



## *Volunteers In Police Service (VIPS)*

Tulsa Police Department • 6066 E. 66<sup>th</sup> Street North • Tulsa, Oklahoma 74117 • (918) 591-4504

*Dear VIPS Applicant:*

Thank you for your interest in becoming a Volunteer in Police Service. Enclosed is an application for you. Please keep this letter, the mission statement, and the volunteer guidelines for your files, and return the completed application to:

Volunteer Coordinator  
Tulsa Police Department  
Volunteers In Police Service  
6066 East 66<sup>th</sup> St. North  
Tulsa, OK 74117-1811

The Tulsa Police Department Volunteers in Police Service Program (VIPS) emphasizes service to the community as a whole. Volunteers assist officers in tasks that are ongoing and necessary to the police mission. Confidentiality is imperative and all potential volunteers are subject to a background investigation prior to acceptance.

A general knowledge of office procedures is helpful but not necessary. **On the job training will be provided.** We can utilize persons who are willing to do repetitious tasks such as filing, stapling, and data entry. Many of our positions require some level of typing. We have a number of positions for persons who have a working knowledge of computers. **A volunteer should plan to commit to a six-month period with a minimum workweek of four hours. \*The minimum workweek of hours does not apply to persons participating in the VIPS Interpreter Program.\***

After your application has been processed, you will be called to set up an appointment for an interview. Again, thank you for your interest in VIPS.

Sincerely,

Volunteer Coordinator  
Volunteers in Police Service



## *Volunteers In Police Service (VIPS)*

Tulsa Police Department • 6066 E. 66<sup>th</sup> Street North • Tulsa, Oklahoma 74117 • (918) 591-4504

### **MISSION STATEMENT**

- It is the mission of the Volunteers In Police Service (VIPS) to assist the Tulsa Police Department in any way deemed needed and necessary to enable sworn officers to fulfill their assigned duties in service to the community.
- We as VIPS believe we can accomplish this mission by performing assigned tasks wherever needed.
- We recognize that as VIPS we would be under the direction of the officer or employees responsible in the respective work area.
- As VIPS, we also recognize that all information we acquire while on duty is to be kept confidential.
- Our goal as VIPS is to perform our duties in such a way that we are able to gain and maintain the approval and trust of those with whom we work.
- We as VIPS, in agreement with the Tulsa Police Department, will respect and practice sensitivity and understanding of the cultural and ethnic diversity of the City of Tulsa and of those with whom we work.



# *Volunteers In Police Service (VIPS)*

Tulsa Police Department • 6066 E. 66<sup>th</sup> Street North • Tulsa, Oklahoma 74117 • (918) 591-4504

## **GUIDELINES**

### **PURPOSE:**

To specify procedures, rules, and regulations that guide the overall operation of the Tulsa Police Department's Volunteers In Police Service (VIPS) program.

### **POLICY:**

Volunteers provide valuable and necessary additional services to the Tulsa Police Department on a daily basis through the Volunteer In Police Service program. In order to maximize the productivity of this program, the following procedures and regulations are established.

### **ELIGIBILITY:**

Volunteers must be at least eighteen (18) years of age, be able to perform at least 4 hours of volunteer service per week, and pass a background check.

### **APPLICATION:**

Volunteer applicants must complete an application/background questionnaire and submit it to the VIPS Coordinator.

- Background investigations will be conducted on each of the volunteer applicants.
- The VIPS Coordinator and/or the supervisor for whom the volunteer will be working may interview volunteer applicants.

### **ASSIGNMENTS:**

Volunteers are not expected to work on days that have been designated as holidays by the City of Tulsa.

- An area for parking and/or parking permits will be provided for volunteers as necessary.
- Those volunteers who wish to terminate their status are requested to provide written notification to the VIPS Coordinator at least fourteen (14) days prior to the effective date.
- A copy of the notification should be directed to the volunteer's immediate supervisor. The volunteer's identification badge and parking permit (if applicable) shall be turned in to the VIPS Coordinator.

