



VOLUNTEER APPLICATION

CITY OF RIDGECREST

100 W. California Avenue

Ridgecrest, CA 93555

(760) 499-5107

AW

TODAY'S DATE: _____

PERSONAL INFORMATION

Name: _____
 (Last) (First) (Middle)

Mailing Address: _____ Home Phone: _____
 (Street and Number)

(City) (State) (Zip) Business Phone: _____

Email Address: _____ Cell Phone: _____

Person to call in an emergency: _____ Phone Number: _____

How did you hear about volunteer opportunities at the City of Ridgecrest?
 Friend Association with the program City of Ridgecrest Website Other _____

EDUCATION AND SKILLS

Do you need community service hours for:
 (check if applicable)
 High School College

List any special training, education, skills or hobbies that help us to better place you as a volunteer.

Bilingual Skills – Please indicate language(s) and if you speak, read and/or write the language.

WORK EXPERIENCE

Present or previous occupations (include volunteer work). Use separate sheet for additional employer information.

Employer Name and Address: _____ Phone: _____ Duties: _____

Dates: FROM: MM/YYYY TO: MM/YYYY Reason for Leaving: _____

Employer Name and Address: _____ Phone: _____ Duties: _____

Dates: FROM: MM/YYYY TO: MM/YYYY Reason for Leaving: _____

Employer Name and Address: _____ Phone: _____ Duties: _____

Dates: FROM: MM/YYYY TO: MM/YYYY Reason for Leaving: _____

Have you ever been discharged or forced to resign from any position?
 Yes No

Have you ever been convicted as an adult for any violation of the law? Provide dates, location(s) and penalties. Exclude traffic violations under \$150 and convictions more than two years old for violation of Health and Safety Codes 11357(b) or (c), 11360(b), 11364, 11365 and 11550 as related to marijuana. Conviction is not necessarily a bar to selection. Each case will be given individual consideration. Failure to list all convictions other than those excluded may disqualify you from further consideration (If Yes – Explain under Remarks)
 Yes No

Has your driver's license ever been suspended or revoked?
 Yes No

Remarks (attach additional sheets if necessary)

PERSONAL REFERENCES

NAME	Address where person can be contacted (Include City, State, and Zip Code)	Telephone at which person can be contacted
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other
	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Other

VOLUNTEER INFORMATION

PLEASE CHECK THE TYPE OF VOLUNTEER WORK YOU WOULD LIKE TO DO:

All potential volunteers 18 years of age and older are subject to a criminal background check

- | | | |
|--|--|--|
| <input type="checkbox"/> Animal Shelter | <input type="checkbox"/> Graffiti Clean-Up | <input type="checkbox"/> Traffic Control |
| <input type="checkbox"/> LiveScan Fingerprinting | <input type="checkbox"/> Clerical/Administrative Support | <input type="checkbox"/> Transport |
| <input type="checkbox"/> Vacation House Check | <input type="checkbox"/> Security Patrol | <input type="checkbox"/> Surveillance |
| <input type="checkbox"/> Dispatch Support | <input type="checkbox"/> Special Events | <input type="checkbox"/> Child ID |
| <input type="checkbox"/> Emergency Operations Center | <input type="checkbox"/> Other _____ | |

Please state what days and times you are available to volunteer.

DAY	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
TIME							

I understand that, as a volunteer, I am representing the City of Ridgecrest and will adhere to the guidelines set forth by the program. I acknowledge that the City of Ridgecrest does not take court referred volunteers.

Signature _____ Date _____

CITY OF RIDGECREST

RIDGECREST POLICE DEPARTMENT Administrative Personnel Data

Police and Community Together (PACT) Volunteer

(PRINT ONLY – DO NOT TYPE)

Full Name _____
(First) (Middle) (Last)

Other Names Used / Maiden

Name _____

Date of Birth _____ Place of Birth _____

SSN # _____ Driver's License# _____ State _____

Sex _____ Race _____ Height _____ Weight _____ Eyes _____ Hair _____

Current Address _____
(Street No.) (City) (State) (Zip)

Home Phone _____ Work Phone _____

EMAIL Address _____

IN CASE OF EMERGENCY, NOTIFY:

Name _____ Relationship _____

Address _____
(Street No.) (City) (State) (Zip)

Home Phone _____ Work Phone _____

RIDGECREST POLICE DEPARTMENT
POLICE AND COMMUNITY TOGETHER (PACT)
ANIMAL WELFARE UNIT APPLICATION PACKAGE

Dear PACT AWU Applicant:

We appreciate your interest in joining the PACT organization and the Animal Welfare Unit. To formally apply, please review the documents in this envelope and fill out the information requested on the following forms:

- EMPLOYMENT APPLICATION
- VOLUNTEER INFORMATION FORM
- RIDGECREST PD ADMINISTRATIVE PERSONNEL DATA

In order to assure prompt handling of your application, it is important that you return these three forms to the Ridgecrest Police Department front desk in an envelope marked: PACT Coordinators Office. An envelope is included in this application package for your convenience.

