

DUNNELLO POLICE DEPARTMENT



VOLUNTEER PROGRAM APPLICATION

V.A.L.O.R

Volunteer Alliance, Leadership, Organization, Respect

The Dunnellon Police Department is an Equal Employment Opportunity Employer. We consider volunteers for all programs without regard to race, color, national origin, sex, age, disability, marital status, religion or any other legally protected status.

12014 S WILLIAMS ST., DUNNELLO, FL 34432 – PHONE (352) 465-8510

VOLUNTEER APPLICANT CHECKLIST

NAME: _____

Please submit copies of the following documents, which apply to you, with your application on 8 ½ x 11 paper.

- Birth Certificate
- High School Diploma/Transcript or GED (with score)
- Driver's License or State issued Identification Card
- Social Security Card
- Recent Photograph
- DD214 Military Discharge (submit separate DD214 for each tour of duty)
- Naturalization Certificate (original – only present for verification)
- FDLE (CJSTC 58) release form included in this application

Other documents outlining qualifications, achievements, or experience may also be submitted.

Social Security Numbers City of Dunnellon's Written Statement

The City of Dunnellon collects your social security number for the following purpose: Classification of accounts, identification and verification, credit worthiness, bad debt collection, billing and payments, data collection, reconciliation, tracking, employment, payroll, benefit processing, wage/tax reporting, determining if vendor is 1099 eligible under IRS reporting requirements, identification of individuals arrested, patient reporting, and background checks. Social security numbers are also used as a unique numeric identifier and may be used for search purposes.

VOLUNTEER APPLICATION DISQUALIFIERS

AUTOMATIC DISQUALIFIERS

Driving:

- 3 moving violations within the past 24 months, or 5 in the past five years.
- Any driver's license suspensions in the past 5 years. (suspensions for financial responsibility and failure to pay will be evaluated on a case by case basis)

Drug Use Disqualifiers:

- Any illegal drug use in the last 5 years prior to date of application.
- Ever sold drugs illegally or acted as a middle-person in a drug transaction. (if occurred prior to 18 years of age, evaluate on a case by case basis)
- Any repeated experimentation of illegal drugs within the past 5 years.
- Past pattern of abusing prescription medications.

Note: Failure to disclose illegal drug use as requested in the initial application will result in disqualification for a minimum period of one year.

Criminal Convictions:

- Have been convicted of ANY felony or misdemeanor involving perjury or a false statement. Any person who, after July 1, 1981, pleads guilty or Nolo Contendere to or is found guilty of ANY felony or of a misdemeanor involving perjury or false statement, regardless of suspension of sentence or withholding adjudication will not have their application processed (F.S.S. 943.13 (4))
- Any conviction for DUI within the last 5 years
- Any domestic violence convictions or pleas.

DISCRETIONARY DISQUALIFIERS

Character:

- Alcohol mis-use or abuse
- Inappropriate sexual conduct
- Debts- a demonstrated unwillingness to honor fiscal responsibilities
- Any other conduct or pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law profession

Note: Providing any false information on the volunteer application is an automatic disqualifier.

All Volunteers with Dunnellon Police Department must have and maintain a good moral character as determined by a background investigation under procedures established by the commission.

I have read and understand the information above.

Signature: _____ Date: _____

IMPORTANCE OF HONESTY

The Dunnellon Police Department is seeking volunteer applicants who demonstrate certain characteristics. Honesty is the most important characteristic that you must demonstrate. Therefore, it is extremely important that you are completely truthful when answering all questions.

The importance of honesty from time of application, completion of all documents and questionnaires, as well as during all interviews cannot be overemphasized. Failure to respond to any question truthfully, whether orally or in writing, will result in disqualification. Many volunteers have been disqualified for dishonesty.

While filling out documents, you are cautioned to take your time, to be thorough, and to be specific in all your answers. If you have any doubt in your mind concerning a particular question or if you are unsure whether to include certain information, the answer is "Yes", include it.

