

Modesto Police Department
VOLUNTEER IN POLICE SERVICE (V.I.P.S.)

The Department

The Modesto Police Department consists of 264, budgeted, sworn personnel; 112 non-sworn personnel, including 37 Community Service Officers; and 40 authorized positions for Volunteers. Volunteers are non-paid, non-sworn personnel and work "at-will."

Volunteer Duties:

Volunteer Patrol (Operations Division)

Volunteers assist patrol operations with the following various duties including, but not limited to: public courtesy notices, municipal code violation reporting, traffic control, setting up traffic radar trailer, abandoned vehicle abatement, neighborhood watch and various other duties as assigned.

Administrative Assistance (Support and Investigation Divisions)

Volunteers assist with office administrative functions including, but not limited to: typing, filing, computer operator, data entry, copying, answering phones, delivering internal messages, materials and newspapers, maintaining record logs and various other duties as assigned.

School Functions (Support Division)

Volunteers assist schools with the Truancy Intervention Program Service (TIPS), Safety School Program, school safety fairs, and various other duties as assigned.

Volunteer Special Services (Support Division)

Volunteers assist the Modesto Police Department Training Unit with the assisting in refreshment services for Modesto Police sponsored training functions. Volunteers also assist the public with the Helping Adults With Kindness (H.A.W.K.) program by visiting with elderly citizens in local rest homes. Volunteers also assist in Missing Person searches and special events.

Requirements

Volunteers are required to serve 10 hours minimum per month and attend a monthly training meeting. This allows the Volunteer to maintain proficiency, develop new skills and keep current on department information and events. All Volunteers hired after July 1, 2007 will be required to complete the Modesto Police Department's Citizen Academy within their first two years of service. Must be 18 years old or older by date of application. Candidates must be a United States citizen or a permanent resident that is eligible for and applied for citizenship.

Selection Process

1. *Oral Interview:* All applicants will be invited to interview before an Oral Board Appraisal Interview Panel to evaluate their qualifications for the position of Modesto Police Volunteer.
2. *Background Investigation:* Applicants will be required to submit to fingerprinting and to a comprehensive background investigation, meeting the requirements of the Modesto Police Department.

How To Apply

Please complete the attached application form and return to:

MODESTO POLICE DEPARTMENT
VOLUNTEER COORDINATOR
600 10th STREET
MODESTO, CA 95354
(209) 572-9500

The selection process for Volunteers takes approximately 2-3 months from the date of application is accepted. Additional information may be obtained by calling the Modesto Police Support Division at (209) 572-9640.

***The Modesto Police Dept. is an Equal Opportunity Employer to all regardless of race, color, ancestry, religion, sex, national origin, marital status, age, mental or physical disability, or perceived disability, sexual orientation, political affiliation or political beliefs. ***

**Modesto Police Department
VOLUNTEER IN POLICE SERVICE (V.I.P.S.)**

APPLICATION FOR EMPLOYMENT OF VOLUNTEER SERVICE

Instructions: (read carefully)

Please print legibly in ink or type the requested information. Resumes may be attached, but may not be substituted for completion of this application. An application will be rejected if all requirements listed in the job announcement are not met. Return the completed application and any required supplements to:

**MODESTO POLICE DEPARTMENT
VOLUNTEER COORDINATOR
600 10th STREET, MODESTO, CA 95354**

NAME _____ **SSN:** _____ - _____ - _____
Last First

ADDRESS _____
Street (#) City State Zip Code

HOME PHONE (_____) _____ **WORK PHONE** (_____) _____

CELL PHONE (_____) _____ **E-MAIL** _____

VALID CALIFORNIA DRIVER'S LICENSE # _____ **CLASS** _____

IS YOUR LICENSE RESTRICTED? YES NO **IF YES, PLEASE EXPLAIN:** _____

ARE YOU 18 YEARS OF AGE OR OLDER? YES NO **DATE OF BIRTH:** _____

EDUCATION:

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D. CERTIFICATE? YES NO

HAVE YOU COMPLETED THE MODESTO POLICE DEPARTMENT CITIZEN ACADEMY? YES NO

OR ARE YOU CURRENTLY ATTENDING? YES NO

IF YOU ARE CURRENTLY ATTENDING, ANTICIPATED GRADUATION DATE: _____

Name and location of colleges or universities attended (include vocational, business, trade or correspondence schools)	Major/Minor	Credits Completed		Degree / Certificate received
		Semester	Quarter	

DO YOU SPEAK, READ OR WRITE ANY LANGUAGES OTHER THAN ENGLISH? YES NO

LANGUAGES _____ **LANGUAGES** _____
SPEAK READ WRITE SPEAK READ WRITE

HOW MANY HOURS A WEEK CAN YOU CONTRIBUTE AS A VOLUNTEER? _____ **A MONTH?** _____

(Modesto Police Volunteers are required to serve a minimum of 10 hours per month and attend monthly training meeting.)

HAVE YOU EVER BEEN CONVICTED, SERVED A JAIL OR PRISON SENTENCE, OR HAVE BEEN PLACED ON PROBATION BECAUSE OF COMMITTING A FELONY OR MISDEMEANOR (OTHER THAN TRAFFIC INFRACTIONS OR JUVENILE OFFENSES)? IF YES, GIVE DETAILS BELOW OR ON A SEPARATE SHEET OF PAPER.

YES NO _____

WORK HISTORY:

LIST YOUR MOST RECENT JOB FIRST. THEN LIST ALL OTHER JOBS IN ORDER, WORKING DOWN FROM MOST RECENT. USE A SEPARATE BLOCK FOR EACH JOB HELD EVEN IF IT IS THE SAME ORGANIZATION. USE ADDITIONAL SHEETS IF NECESSARY. YOUR APPLICATION WILL BE REJECTED IF YOU WRITE, "SEE RESUME". **RESUMES MAY BE ADDED, BUT MAY NOT BE SUBSTITUTED FOR THIS SECTION.**

EMPLOYER'S NAME: _____

FROM _____ / _____ **TO** _____ / _____ **POSITION TITLE** _____

ADDRESS/PHONE _____

DUTIES/SKILLS _____

EMPLOYER'S NAME: _____

FROM _____ / _____ **TO** _____ / _____ **POSITION TITLE** _____

ADDRESS/PHONE _____

DUTIES/SKILLS _____

EMPLOYER'S NAME: _____

FROM _____ / _____ **TO** _____ / _____ **POSITION TITLE** _____

ADDRESS/PHONE _____

DUTIES/SKILLS _____

I CERTIFY THAT THE STATEMENTS MADE BY ME IN THIS APPLICATION, INCLUDING STATEMENTS ABOUT MY EDUCATION AND EXPERIENCE, ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND ARE MADE IN GOOD FAITH. I UNDERSTAND AND AGREE THAT ANY MISREPRESENTATION, FRAUD, OR OMISSION OF MATERIAL FACTS MAY BE GROUNDS TO DENY CITY EMPLOYMENT OR FOR IMMEDIATE TERMINATION. I AGREE TO TAKE THE LOYALTY OATH OR AFFIRMATION UPON MY ACCEPTANCE OF A POSITION WITH THE CITY OF MODESTO.

SIGNATURE

DATE