



**Georgetown Police Department
Volunteers in Police Service (VIPS)
Volunteer Application**

Dear Applicant,

Thank you for expressing an interest in our Volunteers in Police Service (VIPS) program. We are committed to establishing a program which best utilizes the wealth of talent, experience and desire to serve the community that volunteers would bring to our Department

Our goal is to match your skills and interests to the department's needs. This will provide meaningful assignments and appropriate training for all applicants. In return, we ask our volunteers to make a six-month commitment to the position and number of hours they are assigned.

All volunteer applicants must successfully complete a criminal background check. The information you provide on this application allows us to complete this check. Failure to provide us with all requested information may result in your application not being processed or accepted.

Volunteers must live or work in the Georgetown area, be 18 years of age and have no felony convictions. Misdemeanor crimes will be judged on case-by-case basis.

When you have completed the application, please return it to our VIPS Coordinator per instructions or send it via mail to:

Georgetown Police Department
Attn. Special Operations, VIPS Coordinator
809 Martin Luther King, Jr. Street
P.O. Box 409
Georgetown, TX 78627

After your application is received, you will be contacted for an oral interview. If you have any questions or concerns, please feel free to contact me at (512) 930-2588 or our VIPS Program Coordinator at (512) 876-4837.

Again, thank you for your interest in our program.

Sincerely,

Lt. Todd Terbush, Executive Officer
Administrative Services Bureau
Georgetown Police Department

VIPS VOLUNTEER APPLICATION

PLEASE LIST THE JOB CODES FOR WHICH YOU ARE APPLYING IN RANK ORDER:

(1) _____ (2) _____ (3) _____

PERSONAL INFORMATION

FULL NAME: _____

ADDRESS: _____ CITY: _____ ZIP: _____

HOME PHONE: (____) _____ WORK/ CELL: (____) _____ E-MAIL: _____

PLACE OF BIRTH: _____ DATE OF BIRTH: _____

TEXAS DRIVERS LICENSE #: _____

SOCIAL SECURITY NUMBER: _____

HT: _____ WT: _____ HAIR: _____ EYES: _____ SEX: _____

EMERGENCY CONTACT: _____ PHONE: (____) _____

PERSONAL REFERECES

Please list complete addresses, including street numbers and zip code

NAME: _____ ADDRESS: _____

PHONE: (____) _____ RELATIONSHIP: _____

NAME: _____ ADDRESS: _____

PHONE: (____) _____ RELATIONSHIP: _____

NAME: _____ ADDRESS: _____

PHONE: (____) _____ RELATIONSHIP: _____

EMPLOYMENT INFORMATION

List most recent employer first

COMPANY NAME: _____ PHONE: (____) _____

ADDRESS: _____ CITY: _____ ZIP: _____

FROM: _____ TO: _____ JOB TITLE/DUTIES: _____

COMPANY NAME: _____ PHONE: (____) _____
ADDRESS: _____ CITY: _____ ZIP: _____
FROM: _____ TO: _____ JOB TITLE/DUTIES: _____

EDUCATIONAL BACKGROUND

HIGH SCHOOL/GED: _____ YEAR GRADUATED: _____

COLLEGE: _____ MAJOR: _____ DEGREE/YEAR: _____

ARE YOU BILINGUAL? YES: _____ NO: _____ LANGUAGE(S): _____

CRIMINAL HISTORY

HAVE YOU EVER BEEN ARRESTED, CHARGED OR CONVICTED OF ANY CRIME? DO NOT INCLUDE TRAFFIC TICKETS UNLESS YOU WERE TAKEN INTO CUSTODY. YES: _____, NO: _____

(IF "YES", PLEASE EXPLAIN ON A SEPARATE SHEET OF PAPER AND ATTACH WITH SIGNATURE.)

MILITARY HISTORY

BRANCH: _____ HONORABLE DISCHARGE: YES: _____ NO: _____ DATE: _____

VOLUNTEER INFORMATION

DO YOU HAVE ANY SPECIAL SKILLS YOU FEEL WOULD BE AN ASSET TO OUR PROGRAM?

IF SO PLEASE ELOBORATE: _____

PLEASE LIST DAYS AND TIMES YOU ARE WILLING TO VOLUNTEER: _____

ARE YOU A GRADUATE OF A CITIZEN POLICE ACADEMY PROGRAM If so, where? When?

PLEASE EXPLAIN WHAT MOTIVATED YOU TO VOLUNTEER YOUR VALUABLE TIME AND TALENT TO HELP SUPPORT THE GEORGETOWN POLICE DEPARTMENT: _____

YOU ARE APPRECIATED!

I hereby acknowledge all information provided on this form is correct and authorize the Georgetown Police Department to conduct a personal background check.

SIGNATURE: _____ **DATE:** _____

Georgetown Police Volunteer Opportunities

Records Assistant (Job Code: SSR01)

Volunteers will assist in scanning, data entry, processing mail and handling other office duties such as copies and faxes. Knowledge of computers is required for entering data into PD systems and scanning documents into records files. *M-F, 8:00 am – 12:30 pm or 12:30 – 5:00 pm shifts.*

Animal Services Receptionist (Job Code: AS01)

Greet visitors to the Animal Shelter, answer phones, routine questions, and perform light clerical assistance. *M-F, 2:00 – 6:00 pm and Sat. 8:00 am – 5:00 pm shifts.*

Neighborhood Watch Specialist (Job Code: SOP03)

Assist Community Resource Officer with coordination of this program (annually). Interact with neighborhood groups or associations to start a program in their area. Present program and train as required. Must be skilled at public speaking. Special instructor training will be provided. *Flexible hours May through mid-August annually.*

Victim Services (Job Code: VS01)

Respond to on-scene crisis situations to aid victims and assist police, fire, and EMS personnel. Must be able to complete comprehensive training program, work on-call shifts, attend monthly meetings, and have ability to offer compassion and maintain confidences. *Minimum of 8 hours “on-call” weekdays and one weekend monthly.*

Park Ranger Station Monitor: (Job Code: PR01)

Manage Park Ranger Information Station at Georgetown area parks. Answer park questions, radio contact with police and EMS, and maintain logs and supplies. Training provided. *Flexible hours M-F and weekends.*

Park Patrol (Job Code: PR02)

Patrol parks and trails on golf cart. Handle questions, crisis situations, and safety issues via radio contact with police. Specialized training required. Must have a valid Texas driver's license and good driving record. *Flexible hours M-F and weekends.*

On-Call Office Assistant (SSR02)

Periodically we need help with short-term projects in various areas of the department. These jobs typically require some computer skills and use of general office equipment. At times specialty equipment may be use, but training will be provided. If you are time flexible and can be spontaneous, this is a good job for you. *Hours may be fixed for certain dates and times or flexible M-F, after hours and/or weekends.*