



## **NEWBERG-DUNDEE POLICE VOLUNTEER PROGRAM**

**“The Mission of Newberg-Dundee Police Department volunteers is to enhance the quality of life in Newberg and Dundee through active volunteer citizen participation.”**

This mission is a commitment to quality performance from all members. It is critical that all members understand, accept and be aligned with the responsibilities established by this mission. It provides the foundation upon which all operational decisions and organizational directives will be based. Directives include rules, regulations, operating policies, procedures and practices.

### **Volunteer Requirements**

The Newberg-Dundee Police Department has mandatory minimum requirements in order to be eligible to apply to become a volunteer with the agency. They include:

1. No felony or misdemeanor convictions (some misdemeanors may be waived)
2. No pending criminal investigations or involvement in litigation (some court involvement may be waived)
3. Each job description will include specific requirements for that position, which may have additional minimum requirements of the volunteer for that position or division.
4. No conflicts of interest

### ***Criminal History Verification***

Criminal History verifications are conducted on all volunteers working for the Newberg-Dundee Police Department. There are no exceptions to this guideline.

### ***Newberg-Dundee Police Department Policy and Procedures***

All volunteers must read and sign off on all applicable department policy and procedures.

### ***Voluntary Work-related Injury coverage***

You must sign-in and sign out on your time sheet each time you volunteer to qualify for this coverage.

### ***Identification***

Volunteers must wear an identification badge when volunteering or accessing the Public Safety Building or the Newberg Animal Shelter.

## Volunteer Application Process

The Newberg-Dundee Police Department requires all potential volunteers to complete a volunteer application, pass a background check, and interview prior to acceptance as a Newberg-Dundee Police Department volunteer. Once the volunteer applicant has successfully passed a background check and interview process, training will begin. The volunteer must successfully complete all required training prior to beginning their volunteer assignment.

## Rules for Volunteering

Volunteers are an integral part of accomplishing the mission of the Newberg-Dundee Police Department. As employees, volunteers are expected to adhere to respond in as professional a manner as paid employees. As a member of the Newberg–Dundee Police Department Volunteer Organization, the following rules apply.

- Commit to a minimum assignment weekly.
- Schedule assignment times directly with the supervisor or volunteer coordinator.
- Volunteers will be responsible to their immediate supervisor on the job. If a problem arises, you are encouraged to work out the issues with your immediate supervisor. If this does not work out to your satisfaction, your next contact will be the Volunteer Coordinator. If you have any questions, please do not hesitate to contact the Volunteer Coordinator.
- Notify the supervisor 24 hours prior to assigned work-time (except in an emergency) when an assignment will be missed.
- Notify the volunteer coordinator when a long-term absence, such as vacation, extended illness, or move will affect your work schedule. The volunteer coordinator will then notify the supervisor of the change.
- Unexpected absences of volunteers from assignments adversely affect the department's ability to accomplish its mission. Recurring unexcused absences will be discussed with the volunteer by the Volunteer Coordinator, and may result in a change of assignment or placement of the volunteer on inactive status.
- All information, written or spoken, which you come in contact with while on the job is confidential. Violation of this confidence is grounds for immediate dismissal.
- While on duty, your appearance should be neat, clean and professional as you represent both the police department and the community. You must dress in a manner appropriate to your job. Some positions may require uniforms. Required uniforms are provided by the police department and must be returned upon termination of volunteer duties. Please check with your Volunteer Coordinator regarding your dress code.
- Photo identification cards will be provided and must be worn at all times while on duty.

**NEWBERG – DUNDEE POLICE DEPARTMENT**  
401 E Third Street, Newberg, OR 97132

**Volunteer Application Form**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Other Names You Have Used \_\_\_\_\_

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

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State of Issue \_\_\_\_\_

What is your reason for volunteering with our agency?  
\_\_\_\_\_  
\_\_\_\_\_

Please describe your hobbies and interests.  
\_\_\_\_\_  
\_\_\_\_\_

Please describe your experience working with the public or in customer service.  
\_\_\_\_\_  
\_\_\_\_\_

Time available for volunteering \_\_\_\_\_  
Days or days of week available \_\_\_\_\_

Could you commit yourself to: \_\_\_\_\_ 4 hours per week for 6 months?  
\_\_\_\_\_ 6 hours per week for 6 months?  
\_\_\_\_\_ 8 hours per week for 6 months?  
\_\_\_\_\_ ? hours per week for \_\_\_\_\_ months?

**Please check the following activities in which you are interested:**

Public Speaking	_____	Media and Public Relations	_____
Clerical/Data Entry	_____	Brochure and Poster design	_____
Grant writing	_____	Grooming	_____
Photography	_____	Gardening	_____
Bi-Lingual	_____	Writing (articles)	_____
Graffiti removal	_____	Special Events	_____
Other (please explain)	_____		

Do you have any physical or medical conditions which could limit the type of activities in which you are able to participate? If so, please explain.

\_\_\_\_\_  
\_\_\_\_\_

**Educational Background:**

High School: \_\_\_\_\_ Location: \_\_\_\_\_  
College: \_\_\_\_\_ Location: \_\_\_\_\_  
Date Completed: \_\_\_\_\_ Degree: \_\_\_\_\_  
Other Languages (written/spoken): \_\_\_\_\_

**Personal References:**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Address: \_\_\_\_\_

**In Case of an Emergency Notify:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**Previous Paid Job Experience:**

Employer: \_\_\_\_\_ Date Employed: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
Employer's Telephone: \_\_\_\_\_  
Currently Employed: Yes No  
Reason for leaving place of employment: \_\_\_\_\_

**Previous Volunteer Experience:**

Volunteer Agency: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Description/Title: \_\_\_\_\_  
Date of volunteer work: From \_\_\_\_\_ to \_\_\_\_\_

Have you ever been convicted of a misdemeanor or felony? \_\_\_\_\_ If yes, please list date, location and disposition \_\_\_\_\_

Are you currently involved in any pending criminal case? \_\_\_\_\_ If yes, please explain nature of case and your involvement. \_\_\_\_\_

Are you currently involved in any pending civil case or litigation? If yes, please explain nature of case and your involvement. \_\_\_\_\_

To the best of my knowledge all of the above information is accurate. I understand that misrepresentation or omission of facts called for is call for disqualification or dismissal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

City Attorney  
(503) 537-1206



414 East First Street  
PO Box 970  
Newberg, OR 97132

City Manager  
(503) 537-1207

### RELEASE FOR CRIMINAL HISTORY RECORDS CHECK

I hereby release the City of Newberg (“City”), the Law Enforcement Data System (“LEDS”) and the Department of Motor Vehicles (“DMV”), their agents and assigns, from any liability for access to my criminal history and motor vehicle records, including, but not limited to any arrests, warrants, convictions and disposition of charges. I understand that these matters are confidential, and I give my full release and agreement to the City to use LEDS and DMV information to determine my eligibility for volunteer employment and/or membership in the City of Newberg.

The City shall make all reasonable efforts to keep this information confidential. However, I release the City, LEDS and DMV from liability concerning the release of this information.

Applicant’s Full Name: \_\_\_\_\_  
Driver’s License No.: \_\_\_\_\_ State: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Applicant’s Signature: \_\_\_\_\_

If under 18, signature of parent or guardian:

Parent/Guardian: \_\_\_\_\_

Subscribed and sworn before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public for Oregon  
In the County of \_\_\_\_\_

My commission expires the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.