You will be kept informed of your application review progress by the AWU Captain or the PACT Coordinator. Please direct inquiries to:

Nancy Young, PACT Coordinator
499-5107

email: PACT@ci.ridgecrest.ca.us

Thank you! We hope to see you volunteering, soon.

Larry Trowsdale,
AWU Captain

EMPLOYEE/VOLUNTEER STATEMENT FORM

USE OF CLETS CRIMINAL JUSTICE INFORMATION AND DEPARTMENT OF MOTOR VEHICLES RECORD INFORMATION

As an employee/volunteer of RIDGECREST POLICE DEPARTMENT, you may have access to confidential criminal records, Department of Motor Vehicle records, or other criminal justice information, much of which is controlled by statute. All access to California Law Enforcement Telecommunications System (CLETS) related information is based on the "need to know" and the "right to know". Misuse of such information may adversely affect an individual's civil rights, and violates the law and/or CLETS policy.

Penal Code Section 502 prescribes the penalties relating to computer crimes. Penal Code Sections 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be released. Penal Code Sections 11141-11143 and 13302-13304 prescribe penalties for misuse of criminal history information. Government Code Section 6200 prescribes the felony penalties for misuse of public record and CLETS information. California Vehicle Code Section 1808.45 prescribes the penalties relating to misuse of Department of Motor Vehicle record information. Penal Code Sections 11142 and 13303 state:

"Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor."

Any employee/volunteer who is responsible for CLETS misuse is subject to immediate dismissal from employment. Violations of the law may result in criminal and/or civil action.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF ALL CLETS ACCESSIBLE INFORMATION .

Signature: _____

Print name: _____

Date: _____

CITY OF RIDGECREST VOLUNTEER INFORMATION FORM

DATE:	DEPARTMENT:
APPLICANT NAME:	
SOCIAL SECURITY NUMBER: - -	DATE OF BIRTH: (MM/DD/YY) / /
ADDRESS: (STREET, CITY, STATE, ZIP)	
TELEPHONE NUMBER: () -	EMERGENCY CONTACT: (NAME & PHONE #)

As a VOLUNTEER I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work. I, like them, assume certain responsibilities and expect to account for what I do in terms of what I am expected to do. I will keep confidential matters confidential.

I interpret "VOLUNTEER" to mean that I have agreed to work without compensation in money, but having been accepted as a worker, I expect to do my work according to standards, as the paid staff expect to do their work.

I promise to take to my work an attitude of open-mindedness; to be willing to be trained for it; to bring to it interest and attention.

I believe that my attitude toward volunteer work should be professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done and to the public.

Being eager to contribute all that I can to human betterment, I accept this code for the volunteer as my code to be followed carefully and cheerfully.

VOLUNTEER WORKER'S SIGNATURE

SUPERVISOR'S SIGNATURE

DATE

DATE

CC: Personnel
Department Director

Ridgecrest City Police Department

Police and Community Together

Animal Welfare Unit Orientation

Introduction and welcome:

Volunteers play a valuable role at the Ridgecrest Animal Shelter and your interest in participating is welcomed! The Shelter is a functional unit of the Ridgecrest Police Department. As such, in order to participate as a volunteer at the Shelter, it is necessary to join the Ridgecrest Police and Community Together (PACT) organization. Successful PACT applicants have the choice in which unit(s) within PACT they wish to volunteer. The Animal Welfare Unit (AWU) is one of the many worthwhile choices.

This orientation is to familiarize you with the Ridgecrest Animal Shelter, PACT and the AWU organizations and some of their objectives and activities. It will also describe the guidelines for volunteering at the Shelter.

Organization:

The Ridgecrest Animal Shelter is an integral part of the Ridgecrest Police Department. The Shelter Supervisor, Mary Stage, reports to Captain Wheeler in the Ridgecrest Police Department. Many of you know Mary and are aware that she is responsible for operations at the Shelter. Reporting to Mary are xxxxx and Candice Robb, Animal Control Officers and Francisco Perez, Shelter Attendant. During the week there are usually two or more Shelter personnel on duty at any time supplemented with AWU volunteers. On weekends, there may be only one employee plus volunteers.

PACT is an organization of volunteers that are part of the Ridgecrest Police Department. Henry Wilson is the Executive Director. The Police Department employs a paid PACT Coordinator who has an office at the Police Department. Nancy Young is the PACT Coordinator.

The Animal Welfare Unit (AWU) is one of about eight activities within PACT. Larry Trowsdale is the AWU Captain. In this position he is responsible for orienting and assisting new AWU volunteers, coordinating the AWU volunteer activities with the Shelter Supervisor and performing AWU volunteer administrative duties.

