

MELBOURNE POLICE DEPARTMENT



Volunteers in Partnership (VIP) Application

Who is qualified to Volunteer?

- Men and women 18 years of age or older
- All law abiding citizens
- Those candidates who successfully meet the selection criteria of the Melbourne Police Department Volunteer Program application process

- For further information or any questions, contact:

Volunteer Coordinator: Jane Meier
Headquarter Office: 321-409-3362
Mall Office: 321-984-7272
E-Mail: Jmeier@melbourneflorida.org

Note: Although volunteering for MPD can certainly give a person insights into police careers, MPD volunteer activities are not designed to provide either a career exploration experience or pre-professional training for participants.

Volunteers in Partnership (VIP)

Since 1981, the Melbourne Police Department has relied on volunteers to help with our many tasks. Effective crime prevention requires the support of a partnership between the police department and the community.

The Melbourne Police Department is proud to have a volunteer workforce that helps form that partnership and works with the department to improve the quality of life for residence of the City of Melbourne.

Volunteers work in a variety of assignments including clerical assistance, telephone contacts, vehicle transport, fingerprinting and data input. As the program grows, volunteers will assume more duties both in the department and in the field.

Volunteer Citizens Observance Patrol (V-COP)

As an extension of the Melbourne Police Department's Volunteer in Partnership Program, the Volunteer Observance Patrol assists the Melbourne Police Department by improving the quality of life in the community. V-COPs form a mutual partnership with officers and employees to supplement the Department's Patrol Division, freeing the paid staff to perform other necessary duties. This program places trained and qualified volunteers in specially marked vehicles to perform duties such as:

- Assisting citizens with disabled vehicles
- Helping direct traffic at accident scenes and during special city programs
- Patrolling neighborhoods
- Performing vacations house checks
- Running radar for speed violation documentation
- Serving as back-up for school crossing guards (upon state certification)
- Removing minor road obstructions and/or directing traffic around major obstructions
- Delivering equipment to traffic and crime scenes
- Recovering and labeling found property
- Obtaining and updating business emergency cards
- Parking enforcement
- Assisting in special details and events
- When requested, assisting patrol officers in situations which require a standby, but not necessarily a police officer (i.e. standing by for a tow truck, help fill out paperwork, etc.)

V-COPs are trained to be the department's eyes and ears. V-COPs attend a forty hour training program facilitated by the Melbourne Police Department's Volunteer Coordinator.

V-COPs are trained volunteers only, and are not vested with any law enforcement authority.

V-COPs DO NOT have any arrest power.

Internship Program

The Melbourne Police Department currently offers a Student Internship Program (non-paying) to College level students desiring to pursue a career in Law Enforcement and who must complete an internship as part of their academic requirements.

VOLUNTEERS IN PARTNERSHIP WORK AGREEMENT

I, the undersigned, do hereby state my desire to perform volunteer work for the Melbourne Police Department's Volunteers In Partnership program. (VIP)

It is understood that no compensation will be given to me from either the Melbourne Police Department or the City of Melbourne for this voluntary work performed by me.

I also understand that my voluntary task may involve the operation of City vehicles. A Drivers License history check will be conducted on all applicants.

I also understand that a Background Check and Criminal History will be conducted for the official use of the Melbourne Police Department.

I also understand that I must complete and sign all applicable sections of my volunteer application to include the Volunteer Work Agreement, Background Application, Personal History application, Confidentiality Agreement and the Code of Conduct for Volunteers.

I agree that any false or misleading information supplied by me will be cause for dismissal from the Volunteers In Partnership program.

Further, it is also understood that no benefits, to include vacation, medical insurance coverage, or any other benefits applicable to regular City of Melbourne employees shall apply or accrue to me as a result of this voluntary work.

Understanding and agreeing to the above conditions, I hereby restate my desire to perform Volunteer Work for the Melbourne Police Department's Volunteers in Partnership program.

Volunteer Applicant Signature

Name of Volunteer Applicant Printed

Sworn to and Subscribed before me this _____
Day of _____, 20____.

APPROVED:

Personally Known: _____ Produced ID: _____

Signature of Acknowledger

Donald L. Carey, Chief of Police
Melbourne Police Department

Name of Acknowledger Printed

**MELBOURNE POLICE DEPARTMENT
VOLUNTEERS IN PARTNERSHIP
BACKGROUND AND PHOTO I.D. APPLICATION INFORMATION**

INTERN VOLUNTEER ONLY V-COP CHAPLAIN

FULL NAME: _____
Last First Middle (name you want to be called)

ADDRESS: _____
Street City State Zip Code

PHONE NUMBERS: _____ E-MAIL _____
Home Cell

DATE OF BIRTH _____ CITIZENSHIP _____ PLACE OF BIRTH _____

SOCIAL SECURITY #: _____ SEX _____ HEIGHT _____ WEIGHT _____

DRIVERS LICENSE# _____ State _____ EYES _____ HAIR _____

HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR REVOKED?

YES _____ NO _____ CIRCUMSTANCES: _____

Have you EVER been CHARGED, CONVICTED or PLED GUILTY to or entered a plea of nolo contendere to a violation of ANY city, town, county, state, federal or other criminal offence?

