

**Sacramento County Sheriff's
Department**



Volunteer Application Packet

Volunteer Coordinator
711 G Street
Sacramento, CA 95814
Phone: (916) 874-7339
Fax: (916) 874-9926
www.sacsheriff.com

Dear Applicant,

Thank you for your interest in supporting the community through volunteering with the Sacramento County Sheriff's Department. We look forward to working with you.

Please fill out this application as completely and correctly as you can. By doing so, you will assist us in matching your skills and interests with the volunteer needs within Sacramento County Sheriff's Department.

For Security reasons, we must conduct a background check before you can be offered a volunteer assignment. All information will be treated as confidential. Deliberate misinformation will be grounds for dismissal from the volunteer program. Please answer all questions. Use additional paper, if necessary. The requirements for becoming a volunteer with the Sacramento County Sheriff's Department include:

- Must be at least 18 years of age
- Possess a clear criminal history
- Complete the department orientation and all required training
- Have a valid California driver's license or I.D. card
- Pass a required background investigation
- Ability to work 16 hours a month (Preferably volunteering 1-2 days a week with a 4-6 hour commitment each volunteer day)
- Have a good moral character and reputation
- Must be able to demonstrate good judgment
- Have the desire to help your community

Please view and complete the volunteer application. Please submit a copy of your driver's license, Social Security Card, birth certificate and proof of auto insurance with your completed application and mail or deliver to:

Volunteer Coordinator
Sacramento County Sheriff's Department
711 G Street
Sacramento, CA 95814

If you have any questions or concerns, you can contact Cindy Burdette (916) 874-4101 or volunteers@sacsheriff.com. Once again, thank you for your interest with the Sacramento County Sheriff's Department.



SACRAMENTO COUNTY SHERIFF'S DEPARTMENT VOLUNTEER APPLICATION

Date Received		
	<u>Initials</u>	<u>Date</u>
<input type="radio"/> KPF		
<input type="radio"/> CH		
<input type="radio"/> LS		
<input type="radio"/> Ref Check		

Please fill out completely, or the application will not be processed.

Participation in other Sacramento County Sheriff's Department programs does not guarantee acceptance to the Volunteers in Partnership with the Sheriff (V.I.P.S.) Volunteer Program.

Step 1. Application

Complete application and Confidentiality/Waiver form. Attach copies of driver's license, Social Security Card, birth certificate and proof of auto insurance. Return to:

Volunteer Coordinator
Sacramento County Sheriff's Department
711 G Street
Sacramento, CA 95814

Step 2. Application Review

The Volunteer Coordinator will review your application. All areas must be completed or have a N/A placed for Not Applicable information in order to be processed.

Step 3. Background Checks

This process includes fingerprinting, a review of the applicant's criminal history, a clearance for warrants, and driving record checks. Previous employers as well as, the three (3) personal references listed by the applicant will be contacted to determine the applicant's suitability to become a member of the Sacramento County Sheriff's Department's VIPS Program. Three 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. The Volunteer Coordinator must receive completed reference questionnaires within thirty (30) days of original mailing date. All information will be treated as confidential. Deliberate misinformation will be grounds for dismissal from the volunteer program. Please answer all questions. Use additional paper, if necessary.

Step 4 Interviews and Fingerprinting

Upon receipt of three completed and positive character reference forms, applicant will be contacted by Volunteer Coordinator to establish a time for an interview with the coordinator and fingerprinting with records.

Step 5 Acceptance or Non-Acceptance

All applicants will be notified by mail of their acceptance or non-acceptance to the program



SACRAMENTO COUNTY SHERIFF'S DEPARTMENT VOLUNTEER APPLICATION

Please answer the following questions fully and print legibly using additional pages if necessary.

Applicant Information										
Position Applying for:										
Last Name:			First Name:			MI.		Sex: M F	DOB:	
Other Names used:			Social Security #			Driver License #			License State	
Current Address Street & Apt:						City		Zip		
Mailing Address (If different from above): Street & Apt.						City		Zip		
Phone (Day): (Evening):			Email:			US Citizen: If No, Indicate Citizenship: Yes No				
Place of Birth: City					State:		Marital Status:			
Height:		Weight:		Eye Color:			Hair Color:			
Education										
High School:				City				State		
Graduate: Yes No		Year Grad:		GED: Yes No		Year Received:				
College:				City		State		Major:		
Graduate: Yes No		From	To	Year Graduated:		Degree:				
Other:				City :		State:		Major:		
Graduate? Yes No		From	To	Year Graduated:		Degree :				
Employment										
Company (Most Recent)										
Address				City				State		
From:			To:			Supervisor: Phone ()				
Any Gang Affiliations (Self, relatives, and/or Co-habitants)?										
Yes	No	If Yes, please explain								
Have you ever been terminated or forced to resign from any employment?										
Yes	No	If Yes, please explain								
Do you have a handgun permit? Yes No					Permit #			Permit Issue State:		
Have you ever been arrested? Convicted by any court of an offense?										
Yes	No	If Yes, please explain			Yes	No	If Yes, please explain			
How many traffic tickets have you had in the past year? Please specify types of violations.										
Do you have transportation? Yes No If no, please explain										
Signature					Date:					
Please answer the following questions fully and print legibly using additional pages if necessary.										
Applicant Information										



SACRAMENTO COUNTY SHERIFF'S DEPARTMENT VOLUNTEER APPLICATION

Please answer the following questions fully and print legibly using additional pages if necessary.

