



Auburn Police Department · 60 Court Street · Auburn, Maine 04210
Liz Allen, VIPs Coordinator | (207) 333-6650 Ext. 2070 | lallen@auburnmaine.gov

Thank you for your interest in our Volunteers in Police Service program! Enclosed please find a volunteer application form. Please return your completed application to:

Auburn Police Department
Liz Allen, VIPs Coordinator
60 Court Street
Auburn, Maine 04210

The Auburn Police Department **Volunteers in Police Service** program (VIPs) emphasizes service to the community as a whole. Volunteers assist officers & staff in tasks that are ongoing and essential to the Mission of the Auburn Police Department. Confidentiality is imperative and **all potential volunteers are subject to a background investigation prior to acceptance.**

The purpose of the VIPs program is for volunteers to assist their local law enforcement agencies in a wide range of roles and functions. Volunteers help fill critical gaps in program support and provide essential technical expertise. The VIPs program's ultimate goal is to enhance the capacity of local law enforcement to utilize volunteers, and to cultivate and make the most of the deep-seated traditions of service, citizenship, and responsibility in Androscoggin County. Volunteers help to make communities safer, stronger, and better prepared to respond to any emergency situation.

Our newest volunteer initiative is the **Auburn Police Activities League (PAL)**. The inner-city area of Auburn is the hub for police calls for service. In fact, four years of crime data showed us that **23%** of all crimes committed by youth offenders in Auburn took place within an area of **less than half a square mile**. Additionally, **25%** of all police calls for service and **28%** of all youth victims were victimized in this same small area.

In an effort to transform these statistics and provide positive experiences for at-risk youth in our community, the Auburn Police Department announced the foundation of the **Auburn Police Activities League**. Auburn's City Council turned over a vacant building at 24 Chestnut Street - along with 7+ acres of green space, basketball courts and playgrounds - for use by Auburn PAL.

The **PAL Center** will provide activities for kids after school and during the summer months. This will include mentoring, homework help, art and other activities, lots of athletics, healthy snacks and meals, and best of all: **positive interaction with police officers and community volunteers.**

VIPs is a federal program which is managed and implemented by the International Association of Chiefs of Police (IACP) in partnership with, and on behalf of, the U.S. Department of Justice and the White House Office of the U.S.A. Freedom Corps. There are currently more than 2,200 successful VIPs programs across America, representing more than 256,000 volunteers!

We look forward to receiving your application. Again, thank you for your interest in VIPs.

Sincerely,

Phil

Phillip L. Crowell, Jr.
Chief of Police, Auburn, Maine

Updated 2.21.2013



Auburn Police Department · 60 Court Street · Auburn, Maine 04210
Liz Allen, VIPs Coordinator | (207) 333-6650 Ext. 2070 | llallen@auburnmaine.gov

MISSION STATEMENT

- It is the mission of the Volunteers in Police Service (VIPs) to assist the Auburn Police Department in any way deemed needed and necessary to enable sworn officers to fulfill their assigned duties in service to the community.
- We at VIPs believe we can accomplish this mission by performing assigned tasks wherever needed.
- We recognize that as VIPs we would be under the direction of the officer or employees responsible in the respective work area.
- As VIPs, we also recognize that all information we acquire while on duty is to be kept **confidential**.
- Our goal as VIPs is to perform our duties in such a way that we are able to gain and maintain the approval and trust of those with whom we work.
- We as VIPs, in agreement with the Auburn Police Department, will respect and practice sensitivity and understanding of the cultural and ethnic diversity of the City of Auburn and of those with whom we work.

GUIDELINES

PURPOSE:

To specify procedures, rules, and regulations that guide the overall operation of the Auburn Police Department's Volunteers in Police Service (VIPs) program.

POLICY:

Volunteers provide valuable and necessary additional services to the Auburn Police Department on a daily basis through the Volunteer in Police Service program. In order to maximize the productivity of this program, the following procedures and regulations are established.

ELIGIBILITY:

Volunteers must be at least eighteen (18) years of age and pass a background check.

APPLICATION:

Volunteer applicants must complete an application/background questionnaire and submit it to the VIPs Coordinator. Background investigations will be conducted on each of the volunteer applicants. The VIPs Coordinator and/or the supervisor for whom the volunteer will be working may interview volunteer applicants.

ASSIGNMENTS:

Volunteers are not expected to work on days that have been designated as holidays by the City of Auburn. Those volunteers who wish to terminate their status are requested to provide written notification to the VIPS Coordinator at least fourteen (14) days prior to the effective date. A copy of the notification should be directed to the volunteer's immediate supervisor. The volunteer's identification badge shall be turned in to the VIPS Coordinator.

CONDUCT IN PERFORMING:

All organizations have guidelines they follow to provide for order and management. A volunteer's work for the Auburn Police Department entails the same responsibilities as required of all Auburn Police Department Employees.

- Volunteers will conduct themselves in a manner that brings respect to themselves and to the Auburn Police Department. Volunteers will perform their duties in an impartial manner consistent with the Auburn Police Department's policies.
- Volunteers shall treat all information that they receive from reports, officers, or victims as confidential.
- Volunteers shall not use their association with the Auburn Police Department to seek favors for themselves or others.
- Volunteers shall not discuss any aspect of a crime or an investigation with **any** person unless directed to do so by their immediate supervisor. People seeking information or advice on a criminal case shall be referred to the investigating officer or a supervisor.
- Volunteers who observe apparent misconduct by employees or volunteers shall report that misconduct to their immediate supervisor. Grave infractions shall be brought to the direct attention of the Chief of Police.
- Volunteers are expected to dress in compliance with other Auburn Police Department employees and their guidelines or as required by their supervisor.

DISMISSAL:

Volunteers, like all Auburn Police Department employees, are subject to dismissal for failure to follow the guidelines for behavior set forth by the department.

- Volunteers are subject to removal from the program at the discretion of the Chief of Police and/or the VIPS Coordinator.
- Reasons for removal include, but are not limited to, the following:
- Committing a felony or misdemeanor.
- Reporting for service in an intoxicated state or possession of intoxicants on the job.
- Improperly releasing confidential information.
- Failure to report for service assignment without a justifiable cause.
- Misconduct (to include profane or abusive language).



Auburn Police Department · 60 Court Street · Auburn, Maine 04210
 Liz Allen, VIPS Coordinator | (207) 333-6650 Ext. 2070 | lallen@auburnmaine.gov

APPLICATION

(Please print or type)

DO YOU PLAN TO VOLUNTEER AT OUR PAL CENTER? _____

ARE YOU INTERESTED IN OUR COMMUNITY EMERGENCY RESPONSE TEAM (CERT)? _____

PERSONAL INFORMATION

SHIRT SIZE _____

Last Name:		First Name:		Middle:	
Home Address:					
City, State, Zip:					
Date of Birth:		Age:	Sex: M F	SSN:	
Place of Birth (City, State, Country):					
Other names used:					
Cell:		Home Phone:		Work Phone:	
E-mail address:					

EDUCATION BACKGROUND & MILITARY SERVICE

Please circle highest level of education completed:		High School 1 2 3 4				College 1 2 3 4			
High School, City, State:				College, City, State:					
Degrees and/or certificates earned:									
Military Service Branch:									
Rank:			Time Served:			Date Discharged:			
Do you speak or read any other languages? If so, which ones?									