YES _____ NO _____ Circumstances/Disposition: _____

(continue on back if needed)

V-COPP ONLY:

Do you have any physical defects, handicaps, chronic diseases or other disability that would affect your ability to work as a V-COP? YES [] NO []

If so, please explain: (use back if necessary)

I do hereby certify and swear that the above information is true and correct.

Volunteer Applicant Signature

Date

Office Use Only:

VIP ID# _____

V-COP ID# _____

**MELBOURNE POLICE DEPARTMENT
VOLUNTEERS IN PARTNERSHIP
PERSONAL HISTORY APPLICATION**

NAME: _____
 Last First Middle

Employer: _____ Occupation: _____

Retired? _____ (if YES, please list former occupation) _____

MEDICAL INFORMATION:

Family Doctor: _____ Phone: _____

Medical Allergies: _____ Physical Limitations: _____

DO YOU CARRY ANY MEDICATION FOR **EMERGENCY** USE? YES [] NO []

IF SO, PLEASE EXPLAIN: _____

NEXT OF KIN: (to notify in case of injury/emergency)

Name: _____ Relationship: _____

Address: _____ Phone: _____

Special Skills: _____

Available: Days _____ Evenings _____ Weekdays _____ Weekends: _____ Varies _____ Other _____

Year Round Resident? YES _____ NO _____

Additional information and/or comments: _____

CONFIDENTIALITY AGREEMENT

MELBOURNE POLICE DEPARTMENT

I _____ certify that I am applying for the Volunteers In Partnership
(Applicant Name)
Program with the Melbourne Police Department.

I realize that in the course of my work that I may be exposed to names and other confidential information regarding the Melbourne Police Department. I understand that the majority of the information regarding criminal acts, victims of crimes, and arrest information is confidential under Florida Statutes. Release of certain information without authorization may carry both civil and criminal penalties.

I further understand that no official police reports of any kind may be removed from the Melbourne Police Department or any other sub-stations without authorization.

By signing my name to this agreement I understand and agree to abide by all confidentiality regulations and applicable laws. I fully understand this confidentiality agreement.

Volunteer Applicant Signature

Date

Volunteer Applicant Name Printed

CODE OF CONDUCT FOR VOLUNTEERS IN PARTNERSHIP

(See General Order C-210 – effective date 11/01/00)

A. General Conduct:

1. Personnel shall conduct themselves on-duty and off-duty in such a manner as to reflect most favorably on the department. Conduct unbecoming an officer or employee shall include that which would or does bring the department into disrepute or impairs the operation or efficiency of the department.
2. Personnel shall not use their official position or official identification cards or badges for personal or financial gain, for obtaining privileges not otherwise available to them, or for avoiding consequences of illegal acts, except as may be required in the lawful performance of duty.
3. Personnel shall not authorize or otherwise allow the use of their names, photographs, or official titles, nor act as representatives of the Department, in connection with testimonials or advertisements for any commodity or commercial enterprise, except when expressly approved by the Chief of Police or authorized designee.
4. Personnel shall not recommend or suggest in any manner, except in the transaction of personal business the employment or procurement of a particular product, professional service, or commercial service such as an attorney, towing service, bondsman, mortician, etc.
5. Personnel shall respect the dignity of all persons and not engage in behaviors that are intended to belittle, ridicule, or embarrass another person or employee. Personnel shall be courteous to the public and other personnel. Personnel shall be tactful, control their tempers, exercise patience and discretion and shall not engage in argumentative discussions, even in the face of provocation. Personnel shall not engage in discriminatory behavior, through act or deed, against any person on the basis of gender, race, color, religion, ethnicity, sexual orientation, pregnancy, or disability, in accordance with city policy and Title VII of the Civil Right Act of 1964, its amendments, or related laws and administrative rules.
6. Personnel shall not publicly criticize or ridicule the department, its policies, or other personnel, in a manner that is defamatory, obscene, unlawful, undermines the effectiveness of the department, interferes with the maintenance of discipline, or is made with reckless disregard for the truth.
7. Personnel shall treat official business of the department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended in accordance with established department procedures, or to those persons otherwise legally entitled to receive such information.
8. Personnel shall cooperate with all agencies engaged in the administration of criminal justice, public agencies, and other departments within the City of Melbourne and shall give to each, all the aid and information that they are entitled to receive.
9. Employees are required to be truthful at all times, whether under oath or not, and shall not misinform, lie, or withhold information.
10. An employee served as a Respondent with a Domestic Violence Injunction, Injunction Against Repeat Violence, or any other court order involving restrictions on the use, purchase, possession or transportation of firearms, must immediately notify the Chief of Police by written memorandum via his or her chain of command. Decisions as to the continued duty status of affected employees compliance will be made on a case-by-case basis, to ensure compliance with the Violent Crime Control and Law Enforcement Act of 1994.
11. An employee served as a Respondent with any other type of court order imposing restrictions on behavioral, mobility, association, contact, etc., will immediately notify the Chief of Police by written memorandum via his or her chain of command. Internal Revenue Service garnishments of wages orders are exempt from this provision.

Volunteer Applicant Signature

Date