

ROME POLICE



APPLICATION

Please Return To
City of Rome Police Department
301 N. James St., Rome, NY 13440



DESCRIPTION AND ELIGIBILITY

The Program consists of citizens 25 years of age and older who have an interest in helping their community and improve the quality of life for all citizens by volunteering their skills and talents to the service of the Rome Police Department.

- The Program utilizes adult citizens who are familiar with the local areas.
- The Program is looking for individuals with varied backgrounds and interests which will complement the Police Department existing staff.
- Applicants living within the City of Rome or City of Rome School District are preferred.
- No experience is necessary. All members are thoroughly trained prior to assuming any duties.
- Volunteers are utilized to enhance vital crime prevention services and community awareness.

VOLUNTEER FUNCTIONS

- Vacation House Checks
- Business and Residential Security Surveys
- Traffic Control for Special Events and Emergencies
- Assist in Neighborhood Watch Activities
- Wellness Checks on Invalids and Senior Citizens
- Traffic Safety Surveys
- Other Activities As Assigned by the Chief of Police

IMPORTANT CONSIDERATIONS

- Members are not allowed to take any form of enforcement action, carry any weapons, nor make arrests.
- Suspicious activity observed is immediately reported to the Rome Police Supervisor on duty.
- Although the position provides no direct compensation, the volunteers are covered under Worker's Compensation Liability insurance provided by the City of Rome.
- All volunteers wear a complete uniform while on duty and are equipped as necessary.



APPLICATION PROCESS

The application process is critical because it is the initial step to either acceptance or rejection on the part of both the Rome Police Department and the Volunteer applicant. The applicant often eliminates him or herself between the initial interview and return of the background paperwork. The application process is the time where screening takes place.

The applicant is given the initial interview by the Program Coordinator who will:

- 1) Explain the Volunteers In Police Service Program
- 2) Explain the Application Process
- 3) Discuss the Applicant's Reasons for Volunteering.

**Highly motivated volunteers are more effective and remain in the program longer.

Examples of highly motivated volunteers include:

- The person who wants to share his/her knowledge
 - The person who would like to brush up on his skills used in the past
 - The person who wants to feel useful and needed
 - The person who would like to return something to the community by assisting law enforcement.
- 4) Explain the Background Check
 - 5) Explain the Importance of Confidentiality

During the interview, the Program Coordinator will look for the following:

- Motivation for Volunteering
- Dependability and Reliability
- Enthusiasm
- Support for Law Enforcement
- Flexibility
- Sense of Humor
- Teamwork qualities
- Applicable Skills
- Work Experience
- Interests and Hobbies



DATE SUBMITTED _____

NAME: _____

MAIDEN NAME OR ALIASES: (If Applicable) _____

ADDRESS: _____

HOME PHONE: (____) _____ CELL PHONE: (____) _____

DATE OF BIRTH: ____/____/____ U.S. CITIZEN? Y/N NATURALIZED? Y/N

PLACE OF BIRTH: _____ SOCIAL SECURITY# _____

DRIVER'S LICENSE# _____ EXPIRATION. DATE: _____

HEIGHT: ____ FT ____ IN WEIGHT: ____ LBS EYE COLOR: _____ HAIR COLOR: _____

PLACE OF EMPLOYMENT: _____

EMPLOYER ADDRESS: _____

JOB TITLE AND DESCRIPTION: _____

WORK PHONE: (____) _____ MAY WE CONTACT YOU AT WORK? Y/N

MARITAL STATUS: _____ SPOUSE'S NAME: _____

SPOUSES EMPLOYER: _____

BUSINESS ADDRESS: _____ PHONE: (____) _____

EMERGENCY CONTACT: _____ RELATIONSHIP: _____

ADDRESS: _____

EMERGENCY CONTACT PHONE: (____) _____



PERSONAL REFERENCES

Please list 3 personal references.
You may include Employer(s), Friends, and/or active VIPS members. Please
DO NOT include family members in this list.

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NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: (_____) _____ CELL PHONE: (_____) _____

RELATIONSHIP TO APPLICANT: _____

=====

NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

RELATIONSHIP TO APPLICANT: _____

=====

NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: (_____) _____ CELL PHONE: (_____) _____

RELATIONSHIP TO APPLICANT: _____

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ARRESTS / CONVICTIONS / VIOLATIONS

Have you ever been arrested for a crime? Y / N If yes, provide specific details below.

Have you ever been convicted of a felony? Y / N If yes, provide specific details below.

Have you ever received traffic violations? Y / N If yes, provide specific details below.

Are you now or have you ever been under investigation by any police department or governmental agency for any violation of any criminal statute? Y / N If Yes, provide specific details below.

In the last five years has any police agency been called because of any action you have taken? Y / N
If Yes, provide specific details below.

Have you ever been involved in a motor vehicle accident? Y / N If yes, provide specific details below.

Do you have a handgun permit? Y / N If Yes, list all handguns registered to you, including Make, Model, and Serial Number

Specific details of "Yes" answers from above (include dates): _____

NOTE: Any false statement, either verbal or written, will cause the applicant's name to be removed from consideration or be the cause for immediate dismissal from the program.