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

31. Have you ever been involved as a driver in a motor vehicle accident within the last five years? ( ) Yes ( ) No

Approximate date of collision    Location of accident    Investigating law enforcement agency

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**CONCEALED WEAPON**

32. Have you ever applied for a permit to carry a concealed weapon? ( ) Yes ( ) No  
If yes, please provide the following information: Permit granted? ( ) Yes ( ) No

Date \_\_\_\_\_ Name of law enforcement agency \_\_\_\_\_

Purpose:

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***I hereby certify that all statements made in this personal history statement are true and complete and I understand that any misstatements of material facts will subject me to disqualification or dismissal.***

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Signature in full

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Date completed