Applicant Information										
Position Applying for:										
Last Name:			First Name:			MI.		Sex: M F	DOB:	
Other Names used:			Social Security #			Driver License #			License State	
Current Address Street & Apt:						City		Zip		
Mailing Address (If different from above): Street & Apt.						City		Zip		
Phone (Day): (Evening):			Email:			US Citizen: If No, Indicate Citizenship: Yes No				
Place of Birth: City					State:		Marital Status:			
Height:			Weight:		Eye Color:		Hair Color:			
Education										
High School:				City				State		
Graduate: Yes No		Year Grad:		GED: Yes No		Year Received:				
College:				City		State	Major:			
Graduate: Yes No		From	To	Year Graduated:		Degree:				
Other:				City :		State:	Major:			
Graduate? Yes No		From	To	Year Graduated:		Degree :				
Employment										
Company (Most Recent)										
Address				City				State		
From:			To:			Supervisor: Phone ()				
Any Gang Affiliations (Self, relatives, and/or Co-habitants)?										
Yes	No	If Yes, please explain								
Have you ever been terminated or forced to resign from any employment?										
Yes	No	If Yes, please explain								
Do you have a handgun permit? Yes No					Permit #			Permit Issue State:		
Have you ever been arrested? Convicted by any court of an offense?										
Yes	No	If Yes, please explain				Yes	No	If Yes, please explain		
How many traffic tickets have you had in the past year? Please specify types of violations.										
Do you have transportation? Yes No If no, please explain										
Signature						Date:				

Please answer the following questions fully and print legibly using additional pages if necessary.

Applicant Information

SACRAMENTO COUNTY SHERIFF'S DEPARTMENT VOLUNTEER APPLICATION

Please check the items with which you have had experience and would be interested in doing again. Also check those areas in which you would like to become involved.

VOLUNTEER NAME: _____ **TELEPHONE:** _____

Check if interested in:	Previous Experience: If, yes, please explain:
<p>PATROL</p> <p><input type="checkbox"/> Abandoned vehicle tagging</p> <p><input type="checkbox"/> DUI checkpoints</p> <p><input type="checkbox"/> Re-stocking supplies</p> <p><input type="checkbox"/> Crime prevention</p> <p><input type="checkbox"/> Community Events</p> <p><input type="checkbox"/> Neighborhood Association and/or watch Meetings</p> <p><input type="checkbox"/> Residential Security Checks</p> <p><input type="checkbox"/> Removal of illegal signs</p> <p><input type="checkbox"/> Patrol Car Wash</p> <p><input type="checkbox"/> Funeral Checks and Elderly Home Watch</p>	<p>No Yes</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p>
<p>INVESTIGATIONS</p> <p><input type="checkbox"/> Crime Alert flier distribution</p> <p><input type="checkbox"/> Missing Person Follow-up</p> <p><input type="checkbox"/> Property/Evidence</p> <p><input type="checkbox"/> Stolen Vehicle Follow-up</p>	<p>No Yes</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p>
<p>PROPERTY/EVIDENCE</p> <p><input type="checkbox"/> Evidence logging</p> <p><input type="checkbox"/> Property releases</p> <p><input type="checkbox"/> Inventory/Data Entry</p>	<p>No Yes</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p>
<p>SUPPORT SERVICES</p> <p><input type="checkbox"/> Greeting citizens at the front counter</p> <p><input type="checkbox"/> Live Scan/Fingerprinting</p> <p><input type="checkbox"/> Crime Analysis</p> <p><input type="checkbox"/> Organizing/filing</p> <p><input type="checkbox"/> Quarterly VIPS newsletter</p> <p><input type="checkbox"/> Alarm Billing/Data Entry</p> <p><input type="checkbox"/> Mail</p> <p><input type="checkbox"/> Data Entry</p> <p><input type="checkbox"/> Maintenance</p>	<p>No Yes</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p>
<p>OFFICE ASSISTANT</p> <p><input type="checkbox"/> General Office Work</p> <p><input type="checkbox"/> Ordering/Stocking/organizing</p> <p><input type="checkbox"/> Scanning and archiving</p> <p><input type="checkbox"/> Facility cleaning (dusting, vacuuming, etc)</p> <p><input type="checkbox"/> Fundraising/Sales/Marketing</p>	<p>No Yes</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p> <p><input type="checkbox"/> <input type="checkbox"/> _____</p>