

SAN BERNARDINO POLICE DEPARTMENT



VOLUNTEER APPLICATION

CITIZEN PATROL

CHAPLAIN PROGRAM

STATION VOLUNTEER

COMMUNITY EMERGENCY RESPONSE TEAM

DEPARTMENT VISION STATEMENT

“TO BE A LEADER IN ESTABLISHING THE STANDARD FOR EXCELLENCE IN POLICING”

As an overarching goal, this dedication to excellence sets our sights high. Excellence requires vigilance in constantly striving to improve others and ourselves. Our vision does not represent unrealistic expectations or unreachable goals but reaffirms the potential through a cooperative, joint spirit between the community and the Department.

DEPARTMENT MISSION STATEMENT

THE SAN BERNARDINO POLICE DEPARTMENT IS COMMITTED TO PROVIDING PROGRESSIVE, QUALITY POLICE SERVICES; A SAFE ENVIRONMENT TO IMPROVE THE QUALITY OF LIFE; A REDUCTION IN CRIME THROUGH PROBLEM RECOGNITION AND PROBLEM SOLVING

Our mission statement makes clear what we are all about, and who we are. It defines our relationship to those we serve, and sets our course for the future. Nothing we do should be in conflict with our mission. We each understand that we represent the Chief of Police, the City Council, and the citizens of San Bernardino. We value the responsibility and trust placed in us and understand that the key to success is working together. Our mission gives us direction, reassurance, and purpose.

ORGANIZATIONAL VALUES

PROFESSIONALISM – We recognize that being professional in our public and private lives is essential to presenting a positive image of our Department. As such, we will look and act professionally at all times, demonstrating integrity, honesty, trustworthiness and loyalty to our profession.

PERSONAL RESPONSIBILITY – We are committed to always do our best, to exercise self-restraint and to be honest in speech and actions. We will always demonstrate accountability for our own actions, while providing support where needed to accomplish the Department’s mission.

COURAGE – We are dedicated to demonstrating the moral courage to confront wrongdoing, no matter the source, and to exhibiting fortitude when faced with danger.

RESPONSIVENESS – We are committed to providing quality service to our community and within our organization. We will seek to expeditiously carry out our mission, while being responsive to community needs.

RESPECT – We seek to build community confidence through communication and cooperation, treating all people with dignity and respect, and striving to treat others as we wish to be treated.

FAIRNESS – We are dedicated to promoting justice and a safe community, while seeking to be impartial in our service to the community.

VOLUNTEER POSITIONS

VOLUNTEER REQUIREMENTS:

- Must be at least 21 years old
- Not have any serious criminal history
- Successful completion of an oral interview and personal background investigation
- Must have a valid California Driver's License or California Identification Card
- Must be physically able to complete all assigned tasks
- Must volunteer a minimum of **16 hours each month** to include a monthly meeting
- Must comply with City and Police Department guidelines, policies, and complete training

Volunteers in these areas possess relevant skills to assist in select positions throughout the department. Participants will receive hands-on experience as they work with police department staff. Those who utilize our computer system in their assigned positions will be provided with access training as required by the Department of Justice.

Current volunteer positions available are as follows:

1. **Range Facility** – Experienced volunteers assist the Range Master at the firing range with changing and repairing targets, picking up spent brass, maintenance of qualification areas, ensuring that officers complete necessary paperwork when qualifying and preparing the range for weapons qualification.
2. **Detective Bureau** – Volunteer duties in the Detective Bureau include assisting the clerks at the reception desk with screening incoming calls and greeting visitors, copying and preparing cases for filing with the District Attorney's office, entering pawn slips, transporting evidence to the crime lab, and other essential clerical support duties.
3. **Personnel & Training** – Volunteers in this area are assisting in a multitude of tasks. These volunteers assist with filing documents into employee training files, typing labels, and assisting staff with office duties.
4. **Property & Evidence** – Volunteers in this area must be agile since they must be able to climb up and down warehouse ladders. Volunteers place evidence in bins and locate evidence for storage, destruction and release. They also assist with filing and data entry of information taken off property/evidence tags.
5. **Traffic Office** – Traffic volunteers assist with data entry. Information is taken from citations issued by officers and entered into the Department's computer system for documentation and statistical purposes, customer service traffic window, and vehicle/impound releases.
6. **Records Division** – Volunteers assist with the entry of data into computers (i.e. information on destroyed weapons). These positions are open on an "as needed" basis. After gaining some experience, volunteers can assist with the Officer's counter, customer service window and document scanning.
7. **Front Counter/Public Information Assistant** – Volunteers can assist front counter personnel by answering citizen inquiries and directing citizens to the proper Police Division. Bilingual abilities are highly desirable.
8. **Volunteer Interpreters** – Interpreters are needed to assist police officers by conducting translations in many areas of law enforcement including witness/victim/suspect interviews, critical incidents, translating literature, etc.