You may think that something you have done will disqualify you from further consideration, it may or may not. What will certainly disqualify you is lying, misleading or distorting the truth. For example, an arrest (either when you were a juvenile or as an adult) may or may not disqualify you. However, lying about that arrest will disqualify you from further consideration. You may have been fired from a job that, by itself, may or may not disqualify you; however, lying about it will disqualify you from further consideration. The use of drugs, including marijuana, may or may not disqualify you; however, lying about it will disqualify you from further consideration.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION

Printed Name: _____

Volunteer Applicant Signature: _____

Date: _____

Witness: _____

DUNNELLON POLICE DEPARTMENT VOLUNTEER APPLICATION

Instructions: Only the applicant can complete and sign this form. Application must be handwritten using blue or black ink. Once completed, please return to Dunnellon Police Department. Incomplete applications will not be processed.

Print Name: _____ Social Security #: _____

Driver's License #: _____ State/Date of Issue: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-Mail Address (optional): _____

Please check "Yes" or "No" for each of the questions below, and provide further details as requested. If you need more space to complete any portion of this application, clearly mark what portion you are continuing and continue on another 8 1/2 x 11 paper.

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

2. Are you over 19 years of age? Yes No

If "No", will you turn 19 years of age in the next Six (6) months? Yes No

3. Do you have a high school diploma or equivalent? Yes No

4. Have you ever served in the U.S. Armed Forces? Yes No

If yes, check what type of discharge:

Honorable General Under Honorable Dishonorable Other (provide details): _____

5. Have you ever been convicted of a felony or of a misdemeanor involving perjury or a false statement (not withstanding suspension of sentence or withholding of adjudication)? Yes No

If yes, please provide detailed information about the date and location of the offense; the identity of the other party(s) involved; the type of charge and the disposition of the case (e.g. plea, nolle prosequi, withholding of adjudication, conviction, record sealed or expunged, etc.); and a general description of the incident: _____

DUNNELLON POLICE DEPARTMENT VOLUNTEER APPLICATION
(continued)

6. Have you ever been arrested, charged or received a notice or summons to appear, been convicted, pled nolo contendere or pled guilty, to any criminal violation, regardless of whether the record was sealed or expunged? Yes No

If yes, provide dates and details: _____

7. Have you ever been arrested or charged with any act of Domestic Violence, defined as any assault, battery, or sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one "family or household member" by another who is or was residing in any single dwelling unit? (family or household member means spouse, former spouse, persons related by blood or marriage, persons who are presently residing together, as if a family, or who have resided together in the past, as if a family, and persons who have a child in common regardless of whether they have been married or have resided together at any time). Yes No

If yes, please provide detailed information about the date and location of the offense; the identity of the other party(s) involved; the type of charge and the disposition of the case (e.g. plea, nolle prosequi, withholding adjudication, conviction, etc.); the nature of the relationship between the parties (e.g. spouse, cohabitant, parent, etc.); and a general description of the incident.

8. Are you currently subject to a Domestic Violence or Repeat Violence Injunction? Yes No If yes, provide details: _____

9. Have you ever been found guilty, plead guilty, or pled no contest to a felony? Yes No If yes, provide the following information:

Court/Jurisdiction: _____
Statute/Charge: _____
Date Sentenced: _____

DUNNELLON POLICE DEPARTMENT VOLUNTEER APPLICATION
(continued)

10. Do you have any pending misdemeanor or felony charges?
Yes No If yes, provide the following information:

Court/Jurisdiction: _____
Statute/Charge: _____

11. Have you been found guilty, pled guilty, or pled no contest to a misdemeanor?
Yes No If yes, provide the following information:

Court/Jurisdiction: _____
Statute/Charge: _____
Date Sentenced: _____

12. Have you ever illegally obtained, possessed, supplied or sold any narcotic or controlled substance such as, but not limited to, marijuana, hashish, cocaine, LSD, amphetamines, ecstasy, heroin, steroids or any drug of a similar nature?
Yes No If yes, provide dates and details: _____

13. Have you ever been a defendant in a court action (civil or criminal)?
Yes No If yes, provide dates and details: _____

14. Have you ever been detained and/or been the subject of questioning by any law enforcement officer, federal agent or governmental official for investigative purposes, or to your knowledge have you ever been the suspect in any criminal investigation? Yes No If yes, provide dates and details: _____

