



Vacaville Police Announces:

Public Information Meeting

May 13, 2008

Volunteers In Police Service Presents

CITIZEN OPPORTUNITIES

The Vacaville Police Department is holding an open information meeting for local residents who may be interested in joining Vacaville's *internationally acclaimed Volunteers In Police Service (V.I.P.S.)*. The public information meeting will be held at 10:00 a.m., Tuesday, May 13th, at the Vacaville Police Department, located at 660 Merchant Street.

Volunteers In Police Service have a variety of opportunities to serve within the Community. Current opportunities include: clerical support, data entry, report writing, officer assistance, parking enforcement, park watch, graphics designer, form developer, computer media technician, and project coordinators.

For additional information go to: www.cityofvacaville.com/departments/police or contact Judy Thompson at (707)469-4730 or email jthompson@cityofvacaville.com.

Your time is VALUABLE.

Vacaville Police Department's Volunteers are VALUED.

VOLUNTEERS IN POLICE SERVICE
Vacaville Police Department
Public Meeting Agenda
May 13, 2008

Welcome Chief of Police Richard L. Word

V.I.P.S. Program Overview Special Services Supervisor Susanne E. Johnson

History of the V.I.P.S. Program

Power Point Presentation

Volunteer Opportunities:

- ◆ Administrative Support
- ◆ Clerical Assistance
- ◆ Livescan & Fingerprint Technician
- ◆ Patrol Assistant
- ◆ Park Watch & Vandalism Report Writing
- ◆ V.I.P.S. Patrol
- ◆ Community Service Project Facilitator
- ◆ Multi Media, Web, and Computer Generated Projects

Core Values:

Teachable – Humble – Flexible - Willing to help where needed

Requirements:

- Age 18 or above
- Willing to volunteer a *minimum* of 200 hours per year (4 hrs. week)
- Pass the standard background check
- Acquire necessary uniform attire (polo shirts are provided)
- Attend VIPS Training Meetings
- Attend 45 hour V.I.P.S. Training Academy

Recognitions & Awards:

- Hours are tracked for service awards
- Volunteer of the Quarter – nominated by supervisors or co-workers
- Volunteer of the Year
- Presidential Awards
- Volunteer Appreciation Luncheon & Awards Ceremony

Getting Started:

- Turn in an Application
- Interview
- Possible 2nd interview with a duty specific Supervisor
- Background Conducted
- V.I.P.S. Training Academy 8:30-12:30 (Sept.23-25,30; Oct.1,3,7-9,14-16)
- VIPS Academy Graduation & Pot Luck ~~February~~ 17th **Oct**
- Ride along/shadow training
- Placement

Questions & Answers

Volunteers are Appreciated!

Volunteers are valued at the Vacaville Police Department. Their love and service enable paid staff members to take care of critical needs. Volunteers also provide services that would not be available if it was necessary to draw from the city coffers to employ staff. When volunteers help the Police Department, no matter what job they are doing, they are serving the entire Community. Their love and service are appreciated.

**Volunteers In Police Service
(V.I.P.S.)
Begin Open Application Period**

The Vacaville Police Department is now accepting applications for the fall 2008, Volunteers in Police Service (V.I.P.S.) Training Academy. **Citizens who are interested in serving the community by volunteering a minimum of four hours each week are invited to apply.**

In 2007, the Vacaville Police Department V.I.P.S. received an award for excellence by the International Association of Chief's of Police. In addition, the V.I.P.S. Program Supervisor was named *Coordinator of the Year* by the Law Enforcement Volunteers of California (LEVOC). **You could be a part of this dynamic winning team who provide invaluable service to the entire community.** Applications will be accepted through July 11, 2008, and may be obtained on line at www.cityofvacaville.com/departments/police, City Hall, or the Police Department Lobby.

Beginning Tuesday, September 23rd, a V.I.P.S. Training Academy will be available for applicants who are accepted. Class size is limited. Volunteers will participate in a series of half day classes, three days a week, culminating in graduation ceremony scheduled for October 17, 2008.

Volunteer Opportunities:

Administrative Support: Volunteers respond to phone inquires and perform various clerical tasks, while assisting with a variety of spontaneous projects. Good communication and computer skills are a must; Web and power point experience is desired. Media skills are needed for one of the administrative support positions.

Clerical Assistance – Satellite Office: volunteers assist the Family Services office with clerical duties. Some projects deal with file management, transcription of short notes, data entry, copying brochures, supply closet organization, and special projects needing additional assistance.

Livescan Technician - Fingerprinting: Volunteers are trained on the Livescan computer and also learn to roll fingerprints using the old fashioned ink and cards. Public printing is currently done every Tuesday. Volunteers print individuals for a variety of business needs including pre-employment screening and business or trades licenses.

Patrol Assistant: Volunteers provide reliable, consistent on-site assistance to the Police Department's Officers on a 24-hour per day basis. After initial training is complete, the Patrol Assistant (PA) may work available scheduled shifts of their choice day or night, weekdays or weekends, as it is a 24-7 position. PA's insure report writing, briefing and booking areas are supplied and aid in a variety of tasks that utilize both telephone and computer technologies.

Park Watch: Park watch volunteers provide a positive presence in our city parks and bike paths. Volunteers patrol in teams equipped with cell phones, radios, and digital cameras. They assist with reporting crime and in reducing the occurrences of crime by interacting with park users in a friendly manner. Volunteers are taught how to file graffiti and other forms of vandalism damage reports. Reports may become evidence in vandalism cases and initiate immediate repair or clean up which support the Cities zero tolerance policy.

V.I.P.S. Patrol: The V.I.P.S Patrol is an influential positive presence in the community and may include a variety of tasks. In accordance to each teams skill and training level, volunteers may issue parking citations, assist with notifications of city code compliance such as neighborhood blights and abandoned vehicles, direct traffic or school children, complete written reports for graffiti and other forms of vandalism, transport inner office mail to sub-stations aid in neighborhood canvassing during an emergency, assist in missing persons searches, and conduct Park Watches (listed above). Volunteers patrol in teams of two and shift times are also available week days and week ends after initial training. Times are limited to daylight and vehicle availability.

New – Community Service Project Facilitator

The Volunteer will arrange a couple calendar dates each month and coordinate community service opportunities. The primary duty is to set up and oversee folder coding projects, as about 1,200+ are needed every month. Sometimes special projects such as stuffing and labeling envelopes for mass mailings are needed. This would be an excellent position for a self-motivated and flexible individual(s) with good organizational and public relation skills.

**For additional information you may also call the V.I.P.S. HR-Program
Coordinator Judy Thompson, at (707) 469-4730.**

Vacaville Police Department

∞ Core Values ∞

Integrity in Our Actions

We show respect for ourselves, our organization, and our community by always acting in a manner above reproach both in public and with each other.

Our actions match our words and we hold each other and ourselves accountable to our Core Values.

Service to the Community

We understand the support we receive from the community is not to be taken for granted and is earned through professionalism and honesty in the safety and service we provide.

We take ownership of problems brought to our attention and strive to solve them with all available resources.

Ethical Conduct and Decision Making

We make decisions consistent with our values and in the best interest of our organization and the community.

Public trust is earned through strict adherence to the Law Enforcement Code of Ethics.

Respect for Human Dignity

As members of the Vacaville Police Department, we treat each other and everyone we contact with decency and respect.

While maintaining personal safety, we remember that we often meet individuals on their worst days and strive to preserve their dignity.

“Understand and embrace your values, for they become your destiny.”

Mahatma Gandhi