## **CONDUCT IN PERFORMING:**

All organizations have guidelines they follow to provide for order and management. A volunteer's work for the Tulsa Police Department entails the same responsibilities as required of all Tulsa Police Department Employees.

- Volunteers will conduct themselves in a manner that brings respect to themselves and to the Tulsa Police Department. Volunteers will perform their duties in an impartial manner consistent with the Tulsa Police Department's policy 31-136A, Performance of Duty-Nondiscrimination.
- **Volunteers In Police Service are not sworn police officers, and will not conduct themselves as such.**
- Volunteers shall treat all information that they receive from reports, officers, or victims as confidential.
- Volunteers shall not use their association with the Tulsa Police Department to seek favors for themselves or others.
- Volunteers shall not discuss any aspect of a crime or an investigation with any person unless directed to do so by their immediate supervisor. People seeking information or advice on a criminal case shall be referred to the investigating officer or a supervisor.
- Volunteers who observe apparent misconduct by employees or volunteers shall report that misconduct to their immediate supervisor. Grave infractions shall be brought to the direct attention of the Chief of Police.
- Volunteers are expected to dress in compliance with other Tulsa Police Department employees and their guidelines or as required by their supervisor.

## **RIDE ALONG PRIVILEGES:**

Volunteers, other than those who are also foreign language interpreters, may participate in the Citizen's Ride Along Program once a year upon completion of a Citizen Ride Along Hold Harmless Agreement. Spanish Speaking Ride Along participants and other foreign language interpreters are not limited in the number of times they may participate in the Tulsa Police Department Ride Along Program.

## **DISMISSAL:**

Volunteers, like all Tulsa Police Department employees, are subject to dismissal for failure to follow the guidelines for behavior set forth by the department.

- Volunteers are subject to removal from the program at the discretion of the Chief of Police, the VIPS Director, and/or the VIPS Coordinator.
- Reasons for removal include, but are not limited to, the following:
- Committing a felony or misdemeanor.
- Reporting for service in an intoxicated state or possession of intoxicants on the job.

- Improperly releasing confidential information.
- Failure to report for service assignment without a justifiable cause.
- Misconduct (to include profane or abusive language).
- Volunteer's identification badge and parking permit (if applicable) shall be given to the volunteer's supervisor and then forwarded to the VIPS Coordinator.



# Volunteers In Police Service (VIPS)

**Tulsa Police Department • 6066 E. 66<sup>th</sup> Street North • Tulsa, Oklahoma 74117 • (918) 591-4504**

## APPLICATION

(Please print or type)

<b>PERSONAL INFORMATION:</b>				
Last Name		First Name		Middle
Home Address				
City, State			Zip Code	
Date of Birth	Age	Sex M    F	Social Security Number	
Place of Birth (City, State, Country)				
Other names used			Home Phone	
Cell/Pager			Work Phone	
Email Address (if applicable)				
Previous Address(s) Last 5 years				
Do you have insured transportation? Yes No				
<b>EDUCATION BACKGROUND AND MILITARY EXPERIENCE:</b>				
Please circle the highest level of education completed:				
High School 1 2 3 4                      College 1 2 3 4 5 6 7 8				
High School			College	
Degrees or certificates earned				
Military Service Branch				
Rank		Time Served		Date Discharged
Do you speak or read a foreign language? Yes No Which one(s)?				

**CRIMINAL HISTORY AND DRIVING RECORD:**

Oklahoma Drivers License Number

Has your license ever been suspended or revoked?  Yes  No

Traffic citations and accidents for the last 5 years:

Have you ever been questioned, detained, arrested, investigated, warned or issued a citation for any misdemeanor or felony, other than traffic, either as an adult or juvenile?  Yes  NoHave you ever been convicted of a crime?  Yes  No

If yes, please explain:

If yes, list the name of the agency or court, date of contact, reason for contact, charge if any, sentence if any, and disposition of incident (including deferred sentences). Provide full details on supplemental sheets when necessary.