CRIMINAL HISTORY & DRIVING RECORD

Maine Drivers License Number:		
Has your license ever been suspended or revoked? Yes _____ No _____		
Traffic Citations and accidents for the last 5 years:		
Have you ever been questioned, detained, arrested, investigated, warned or issued a citation for any misdemeanor or felony (other than traffic) either as an adult or juvenile? Yes _____ No _____		
Have you ever been accused of a crime or civil infraction by law enforcement? Yes _____ No _____		
Have you ever been convicted of a crime or civil infraction? Yes _____ No _____		
Have you ever committed a crime or civil infraction that was not reported to the police? Yes _____ No _____		
If yes, please explain:		
If yes, list the name of the agency or court, date of contact, reason for contact, charge if any, sentence if any, and disposition of incident (including deferred sentences). Provide full details on supplemental sheets when necessary.		
Date:	Agency/Court:	Charge:
Sentence:		Disposition:
Date:	Agency/Court:	Charge:
Sentence:		Disposition:

REFERENCES

If possible, do not use family members as references. List 3 individuals you have known for at least 5 years. Please list name, complete address, and telephone number.	
Name:	Phone:
Address, City, State, Zip:	
Name:	Phone:
Address, City, State, Zip:	
Name:	Phone:
Address, City, State, Zip:	

EMPLOYMENT HISTORY

Please fill out completely. List employment for the last 5 years beginning with the most recent.

Company Name & Supervisor:	Start Date/End Date (Month/year)
Address, City, State, Zip:	
Company Name & Supervisor:	Start Date/End Date (Month/year)
Address, City, State, Zip:	
Company Name & Supervisor:	Start Date/End Date (Month/year)
Address, City, State, Zip:	

VOLUNTEER INTERESTS

How much time do you have to volunteer? Please circle. Days available: M T W T F Sa Su Best time of day: morning afternoon evening
List any skills or interests which would assist in placing you in an appropriate assignment. Attach additional sheets if necessary. If you have special interests or skills you would like to share at the PAL Center, please mention them here (coaching, arts & crafts, tutoring, mentoring, computers, homework help, etc.):
Please list any memberships in community organizations and previous/current volunteer experience.
Briefly state why you wish to volunteer your time with the Auburn Police Department. This question MUST be answered.

EMERGENCY CONTACT

List persons to notify in case of an emergency.

Name:		Relationship:
Address, City, State, Zip:		
Home Phone:	Work Phone:	Cell/Pager:
Name:		Relationship:
Address, City, State, Zip:		
Home Phone:	Work Phone:	Cell/Pager:

CONFIDENTIALITY AGREEMENT

I have read the VIPS Guidelines and agree that I shall treat all information I receive from reports, officers, or victims as confidential. I understand that I could jeopardize the ultimate investigation of a crime by revealing information. I will not discuss any aspect of a crime or investigation with any person unless directed to do so by my supervisor. I agree that I will not use my association with the Auburn Police Department to seek favors for others or myself.

INFORMATION AUTHORIZATION

I hereby authorize any city, county, state, former employer, or any other agency to furnish to any member of the Auburn Police Department any information considered necessary for the purpose of processing this questionnaire. A copy of this authorization shall be considered as valid as the original.

PHOTO RELEASE

I hereby authorize the Auburn Police Department to use my likeness in any photos taken by agency staff at the PD, at community events, etc. for promotion of the program or the agency. *If you prefer that we do not use your photo, please notify the Volunteer Coordinator and every effort will be made to accommodate your wishes.

LETTER OF UNDERSTANDING AND HOLD HARMLESS AGREEMENT

I understand that I am not an employee of the City of Auburn. I am not entitled to payment for services rendered, nor am I entitled to compensation or fringe benefits other than set out below. I further acknowledge that I am a volunteer for purposes of the Fair Labor Standards Act. I wish to volunteer my services to the City of Auburn Police Department and/or observe members of the Auburn Police Department perform their duties. I understand that my status as a Volunteer in Police Service (VIPS) may be revoked at any time. In consideration of the above granted authority to observe and other good and valuable consideration, I, my assigned heirs, executors, or agents hereby agree to hold the City of Auburn and the Auburn Police Department harmless. I agree to indemnify the City of Auburn, the Auburn Police Department, and their agents and employees from any and all claims, damages, losses, and expenses arising out of the above described observations, volunteer work, and related activities, which is for bodily injury, illness or death, or loss of property.

Signature: _____

Date: _____