



CITY OF BILLINGS
POLICE DEPARTMENT
220 North 27th Street
Billings MT 59101
(406) 657-8460 • Fax (406) 657-8417
bpd@ci.billings.mt.us • www.billingspolice.com



BILLINGS POLICE DEPARTMENT
VOLUNTEER APPLICATION

Date: _____

Name: _____

Last

First

Middle

Address: _____

Number

Street

Apt. #

City

State

Zip

Home Phone: _____ E-mail Address: _____

Social Security Number _____

Place of Employment: _____ Bus Ph: _____

Please list other names, if any, used on employment or education records: _____

Emergency Contact Person: _____ Phone _____

Please list special skills, interests, and/or hobbies you have: _____

List your current or previous experience with organizations, civic groups and clubs: _____

List all previous volunteer experiences: _____

Please list three references (only one maybe related to you)

| Name | Address | Phone Number |
|------|---------|--------------|
| | | |
| | | |
| | | |

Have you ever been arrested and/or convicted of a crime? _____ Yes _____ No

If yes, for what? _____

Where? _____ When? _____

1. As an applicant for a volunteer position with the City of Billings Police Department, I hereby expressly authorize release of any information you, as a reference, may have concerning me, including information of a confidential or privileged nature. I hereby release any organization, company, institution or person furnishing the information requested. I authorize the use of duplicated copies of this document to serve as the original.

2. For the purpose of in-house security, I consent to a criminal history check and background investigation prior to employment.

3. I certify that the foregoing answers, and all supplement documents, are correct and that false information may result in denial and/or dismissal. If offered a volunteer position, I will abide by the City's Policies, Practices and Procedures.

The City of Billings Police Department reserves the right to refuse services based on objective criteria other than the following: gender, race, religion, sexual orientation, and familial status.

Signature of Applicant

Date

.....
(FOR OFFICE USE ONLY)

Records Check Run: _____ Date: _____ References Checked: _____ Date: _____

Interview: _____ Date: _____

Why Volunteer

Be Visible

Contact with Police Officers and K9 Officers

Test Leadership Skills

Be Useful

Gain New Ideas and Knowledge

Take on Challenges

Gain Job Experience

Set an Example

Improve Resume

Gain Skills

What does COP mean?

COP is an acronym for Community Oriented Policing, which is a concept that encourages partnerships between private citizens and law enforcement officers in an effort to reduce crime in a community

What do we do?

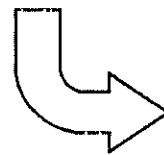
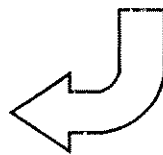
Write initial offense reports

Theft

- ⇒ Theft of bicycles
- ⇒ Theft of vehicle parts
- ⇒ Theft from buildings
- ⇒ Other theft

Vandalism/Criminal Mischief

- ⇒ Residence
- ⇒ School
- ⇒ Business
- ⇒ Vehicle



Lost and Found

Warrant "round-ups"

Victim follow-up

Abandoned vehicle reports

Minor accident reports

Animal control support

Crime Prevention Programs

Any citizen questions or concerns

Why do we do what we do?

COP Shop volunteers save police officers and staff countless hours. It is estimated that each call followed up on by a COP Shop volunteer saves approximately 30 minutes of a police officer's time, thus freeing them up to focus on other duties for which they are responsible

The COP shop is a valuable asset to our police department because our Police Officers are undermanned and overworked. In the past 20 years the city has grown **61%** geographically while its population has increased **34.5%**. Calls for service have increased **25%** and arrests per officer have increased **246%**. Billings has **22%** lower officer/citizen ratio and a **55%** higher crime rate when compared to cities of similar size. Billings Police Officers are working disproportionately harder and with a **19%** smaller overall city budget than officers in similarly sized cities. Therefore, our COP Shop organization is a valuable and vital part of the Billings Police Department.

Need more reasons to volunteer?

- ⇒ Meet people
- ⇒ Have fun
- ⇒ Be part of a group
- ⇒ Use gifts and skills
- ⇒ Improve public well-being
- ⇒ Stay active

Contact Us!

Billings Police Department
Penni Reed
Volunteer Coordinator

PO Box 1554
Billings, MT 59103
Phone: (406) 247-8590
Fax: (406) 247-8592
E-mail: reedp@ci.billings.mt.us

CITY OF BILLINGS
Billings Police Department (BPD)

VOLUNTEER

DEFINITION

Under Community Oriented Policing (COP) this volunteer program is designed to encourage community residents to aid law enforcement efforts to fight crime and serve their community. As a Volunteer in the Billings Police Department COP Shop Program, an individual has an excellent opportunity to help improve the quality of life in Billings. Volunteers provide a valuable service to the community's overall crime fighting programs by following up on reports made by the victims of 'cold' crimes, which include vandalism and/or thefts which have already occurred and do not require an officer's immediate response to the scene. Volunteers also serve the community through support and assistance with all Crime Prevention programs and other assignments as needed.

SUPERVISION EXERCISED

No direct supervision required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Make follow-up calls to victims of crimes;
- Take initial Offense Reports in writing using proper form and style;
- Take abandoned vehicle reports in writing using proper form and style;
- Assist and/or coordinate various Community Oriented Policing special events;
- Follow-up on misdemeanor arrest warrants;
- Assist, coordinate and/or support various Crime Prevention Programs in the community;
- Conduct follow-up on various Animal Shelter related reports and/or complaints.

OTHER VOLUNTEER RELATED DUTIES

Performing other duties as assigned

QUALIFICATIONS

Knowledge of:

- Departmental policies, procedures, rules, instructions, laws, regulations and literature that cover the area of responsibilities of being a Volunteer

Ability to:

- Respect and work with the citizens of Billings
- Cooperate with police, staff, and other agencies
- Effectively maintain public relations
- Speak clearly, accurately and tactfully to all individuals
- Provide courteous and effective service
- Properly and completely prepare reports and records

- Maintain and exhibit discretion and integrity at all times when handling confidential data.
- Work with minimum supervision and meet goals and deadlines
- Work both independently and as a team member

Skills to:

- Assess a situation and/or information and respond to it appropriately (problem-solving and judgment)

EXPERIENCE AND TRAINING GUIDELINES

Experience:

Life experiences that would give a volunteer the skills, knowledge and abilities listed above.

Training:

Training and/or education that would give a volunteer the skills, knowledge and abilities listed above.

Additional Guideline:

A sincere interest in serving the community of Billings.

SPECIAL REQUIREMENTS

Have no serious misdemeanor or any felony convictions

Ability to work in a standard office environment

TRAINING

New volunteers undergo an initial two-hour training program, which includes an overview of the Billings Police Department missions and responsibilities and a thorough review of operational guidelines, rules, and procedures. Following the training session, each new volunteer receives one-on-one, hands on training regarding specific techniques.

OVERSIGHT OF PROGRAM

Penni Reed, Billings Police Department Volunteer Coordinator
247-8590; 698-3098 cell
reedp@ci.billings.mt.us

Lieutenant Joe Bryce, Billings Police Department
247-8659