CITIZEN PATROL

The primary purpose is to observe and report crimes while patrolling in distinctly marked patrol cars. The Citizen Patrol Unit is a team of highly trained volunteers who enhance vital crime prevention services and community awareness through proactive crime prevention principles.

Citizen Patrol members are **not** sworn police officers and therefore **do not** ever take law enforcement action.

Additionally, Citizen Patrol members may be called to issue municipal code citations including the 72-hour and handicap-parking ordinances, searching for lost people, filling in at crossing guard posts and providing vacation/extra patrol checks. Citizen Patrol can assist with translation and paperwork during “search warrant” sweeps. They may also be called upon to assist with traffic/road blocks in cases of disasters, such as flooding, fires or major traffic collisions. Citizen Patrol distributes crime alerts and provides crowd and traffic control for parades and other events. They may also assist the Traffic Division with DUI checkpoints.

COMMUNITY EMERGENCY RESPONSE TEAM VOLUNTEER REQUIREMENTS

- Must be at least 18 years old
- Not have any serious criminal history
- Successful completion of an oral interview and personal background investigation
- Must have a valid California Driver’s License or California Identification Card
- Must be physically able to complete all assigned tasks
- Must attend a minimum of 6 monthly meetings per year and 1 training session
- Must comply with City and Police Department guidelines, policies, and complete training

The purpose of the City of San Bernardino Community Emergency Response Team (CERT) Program is to educate citizens about disaster preparedness and train them in disaster response skills such as fire safety, light search and rescue, team organization and medical first aid. CERT members are capable of assisting their families, neighbors, and business associates in times of natural and/or manmade disasters – times when local emergency response sources may be overwhelmed. Additionally, CERT members may be asked to augment the local Police and Fire Departments in times of a major emergency.

ONCE APPLICANTS HAVE COMPLETED THE APPLICATION, IT CAN BE TURNED IN AT THE FRONT DESK OF THE POLICE DEPARTMENT (710 NORTH “D” STREET, SAN BERNARDINO), MONDAY THROUGH THURSDAY FROM 9:00 A.M. TO 4:00 P.M. APPLICATIONS CAN ALSO BE MAILED TO THE FOLLOWING ADDRESS:

**SAN BERNARDINO POLICE DEPARTMENT,
ATTN: COMMUNITY AFFAIRS DIVISION
710 NORTH “D” STREET,
SAN BERNARDINO, CA 92401**



City of San Bernardino

Police Department | Darren L. Goodman, Chief of Police

VOLUNTEER APPLICATION

Please select **only one** position you are interested in:

Citizen Patrol _____ Station Volunteer _____ CERT _____ Chaplain Program _____

Name: _____
 Last *First* *Middle*

Gender: Male / Female Maiden Name: _____

Social Security # _____

Date of Birth: _____ Place of Birth: _____

Address: _____
 Address/P.O. Box *City* *State* *Zip*

Home #: _____ Work #: _____ Cell #: _____

Email Address: _____

Active or former social media platforms (include usernames): _____

Driver's License #: _____ State: _____ Expiration Date: _____

Are you a U.S. Citizen? Yes _____ No _____

Has your Driver's License ever been suspended, revoked, or placed on Negligent Operator's Probation? Yes / No

If yes, please explain: _____

Driving Restrictions/Endorsements: _____

Vehicle Insurance: _____
 Name of Company *Policy Number* *Expiration Date*

Do you speak and/or write a foreign language? Yes _____ No _____ Explain: _____

Ethnic Background: _____

Education: _____ Highest grade completed: _____

Do you have a High School Diploma? Yes _____ No _____

Specialized Training/Education: _____

Describe any physical impairments or disabilities, including extent of impaired vision, if any, with or without glasses and deficiencies in color and hearing: _____

Current Occupation: _____ How long have you worked there? _____

Name of Employer: _____

Address: _____

Address

City

State

Zip

Telephone: _____ Email Address: _____

List two (2) personal references that have known you for at least one (1) year (Full Name, Address and Phone Number is required):

1. Name: _____

Address: _____

Address

City

State

Zip

Telephone: _____ Number of years Known: _____

2. Name: _____

Address: _____

Address

City

State

Zip

Telephone: _____ Number of years Known: _____

Please list any skills, qualifications, specialized training, and/or degrees, etc., which you feel would fit your volunteer work: _____

Why do you want to become a volunteer with the San Bernardino Police Department? _____

Prior Police experience (include where and how long): _____

Can you attend the monthly meeting and meet the 16-hour a month time commitment required from members of the unit? Yes _____ No _____

These volunteer programs have several specific duties required to perform. To best fit your interest, which of the following duties do you prefer?