It is important to understand that Shelter Staff personnel have absolute authority with regard to AWU volunteer activities and work at the Shelter. You should always seek their approvals and follow their directions concerning your volunteer work at the Shelter.

Objectives:

The primary objective of the AWU volunteers is to support the Ridgecrest Shelter Staff in ensuring humane and responsible care and custody of animals under the Shelter's care. While pursuing this Shelter objective, it is important that volunteers work safely and maintain a high level of professional conduct and customer service.

The PACT and the AWU organizations are committed to adequately preparing and supporting the volunteers as they pursue the AWU objectives. To accomplish and maintain these objectives, it is important that AWU volunteers understand their responsibilities and duties and that they receive adequate training and assistance. It is also important that volunteers find a sense of fulfillment in their work. The AWU Captain and Shelter Supervisor are here to help make these things happen.

Volunteer activities:

AWU volunteers participate in many ways. These ways can be categorized as customer service, office work, computer operation, animal care, animal placement and facility maintenance. Other activities suggested by volunteers might be acceptable with approval of the AWU Captain and the Shelter Supervisor. Descriptions of some of the volunteer activities follow.

- **Animal care:** Volunteers work in the kennels doing routine cleaning and feeding. As you know, this is an every day activity and help is always welcome. Shelter Staff will train new volunteers in the correct procedures. Additional tasks include things like grooming and socialization. Socialization involves spending time with the animals and perhaps attending them in the fenced area to adapt them to human contact. Basic grooming and human bonding are very valuable in helping animals become successful candidates for adoption.
- **Customer service:** Volunteers can work at the Shelter front counter or office telephone to assist the Staff with serving the public. The more experienced volunteers assist Shelter Staff personnel at the counter assisting customers, filling out records and addressing questions. Less experienced volunteers can assist with deskwork, filing and telephone answering. Generally this volunteer participation works best if the volunteer can work on a regular schedule. Participation can be on a daily, weekly or even more infrequent basis.
- **Computer operation:** The Shelter operation is evolving towards a computer-based management system. Volunteers assist with data entry.
- **Facility maintenance:** Volunteers perform light maintenance such as repairs or landscape work within the shelter and surrounding property. Typical activities are yard cleanup and pruning, sprinkler repairs, repairing kennel doors and light plumbing. There is usually something that needs to be done!

Requirements:

There are a few requirements for becoming and remaining an AWU volunteer in good standing. The main requirements follow.

- **PACT membership:** PACT members must be at least eighteen years old and have good community standing. AWU volunteers must have successfully completed the PACT application process and received approved membership status from the PACT Coordinator's office. For questions about PACT membership please visit or call:

Nancy Young
PACT Coordinator
Ridgecrest Police Department
100 West California Avenue
Ridgecrest, CA 93555
499-5107
Email: pact@ci.ridgecrest.ca.us

- Training: AWU members are required to receive the following training:

AWU Orientation	By AWU Captain
Shelter Interview	By Shelter Supervisor
First Aid/CPR*	By PACT

*Classes are offered throughout the year.

- Safety: AWU volunteers are expected to work safely and to understand the injury reporting requirements. All injuries received while volunteering, no matter how small, shall be reported immediately to the Shelter Supervisor and as soon as possible to the AWU Captain. If the Supervisor is not present, report the injury to the Shelter Staff person on duty. This requirement is for the mutual benefit of the volunteer and the City. As in your regular work place, you might jeopardize your insurance coverage provided by the City if injuries are not properly reported.
- Reliability: AWU volunteers who have arranged to work at a certain time will be relied upon. Volunteers who are unable to keep their schedule are requested to notify the appropriate person at the Shelter that they will not attend as scheduled.
- Attire and conduct: AWU volunteers are seen as representatives of the City, the Police Department and the Shelter. Professional conduct and appearance are required. Proper attire consists of clothes appropriate to the particular volunteer activity. Safety and professionalism are main priorities.

Note: It is recommended that clothing worn while working at the shelter be laundered before contacting family pets.

- Media contact: AWU members may be approached by members of the radio or press media. All AWU members, please be advised that contact with the media on behalf of PACT is strictly prohibited without prior notice to and approval from the PACT Executive Director or the Police Department.

Lastly, PACT and the Shelter Staff want the volunteers to feel satisfaction and fulfillment from their participation in the Ridgecrest PACT AWU. Please feel free to offer suggestions or ideas for improvement. Likewise, as a volunteer if you encounter difficulty or a problem in carrying out your activities, you should report this to the appropriate person(s) as soon as possible. You can turn to the Shelter management and staff, the AWU Captain, or the PACT Coordinator. Some useful contact information follows.

Mary Stage
Larry Trowsdale
Nancy Young

Shelter Supervisor 499-5190
AWU Captain 375-0310
PACT Coordinator 499-5107

mstage@ci.ridgecrest.ca.us
trowsdale@mchsi.com
pact@ci.ridgecrest.ca.us