

LONE TREE POLICE DEPARTMENT



9220 Kimmer Dr.
LONE TREE, CO 80124
VOLUNTEERS APPLICATION

Please fill out completely or the application will not be processed. If any section does not apply to you, please indicate by writing "N/A". The Lone Tree Police Department appreciates your interest in service and commends your spirit to volunteer. (**PLEASE PRINT**)

PERSONAL INFORMATION:

Last Name	First Name	Middle Initial	Age	Date of Birth
Home Address:		City	Zip	Place of Birth
Home Phone:	Business Phone:		Other names used:	
E-Mail Address:				
Previous Address(s): Last Five Years				
<hr/>				
<hr/>				

CRIMINAL HISTORY AND DRIVING RECORD:

Colorado Driver License Number	Has your license ever been suspended or revoked:
	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a crime? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please explain:	
<hr/>	
<hr/>	
Traffic citations and accidents for the past two years:	
<hr/>	

REFERENCES:

References: **DO NOT USE FAMILY MEMBERS OR RELATIVES AS REFERENCES.** List four (4) individuals you have known for at least 5 years. **(Please list name, complete address with zip code and telephone number.)**

Name	Address	Zip Code	Phone #
1.			
2.			
3.			
4.			

EDUCATION BACKGROUND AND MILITARY EXPERIENCE

(Please circle highest grade completed)

High School 1 2 3 4 College 1 2 3 4 5 6 7 8

High School Attended:

College Attended:

Military Service Branch:

Rank:

Time Served:

Date Discharged:

EMPLOYMENT HISTORY: (Please fill out completely)

Current Employer:

Occupation:

From Date:

To Date:

Business Address: (Including City, State, and Zip Code)

Phone Number:

Please list up to past four jobs (Please include firm name, address, supervisor, dates):
(For purposes of getting to know your areas of expertise)

1.	
2.	
3.	
4.	

TELL US A LITTLE ABOUT YOU:

What strengths or skills do you have that apply? (i.e. computer skills, level of knowledge of law enforcement)

Please list any volunteer experience, community activities, training workshops, special areas of study or research and internships:

Please briefly state why you wish to volunteer your time to the Lone Tree Police Department. (Use another sheet if necessary) ***This question must be answered.***

AVAILABILITY:

When are you available to work?

Days Available: _____

Times Available: _____

Number of Hours per Week _____

VIP POSITION OPPORTUNITIES

Please check the boxes next to the descriptions of tasks you are interested in performing as a Volunteer for the Lone Tree Police Department.

- **The Descriptions are a generalization of the duties you may be asked to perform but do not include an absolute list of duties.**

- | | |
|--------------------------|--|
| <input type="checkbox"/> | <p>Patrol Support:</p> <ul style="list-style-type: none">• Perform Neighborhood Patrols & Property Watches• Execute Lone Tree Housewatch program• Elementary schools foot patrols & crosswalk duty• Motorist assists including providing gas, jump starting vehicles & traffic control• Officer assists at traffic accidents & impounds• Provide traffic control, paperwork assistance & waiting for tows• VIN verifications• Parking enforcement / citations & warnings• Mall patrols• Special event traffic & crowd control |
| <input type="checkbox"/> | <p>Victim Services</p> <ul style="list-style-type: none">• Short-term crisis intervention• Direct services to victims, their families or designees• Provide Victim's Right information• Provide referrals & information for assistance provided by other sources• Criminal Justice support and advocacy• Follow-up contact• Crime Prevention – Community outreach and education• Requires on-call monthly commitment including some holidays and weekends |
| <input type="checkbox"/> | <p>Administrative</p> <ul style="list-style-type: none">• Work from front desk of Records as first point of contact for police inquiries• Answer phones in a professional and friendly manner• Direct incoming calls appropriately• Receive housewatch program information from Lone Tree residents to participate in program• Attach and purge items to case report files• Assist in management of patrol forms• Verify and purge documents• Scan and file documents |

<input type="checkbox"/>	<p>Community Partnership Unit / Citizen's Police Academy (CPA)</p> <ul style="list-style-type: none"> • Maintain an inventory of all supplies in CPU (binders, lanyards, shirts, etc.) • Update / add instructor (officer's/VIP's) biographies • Keep up-to-date CPA schedule & LTPD Organizational Charts • Complete CPA binders for next Academy • Take pictures of students during first session & submit to IT Dept. for badge creation • Take attendance & collect critiques at CPA sessions • Prepare for Mock Crime Scene session for each CPA • Prepare for Graduation ceremony of each CPA class <ul style="list-style-type: none"> ○ Create slide show for graduation ○ Print graduation certificates & place in folders ○ Create graduation program & print for ceremony ○ Create awards for graduation ○ Create collages for attendees & LTPD wall
<input type="checkbox"/>	<p>Community Partnership Unit (CPU) – Crime Prevention</p> <ul style="list-style-type: none"> • Participate in Crime Prevention through Environmental Design (CPTED) evaluations for Lone Tree residents and business properties • Assist in development and execution of Crime Free Communities, Crime Free Apartments, and Crime Free Hotel/Motel programs • Participate in elementary school programs • Assist in Community Policing training presentations/classes for citizens (active shooter, see something-say something) • Assist in development of Neighborhood Watch and Business Watch programs • Participate in special events including Drug Take-Back Day and Halloween patrols
<input type="checkbox"/>	<p>Investigations Support</p> <ul style="list-style-type: none"> • Assist Investigations with administrative tasks • Adding suspect photos in RMS • Pawn slips review and tracking • Evidence.com management of purged videos
<input type="checkbox"/>	<p>Police Services</p> <ul style="list-style-type: none"> • Review Vehicle Inspection Sheets for needed repairs or noted problems & file reports • Complete a walk about of all vehicles in LTPD lot and note any issues observed • Transport LTPD vehicles as required for maintenance and/or car wash • Weekly vehicle mileage checks and interior/trunk inspections • Monthly cone/flare/fire extinguisher inventory & replacement if needed for each vehicle • Monthly inventory of vehicle supply storeroom and request needed items • Assist with equipment inventories & restock as needed • Assist with monthly data entry of Fleetmate Fuel Log • Optional support for animal control incidents/ordinance violations

EMERGENCY INFORMATION:

In case of an emergency, please notify:

Name:

Address:

Relationship:

Day Phone Number:

Night Phone Number:

TERMS AND SIGNATURE:

As a volunteer with the Lone Tree Police Department, I am willing to furnish information for use in determining my qualifications.

I understand that for security reasons, a background/clearance/reference check will be conducted and I will be fingerprinted.

I understand that falsifying statements on this application or during the interview process is cause for my immediate dismissal from the Volunteers in Police Service program.

I understand that the Lone Tree Police Department will not disclose any of my information to any outside entity without my written consent.

I understand that the Lone Tree Police Department will not have to disclose the reason, if any, for not being selected to the program.

In signing, I do hereby certify that all information contained in this application is correct and accurate to the best of my knowledge. I further authorize the Lone Tree Police Department to verify criminal history and driving records, as well as, personal references, and employment history, as part of the background process. If accepted to perform volunteer duties for the Lone Tree Police Department, I understand I may be privy to confidential information and promise to respect and maintain that confidentiality whenever presented with it.

Signature:

Date: