

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
CIVILIAN VOLUNTEER APPLICATION (06/11)**

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

Street

City

Zip

Date of Birth \_\_\_\_\_ CDL \_\_\_\_\_ Place of Birth \_\_\_\_\_

Height \_\_\_\_\_ Eyes \_\_\_\_\_ Soc. Sec # \_\_\_\_\_

Place of Employment \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_ Business Phone \_\_\_\_\_

Job description \_\_\_\_\_

Spouse \_\_\_\_\_ Employed by \_\_\_\_\_

Business Address \_\_\_\_\_ Business Phone \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Describe any skills, hobbies or interest you have that might be helpful to our department.

U.S. Citizen? \_\_\_\_\_ If no, in possession of work permit/green card? \_\_\_\_\_

Have you ever applied for any position in Law Enforcement prior to this application?

If so, Where? \_\_\_\_\_

Are you currently an employee of the county of Los Angeles? YES / NO

If yes, please provide Department name and the nature of your county position and current duties. \_\_\_\_\_

Have you ever been in trouble with law enforcement? \_\_\_\_\_ If so, please discuss.

Have you ever been convicted of a misdemeanor or felony? \_\_\_\_\_ If so, please discuss.

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
CIVILIAN VOLUNTEER APPLICATION (06/11) CONTINUED**

Any false statement, either verbal or written, may cause the applicant's name to be removed from the eligible list or be cause for immediate dismissal if an appointment is/was made.

I hereby authorize the Los Angeles County Sheriffs Department to initiate a background check prior to my acceptance as a civilian volunteer.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Title \_\_\_\_\_

## ORIENTATION

### **REPORTING AND SUPERVISION**

As a civilian volunteer you report directly to the Volunteer Coordinator. Your assignment may also place you under the direction of a Deputy Sheriff or other station supervisors. Any situation that you feel needs to be reported, whether positive or negative comment, shall be reported through the volunteer's chain of command.

### **TELEPHONES**

Telephone calls are restricted to the Sheriffs facility business only. Calls to other area codes are to be referred to the supervisor. Proper telephone courtesy and etiquette shall be observed at all times. If you are asked a question and don't know the answer, **DO NOT GUESS**. Ask for the callers name and telephone number and advise them that they can expect a call back with an answer as soon as possible.

### **PUBLIC CONTACT**

As a civilian volunteer, you represent the Los Angeles County Sheriffs Department, and shall conduct all contact with the public in a highly professional manner. Civilian volunteers shall not make statements to the press or media. Refer all questions to your supervisor.

### **CONFIDENTIAL INFORMATION**

You may be exposed to sensitive information during your assignments as a civilian volunteer. Remember, official business of this Department is confidential. Members shall discuss or give official information only to whom information is intended, as directed by superiors or as required by law. The persons for whom the content of any criminal record filed in the Department shall be shown or divulged only to authorized people.

As a civilian volunteer you may not use the computer system without the written authorization of the Unit Commander.

### **USE OF CRIMINAL JUSTICE INFORMATION**

"No employee shall divulge confidential information, data or records of the Department of Justice to any person to whom issuance of such data, information or records has not been authorized." Such misuse is a misdemeanor under

## ORIENTATION

California Law. Any volunteer responsible for such misuse is subject to immediate dismissal and possible legal action.

### **OFF DUTY ENCOUNTERS**

Deputies and volunteers occasionally work on surveillance or other covert assignments. They may be assigned on a regular basis or used for short term assignments. If you see a deputy or volunteer, other than at your workplace wearing civilian clothing, do not acknowledge their presence until they acknowledge you, as they may desire not to have their identity or law enforcement occupation known to others.

### **FRATERNIZATION WITH INMATES**

Be aware that members of this Department are prohibited from fraternizing with, engaging in the services of, accepting services from or performing favors for any persons in the custody or recently released from the custody of the Department. Any member contacted by, or on behalf of, a recently discharged prisoner shall immediately report such contact to his immediate supervisor.

### **PERSONNEL AND EQUIPMENT SAFETY POLICY**

The Sheriffs Department regards the personnel of this Department as its most valuable asset. It is the policy of this Department to conduct all operations with the utmost concern for its personnel, equipment, vehicles and facilities. The reduction of losses due to injuries to Departmental employees and damage to county property is an essential part of an efficient operation. Therefore, the practice of safety and the prevention of accidents shall be the responsibility of all members.

### **MEDICAL COVERAGE**

Volunteers must be in reasonably good health. Should your health status change, it is imperative that the volunteer coordinator be informed of such change in a timely manner, Should you become ill or injured, and off work for any length of time, a medical "return to work" release may be required.

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If you are injured during the course of your volunteer assignment, you shall immediately advise a supervisor. Your medical care will be covered using your own medical insurance coverage. The County of Los Angeles may reimburse you up to \$10, 000 for costs not covered by your medical insurance policy.

## **ACCEPTANCE AND TERMINATION FROM THE PROGRAM**

Volunteers may be accepted to the Sheriffs Volunteer program without reference to a Civil Service eligibility list, and terminated without the benefit of a hearing or other formality. The program offers no monetary or other form of compensation.

**I HAVE READ, UNDERSTAND AND ACCEPT THE TERMS OF THIS AGREEMENT.**

\_\_\_\_\_  
VOLUNTEER APPLICANT'S PRINTED NAME

\_\_\_\_\_  
VOLUNTEER APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
AUTHORIZED SHERIFF'S REPRESENTATIVE

\_\_\_\_\_  
TITLE



## USE OF THE CRIMINAL JUSTICE SYSTEM

As an employee of the Civilian Volunteer Program of the Los Angeles County Sheriff's Department, you may have access to confidential criminal record information which is controlled by statute. Misuse of such information may adversely affect the individual's civil rights and violate the law. Penal Code Sections 11105 and 1330 identify who has access to criminal history information and under what circumstances it may be released. Penal Code Sections 11140-11144 and 13301-13305 prescribe penalties for misuse of criminal history information. Government Code Section 6200 prescribes the felony penalties for misuse of public records and CLETS information. Penal Code Sections 11142 and 13303 state:

"Any person authorized by law to receive a record of information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor."

Any employee who is responsible for such misuse is subject to immediate dismissal. Violations of this law may also result in criminal and/or civil action.

I have read the above and understand the policy regarding misuse of criminal record information.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

 SIGN HERE