

Civilian Volunteer Application

Requirements

Applicants will require a criminal history background check, fingerprinting, and a photo ID supplied by the Virginia Beach Police Department. A driving record check is only reviewed when the volunteer position requires driving a city vehicle.

Disqualifier

Convictions of crimes against persons or animals and moral turpitude are automatic disqualifiers.

Application Instructions

This information is for official use by the Virginia Beach Police Department. A police record check will be conducted on all prospective volunteers or interns with the Virginia Beach Police Department.

Required forms to complete the application process:

All pages of the Civilian Volunteer Application (PD-15), and the Criminal Record Information Request (PD-150V) must be completed. The Criminal Record Information Request (PD-150V) **MUST BE NOTARIZED.**

Submit completed application to:

Stephanie Bissell, Volunteer Resource Manager

Municipal Center

2405 Courthouse Drive, Building #11

Virginia Beach, Virginia 23456

Office: 757.385.4970 / Fax: 757.385.5622 / Email: sbissell@vb.gov.com

THE FOLLOWING MUST BE COMPLETE, ACCURATE, AND PRINTED OR TYPED

Where do wish to volunteer? _____

Legal Last Name: _____ First Name: _____ Middle Name: _____

Please list any other names used? _____

Gender: Male ☐ Female ☐ Date of Birth: _____

Email Address: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cellular Phone: _____
(Include Area Code)

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List all convictions for any criminal offense either as an adult or juvenile. List the county, city or town, state, charge, charge date, and final disposition of each case:

Criminal Charge	Date Charged	County or City & State	Final Disposition

In case of an emergency, provide notification information:

Contact Person	Relationship	Address	Phone Number(s)

- I hereby certify that all statements and answers made are true and complete to the best of my knowledge. I am aware of the confidentiality of this position. I am also aware that information divulged on confidential information with the Department of Police could subject me to criminal prosecution.
- I hereby authorize the Virginia Beach Police Department, Municipal Center, Virginia Beach, Virginia, to obtain and review any and all information contained on this application form. I further release any holder of such information of any and all claims or damages resulting from the same information given.
- I hereby give consent and authorize the Virginia Beach Police Department to search their files and Virginia Central Criminal Records Exchange for any criminal history record.

SIGNATURE: _____ DATE: _____

PLEASE NOTE:

- After completing this application (PD-15) and the Criminal Record Information Request (PD-150V), please return both to the address at the top of page 1 by mail, fax or in person.
- Remember that form PD-150V Must Be Notarized.
- Please note that the processing of form (PD-150V) may take 2-7 days.
- Once both of the aforementioned forms are received and processed, you will be notified by phone or email on how to obtain your volunteer ID card.
- Any questions, please call the contact number at the top of page 1.

CIVILIAN VOLUNTEER RULES & REGULATIONS

Volunteers will be issued a City of Virginia Beach identification card if necessary. This ID card must be clearly displayed at all times when in City facilities or when performing duties as a VBPD volunteer. Lost or stolen ID cards should be immediately reported to the Volunteer Coordinator.

Volunteers are required to punctually report for all scheduled duties or appointments. Once a volunteer is assigned to a precinct or unit, a schedule for hours to be worked will be arranged with a supervisor at that assignment.

Volunteers shall maintain a neat, well-groomed appearance, with attire that is appropriate and acceptable for the conditions of their assignment, and in keeping with the standards of our organization.

Volunteers shall not engage in unbecoming conduct which tends to bring discredit on the department, their school, or the volunteer program. Volunteers shall not use profane or intentionally insulting or degrading language or actions toward any other member of the department or to any citizen.

Volunteers shall be courteous and tactful in the performance of their duties.

Do not speak to or touch suspects, victims, or any other individuals at a scene unless told to by your host officer or supervisor. Do not represent yourself as a police officer at any time.

Volunteers shall treat the official business of the Police Department as confidential and shall disseminate information regarding departmental business or operations ONLY as permitted by a supervisor. Information obtained while participating in the volunteer program is not to be posted on any social network media. No voice or visual recording, including but not limited to videotaping or photographing, is permitted while in the performance of your duties as a volunteer.

Volunteers shall not use illegal drugs at any time, and are not to be under the influence of alcohol or use tobacco products while on duty.

The carrying or use of any firearm, handcuffs or other police related equipment while participating in the Volunteer Program is strictly prohibited.

**I ACKNOWLEDGE, HAVE READ, AND UNDERSTAND THE RULES AND REGULATIONS OF THE
VOLUNTEER PROGRAM.**

Participant's Signature: _____ Date: _____