

**TULSA POLICE DEPARTMENT  
REQUEST FOR A VOLUNTEER**

**Date of request:** \_\_\_\_\_ **Unit/Squad:** \_\_\_\_\_ **Contact person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Brief description of the work to be performed:** (Give both the goal of the job and examples of activities to be performed)

---

---

---

---

**Number of volunteers sought for this position:** \_\_\_\_\_

**Qualifications sought:** (Include both skills and attributes needed to perform the work and any items that might disqualify an applicant)

---

---

---

---

---

**Work site:** \_\_\_\_\_ **Timeframe:** \_\_\_\_\_

(i.e. on-going or short-term)

**Hours preferred:** \_\_\_\_\_ Flexible to availability of volunteer

\_\_\_\_\_ Needed: \_\_\_\_\_

(Include shift, days of week and hours)

**When do you want this position to start:** \_\_\_\_\_ Upon availability

\_\_\_\_\_ Specific date: (Include month/day) \_\_\_\_\_

**Would you like to review the application of the potential volunteer?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Would you like an opportunity to interview applicant?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Who will supervise volunteer assigned to your Unit/Squad?** \_\_\_\_\_

Please return this completed form to Mechelle Hampton, VIPS Coordinator – Fax 591-4505

Please return this completed form to Mechelle Hampton, VIPs Coordinator – Fax 591-4505