15. Have you ever been fingerprinted for any reason (e.g. arrest, job application, military, etc.)? Yes No If yes, provide dates and details: _____

DUNNELLON POLICE DEPARTMENT VOLUNTEER APPLICATION
(continued)

16. Do you currently hold a valid Florida Driver's License? Yes No
License Number: _____
17. Do you currently hold or have you ever held a Driver's License in another state? Yes No If yes, provide state(s), name used and dates the license(s) was/were held: _____

18. Have you ever fraudulently applied for a driver's license? Yes No
19. During the past five (5) years, have you received a ticket or been charged with a traffic violation? Yes No If yes, explain in detail, including but not limited to the date(s) of each ticket or citation: _____

20. Have you ever been denied the issuance of a license? Yes No If yes, explain in detail, including but not limited to the date(s) of each denial: _____

21. Have you ever had a driver's license suspended or revoked? Yes No If yes, explain in detail, including but not limited to the date(s) of each suspension or revocation: _____

Falsification or omission of information will result in rejection of your volunteer application or dismissal if you are acquired by the City of Dunnellon as a Police Volunteer. If you are found to have falsified or omitted any information at any time in the selection process, you will be disqualified, even if the accurate information would not have disqualified you.

My signature indicates that all the information I have provided is complete and accurate.

Signature

Date



**AUTHORITY FOR RELEASE
OF INFORMATION
(Background Investigation Waiver)**



**CJSTC
58**

Incorporated by Reference in Rule 11B-27.0022(2)(b), F.A.C.

To: Concerned Person or Authorized Representative of Any Organization, Institution or Repository of Records
APPLICANT'S NAME: _____
DATE OF BIRTH: _____

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: _____

EMPLOYING AGENCY REQUESTING BACKGROUND INFORMATION: _____

I hereby authorize any employee or authorized representative bearing this release, or copy thereof, to obtain any information in your files pertaining to my employment records including, but not limited to, achievement, attendance, personal history, disciplinary records, medical records, credit records, and criminal history records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the requesting agency. Consent is granted for the agency to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and employer, educational institution, physician, hospital or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. A photocopy of this form will be as effective as the original.

I hereby authorize the National Records Center, St. Louis, Missouri, or other custodian of my military record to release information or photocopies from my military personnel and related medical records, including a photocopy of my DD 214, Report of Separation, or other official documents from the United States Military denoting discharge status or current active military status to:

Section 768.095, F.S., titled Employer Immunity from Liability; disclosure of information regarding former or current employees states: An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee, is immune from civil liability for such disclosure of its consequences, unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760, Florida Statutes. Pursuant to Sections 943.134(2)(a) and (4), F.S., Chapter 2001-94, Laws of Florida, disclosure of information is required unless contrary to state or federal law. Civil penalties may be available for refusal to disclose non-privileged legally obtainable information.

Applicant's Signature _____ Date _____

Applicant's Address _____

AFFIDAVIT

STATE OF _____ COUNTY OF _____

Before me personally appeared _____ who says that he/she executed the above instrument of his or her own free will and accord, with full knowledge of the purpose therefore.

Sworn and subscribed in my presence this _____ day of _____, 20_____. My Commission expires on _____, 20_____. Personally Known _____ - or -

Produced Identification _____ Notary Public: _____

Type of identification produced: _____

VOLUNTEER BACKGROUND INFORMATION

THIS INFORMATION IS REQUIRED TO CONDUCT BACKGROUND INVESTIGATION ONLY!

1. Full Name:

Last First Middle Suffix

2. Other: List all other names you have used including circumstances and time periods you used them. (For example: maiden name, former name(s), alias(es), or nickname(s).)

Name	Circumstance	Dates From Month/Year	Dates To Month/Year

3. Date and Place of Birth:

Date of Birth City County State Country (If not the U.S.)

