



BALANCING POLICE &
COMMUNITY NEEDS
THROUGH CITIZEN
COOPERATION &
INVOLVEMENT

PORT ORCHARD POLICE DEPARTMENT

VOLUNTEERS IN POLICE SERVICE PROGRAM {VIPS}

The City of Port Orchard is an Equal Opportunity Employer

INTRODUCTION

Welcome to the Port Orchard Police Department Volunteer In Police Service Program (VIPS). The information in this handbook is intended to answer some of your questions. It should help you understand the importance of this assignment, and to serve as a basic guide.

THE CITY OF PORT ORCHARD

Located on the shores of Sinclair Inlet, the jewel of the South Kitsap area serves as the Kitsap County seat and a major retail area for South Kitsap County. Founded in 1885 by Sidney Stevens who paid a whopping \$900 for 88-1/2 acres, which originally bore his name. In 1903, Sidney became Port Orchard, named in honor of Captain George Vancouver's ship navigator.

Located across just nine miles of water from Seattle, Port Orchard is a growing city in terms of lifestyle, pace and pleasure. Port Orchard is connected to Pierce County and the rest of the Kitsap County by State Highway 16 and is also served by passenger ferry service to nearby Bremerton.

PORT ORCHARD POLICE DEPARTMENT

"To work in partnership with the community to protect life and property and to enhance the quality of life in our city through proactive problem solving, fair and equitable law enforcement, and effective use of resources."

We firmly believe that community partnership and cooperation will enhance the quality of life in the city and help in creating a long-term solution to neighborhood and community problems. Everyone plays an important role in making Port Orchard the wonderful city it is. With community partnerships, this goal can be accomplished. We invite you to get involved!

THE VIPS PROGRAM

The VIPS program was developed with three basic purposes in mind:

Involve the people in the community in providing expanded law enforcement services.

Give the citizens of Port Orchard a more active role in the day-to-day operation of their police department.

To allow interns to gain educational and work experience to further advance their education and career goals.

VIPS SERVICES AND JOB ASSIGNMENTS

VIPS personnel will normally assist and perform the following tasks and duties:

Abandoned Vehicle Abatement- Assisting in data entry and filing.

Warrants - Preparing notices and placing telephone calls to wanted individuals.

Traffic Citations -Assists in processing citations in preparation for submitting to court.

Records - Compiling statistics, assisting in data entry, filing and preparing reports for filing and archiving.

Crime Analysis- Assisting in data entry, crime mapping, preparing suspect tracking records.

Public Relations - Conducting community satisfaction telephone surveys and assisting the preparation of news releases to the media and public.

Investigations- Maintenance of financial crime information, maintenance of pawned property files, maintaining suspect mug shots and conducting general finger printing services.

Crime Prevention –Maintenance of neighborhood watch group files and monetary grant applications.

SELECTION PROCESS

The selection process for VIPS positions will be based on a complete application and background check. Placement is made within the police department based on the department's needs and the volunteer or the intern's goals. All VIPS personnel must have no prior felony or domestic violence convictions, and be at least 18 years old at the time of application. Any arrest or conviction may result in the application being denied or if an arrest occurs during the volunteer or intern's employment with the department, the volunteer or intern may be terminated from the VIPS program.

ORIENTATION AND TRAINING

Designated police staff shall provide VIPS personnel with a departmental orientation and training, which will assist them with carrying out their overall duties and responsibilities. Orientation shall include the introduction of VIPS personnel to the various city staff, which they will come in contact with while carrying out their assigned duties. Normally, a designated staff member will conduct training. Training will continue on a day-to-day basis in order to better assist volunteers and interns, until the volunteer or intern becomes more independent and feels comfortable with their tasks, without close supervision.

SCHEDULING

VIPS personnel will have the opportunity to work Monday through Friday, excluding holidays from 0800 (8:00a.m.) to 2100 (9:00p.m.). Normally VIPS personnel will work during these times unless other mutually agreed arrangements are made between you and your assigned Volunteer Coordinator.

DRESS CODE

All VIPS personnel, with few exceptions, are expected to wear casual attire suitable to be worn in an office setting. The public you meet will see all VIPS personnel as a representative of the Port Orchard Police Department. All VIPS personnel will be issued an official police identification card to be worn on their clothing so members of the public can readily identify you as a member of the Port Orchard Police Department. Upon terminating a volunteer or intern position, all assigned city equipment, including the identification card must be returned.