Office work _____ Field work (paperwork skill required) _____ Combination _____

As a San Bernardino Police Department Volunteer you may be asked to work various shifts, hours, and weekends.

Will this be a problem for you? Yes _____ No _____

If yes, please explain: _____

Are you currently on any medication? Yes _____ No _____

If yes, please explain: _____

Do you have any medical problems that the department should be aware of while you are working as a Volunteer that have not already been mentioned? Yes _____ No _____

If yes, please explain: _____

Has there been anything in your past, which may disqualify you from functioning as a Police Department volunteer?

If so, please explain: _____

If you have ever been arrested or convicted of any crime (excluding citations), please list approximate dates and circumstances: _____

Person to notify in case of an emergency:

Name: _____ Relationship: _____

Address: _____

Address

City

State

Zip

Telephone: _____

AUTHORIZATION FOR RELEASE OF RECORDS

I hereby authorize the San Bernardino Police Department to initiate a records check prior to my acceptance as a volunteer. I understand that the Department has a “NO FEEDBACK” policy that I will not be privy to any information revealed during the course of the background investigation.

Any false statement, either written or verbal, will cause the applicant’s name to be removed from consideration for the volunteer program and will be cause for immediate dismissal if an appointment has been made.

I certify that all the enclosed information in this document is true and correct.

Dated: _____ Signed: _____

Print Name: _____

Revised: August 2022

RELEASE AND WAIVER OF LIABILITY AND IDEMNITY AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 20____, by and between the CITY OF SAN BERNARDINO, a municipal corporation, and _____ as an applicant for the "VOLUNTEER" program of the City of San Bernardino Police Department.

WITNESSETH:

1. The following terms, as used in this agreement, shall mean as follows:
 - a. "City" shall mean the City of San Bernardino, its agents, officers, employees, boards, and commission members.
 - b. "Member" shall mean all employees, agents, officers, and representatives of the City of San Bernardino Police Department regardless of active or reserve officer classification.
 - c. "Department" shall mean the City of San Bernardino Police Department.
 - d. "Police Vehicle" shall mean publicly or privately owned vehicles that are temporarily or permanently used in routine police work.
2. I hereby acknowledge that I have carefully read this agreement, understand it, and agree to the contents contained herein of my own free will and choice with full knowledge of its legal effect.

Dated: _____

Signed: _____

Print Name: _____

ACKNOWLEDGEMENT OF AT-WILL VOLUNTEER

I, _____, acknowledge that I am an at-will volunteer with the City of San Bernardino Police Department, without vested property rights in my position as a volunteer. I may be terminated / released at any time, without cause, and without right of appeal.

Dated: _____ Signed: _____

Print Name: _____

Employee Witness

Dated: _____ Signed: _____

Print Name: _____

SAN BERNARDINO POLICE DEPARTMENT

NOTICE OF CONFIDENTIALITY OF DEPARTMENT INFORMATION

Maintaining the confidentiality of information shared with you in the course of your work in the Volunteer Program is key to maintaining trust and respect, and in developing credibility with City employees, other volunteers and the general public. Volunteers should exercise good judgement when discerning the confidential nature of the information they receive. Information of a personal nature regarding interpersonal relationships, family dynamics, finances, and legal issues of others should never be the subject of gossip, rumor or conjecture among employees, other volunteers or with members of the public.

Volunteers shall not disclose or allow access to information contained in or obtained from the San Bernardino Police Department (the "Department"), which includes information retained by the City, (collectively, the "City") unless such disclosure or access is authorized by law.

Volunteers shall not use any information obtained from City sources or records for personal gain or use.

Volunteers shall not disclose to anyone the fact or nature of any investigation or other information regarding ongoing investigations or inspections obtained during the course of their work for the Department.

I have read and understand this Notice of Confidentiality.

Dated: _____ Signed: _____

Print Name: _____