4. Are you a United States Citizen? Yes No

If naturalized, please provide: _____

Date Place

Court Naturalization Number

5. Marital Status:

Married Divorced Separated Widowed Never Married

6. Do you have or have you ever applied for a passport?

Yes No Date(s) _____

7. Do you have any type of internet social network account? (i.e. Facebook, MySpace, etc.)

Yes No

VOLUNTEER EDUCATION/TRAINING

High School Name/Address	Dates Attended Mo/Yr		Years Completed	Did you Graduate?	Diploma or GED
	From	To			

College or University Name/Address	Dates Attended Mo/Yr		Credit Hours Earned	Area of Study	Did you Graduate?	Type of Degree or Certificate
	From	To				

1. Describe any awards, honors, citations or any other special recognition you received while attending school:

2. Indicate any law enforcement training and/or special licenses that you have:

3. Describe any computer skills and software used:

4. Indicate special skills and equipment used related to law enforcement work:

5. Indicate any foreign language you can speak, read, or write:

VOLUNTEER EMPLOYMENT HISTORY

List places of employment for the past ten (10) years, beginning with the most recent.

Name & Address of Employer	Dates Worked Mo/Yr		Title/Position and Job Duties and Responsibilities
	From	To	
Name			
Mailing Address			
City, State, Zip			
Area Code & Phone No.			

Name of Supervisor: _____ Salary: _____

Reason for Leaving: _____

Name & Address of Employer	Dates Worked Mo/Yr		Title/Position and Job Duties and Responsibilities
	From	To	
Name			
Mailing Address			
City, State, Zip			
Area Code & Phone No.			

Name of Supervisor: _____ Salary: _____

Reason for Leaving: _____

VOLUNTEER EMPLOYMENT HISTORY (continued)

Name & Address of Employer	Dates Worked Mo/Yr		Title/Position and Job Duties and Responsibilities
	From	To	
Name			
Mailing Address			
City, State, Zip			
Area Code & Phone No.			

Name of Supervisor: _____ Salary: _____

Reason for Leaving: _____

Name & Address of Employer	Dates Worked Mo/Yr		Title/Position and Job Duties and Responsibilities
	From	To	
Name			
Mailing Address			
City, State, Zip			
Area Code & Phone No.			

Name of Supervisor: _____ Salary: _____

Reason for Leaving: _____

VOLUNTEER REFERENCES

List five (5) references (who are not relatives), who have known you well during the past five (5) years.

Complete Name	Mailing Address: _____ City, State, Zip: _____ Home Phone: _____
Years Acquainted	Business Phone: _____ Occupation: _____
Complete Name	Mailing Address: _____ City, State, Zip: _____ Home Phone: _____
Years Acquainted	Business Phone: _____ Occupation: _____
Complete Name	Mailing Address: _____ City, State, Zip: _____ Home Phone: _____
Years Acquainted	Business Phone: _____ Occupation: _____
Complete Name	Mailing Address: _____ City, State, Zip: _____ Home Phone: _____
Years Acquainted	Business Phone: _____ Occupation: _____
Complete Name	Mailing Address: _____ City, State, Zip: _____ Home Phone: _____
Years Acquainted	Business Phone: _____ Occupation: _____

Dunnellon Police Department

Application Certification for Volunteers

I understand that my volunteer work for the Dunnellon Police Department will be contingent upon the results of a complete background investigation. I am aware that any omission, falsification, misstatement or misrepresentation will be the basis for my disqualification as a volunteer applicant or my dismissal from the Dunnellon Police Department volunteer program. I agree to these conditions and certify that all statements made by me on this application are true, correct and complete, to the best of my knowledge.

I understand that I may be fingerprinted and that this volunteer application form shall become the property of the Dunnellon Police Department. I also understand that the information received in the background information may be public record.

I understand that the use of drugs or alcohol is not permitted during work hours, whether paid or not paid. I understand the position I am applying for is a **non-confrontational volunteer position** and that **I am not to carry any type of firearm or take any confrontational actions** while on-duty.

I authorize any of the persons or organizations referenced in this application to furnish information, personal or otherwise, regarding my ability for volunteer work with the Dunnellon Police Department.

I agree to abide by the rules, regulations and orders of the Dunnellon Police Department and acknowledge that these rules, regulations and orders may be changed, interpreted, withdrawn or added to by the Dunnellon Police Department, at its discretion, at any time without prior notice to me.

Signed: _____ Date: _____

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