If you should have any questions about proper attire, please ask your Volunteer Coordinator.

EVALUATIONS

Volunteers and their assigned Volunteer Coordinator will evaluate your duties with Port Orchard Police Department after the first six months of services. After this you will have the opportunity to have a position critique annually.

VIPS personnel will have the opportunity to evaluate the program. The criteria used will be:

- Meaningful Experience
- Relationship to Education, Career, or Life Goals
- Challenging Assignments
- Clearness of Instructions
- Developed New Skills
- Gained an Understanding of the Criminal Justice System and Social Service System
- Gained Greater Understanding of Strengths and Weaknesses
- Gained Confidence in Negotiating Skills

TIME SHEETS

VIPS personnel are required to complete their time sheets and turned them in to the Volunteer Coordinator for tracking.

RESPONSIBILITIES

VIPS personnel must consider their volunteering or internship as a serious commitment.

VIPS personnel must be supportive of the organization they are part of and represent.

VIPS personnel must follow department and city policies.

VIPS personnel must maintain confidentiality to all issues in the operation of the Port Orchard Police Department.

VIPS personnel must take part in training, which is pertinent to their work assignment.

VIPS personnel must be on time and follow through on all commitments made.

VIP personnel must follow and accept supervision.

VIP must inform supervisors of any skill he/she feels should be known for placement process before taking on an assignment.

VIPS SERVICE COMMITMENT

Port Orchard Police believes that your position is as important as any other assignment within the department and you will be treated as such. As in any job, we ask you to assist us in making the Port Orchard Police Department one of the finest police departments in the country in the delivery of our services.



City of Port Orchard
216 Prospect St.
Port Orchard, WA 98366
Phone: 360-876-7014 Fax: 360-895-9029

**City of Port Orchard
Volunteers in Police Service
Application**

Full Name: _____

Social Security # _____ Driver's License# _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: Work _____ Cell _____

Convictions

- Have you been arrested or convicted of a crime and/or served time in prison?
(Do not list minor traffic violations or parking tickets)

Yes: _____ No: _____

- If yes, attach additional page with explanation of conviction(s) to this application.
Include: (1) Date (2) Charge (3) Jurisdiction (4) Disposition

Certification of Information/Authorization/Release

BY MY SIGNATURE BELOW, I:

- *Certify* that all information I provide as part of this application process is true and complete to the best of my knowledge and that I understand that any misstatement of fact may result in my disqualification from consideration for the VIPS Program;
- *Authorize* the City of Port Orchard contact my prior employers, educational institutions, references, and any institution or organization with whom I have been associated to give the City of Port Orchard any pertinent information about my employability;
- *Further Release* the individual, company, institution or organization and all individuals connected therewith from all liability whatsoever incurred in giving such information; and further release the City of Port Orchard from all liability whatsoever incurred in obtaining and/or using such information; I understand this form may be duplicated and I agree that a copy will have the same validity as an original signature.

Signature of Applicant

Date

Work History

Important information:

- Be sure to describe in this section the duties you have performed which demonstrate that you have the knowledge and skills to perform the duties of the job for which you are applying. You may include on-the-job training, internship, volunteer activity, self-employment, and military experience.
- Begin with your most recent job first and list each job separately.
- Additional pages of work history may be attached.

Job Title: _____

Start Date: _____ End Date: _____

Employer: _____ Phone: _____

Address: _____

May we contact this employer? Yes: _____ No: _____

Supervisor: _____

Reason for Leaving:

Duties and Responsibilities:

Work History (Continued)

Job Title: _____

Start Date: _____ End Date: _____

Employer: _____ Phone: _____

May we contact this employer? Yes: _____ No: _____

Supervisor: _____

Reason for Leaving:

Duties and Responsibilities:

Education and Training Summary

| Name of High School | Highest Grade Completed | Subjects |
|---------------------|-------------------------|----------|
|---------------------|-------------------------|----------|

Education and Training Summary (Continued)

| Name of College | Major | Minor | Degree or Expected Completion Date |
|-----------------|-------|-------|---------------------------------------|
| <hr/> | | | |

Special Licenses and Certificates

List below any licenses/certificates that you have that may hold.

Title of license or certificate and number:

Issuing Agency: _____ Expiration Date: _____

Title of license or certificate and number:

Issuing Agency: _____ Expiration Date: _____

Special Skills

List below any special skills that you have that may have (Typing or Computer Skills, Computer Software, Foreign or Sign Language, Dictation, Etc.)