Date	Agency or Court	Charge
Sentence		Disposition
Date	Agency or Court	Charge
Sentence		Disposition
Date	Agency or Court	Charge
Sentence		Disposition

**REFERENCES:****DO NOT USE FAMILY MEMBERS AS REFERENCES.** List 3 individuals you have known for at least 5 years. Please list name, complete address, and telephone number.

Name	Phone
Street Address, City, State, Zip Code	Email
Name	Phone
Street Address, City, State, Zip Code	Email
Name	Phone
Street Address, City, State, Zip Code	Email

**EMPLOYER HISTORY:** (Please fill out completely) List employment for the last 5 years beginning with the most recent.

Firm Name, Supervisor

Date of Employment

Street Address, City, State, Zip Code

Firm Name, Supervisor

Date of Employment

Street Address, City, State, Zip Code

Firm Name, Supervisor

Date of Employment

Street Address, City, State, Zip Code

Firm Name, Supervisor

Date of Employment

Street Address, City, State, Zip Code

Firm Name, Supervisor

Date of Employment

Street Address, City, State, Zip Code

**VOLUNTEER INTEREST:**

How much time do you have to volunteer? (Please circle)

**Hours per week:**

**Hours available:**

**Days available:**

**Preferred division, unit, or area**

5 10 15 20 +

\_\_\_\_\_

M T W Th F Sat Sun

\_\_\_\_\_

List any skills or interests, which would assist in placing you in an appropriate assignment. Attach additional sheets if necessary.

Please list any memberships in any community organizations and previous/present volunteer experience.

Briefly, state why you wish to volunteer your time to the Tulsa Police Department. (Use additional sheet if necessary) **This question must be answered.**



<b>EMERGENCY CONTACT:</b>		
List persons to notify in case of an emergency.		
Name	Relationship	
Street Address, City, State		
Home Phone	Work Phone	Cell Phone/Pager
Name	Relationship	
Street Address, City, State		
Home Phone	Work Phone	Cell Phone/Pager

***THIS SECTION FOR SPANISH SPEAKING RIDE ALONG AND INTERPRETER PROGRAM APPLICANTS ONLY***

Are you willing to be called out any time of day if needed?     Yes    No  
 Can we call you at your place of employment if needed?     Yes    No

**In addition to this application, please submit the enclosed Hold Harmless Agreement and a brief resume of your qualifications (language, skill level, education, etc.) If you have questions please call Cpl. Jeff Little, VIPS Coordinator, [jlittle@cityoftulsa.org](mailto:jlittle@cityoftulsa.org)**



## *Volunteers In Police Service (VIPS)*

Tulsa Police Department • 6066 E. 66<sup>th</sup> Street North • Tulsa, Oklahoma 74117 • (918) 591-4504

### **INFORMATION AUTHORIZATION**

I understand and agree that any false statement, either verbal or written, may cause the applicant's name to be removed from the eligibility list or be cause for immediate dismissal as a volunteer with the City of Tulsa if an appointment is/was made.

For reasons sufficient unto myself, I hereby authorize information, which may be on file in any law enforcement agency to be released to the Tulsa Police Department anytime during my volunteer service. I request the Custodian of Records to permit any such record(s) to be copied, examined, or otherwise reviewed.

I hereby release, indemnify, and hold harmless, the Tulsa Police Department, officers, employees, or related personnel, both individually and collectively, from any and all liability or damages of whatever kind which may at any time result to me, my heirs, executors or assignors, as a result of compliance with this Authorization to Release Information, or any attempt to comply with it.

This Authorization to Release Information serves as a waiver of any contact I may have with any organization or individual, and serves as a waiver of any and all legal communication privileges I could claim.

A copy of this authorization shall be considered as valid as the original.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)



# *Volunteers In Police Service (VIPS)*

**Tulsa Police Department • 6066 E. 66<sup>th</sup> Street North • Tulsa, Oklahoma 74117 • (918) 591-4504**

## **LETTER OF UNDERSTANDING AND HOLD HARMLESS AGREEMENT**

I understand that I am not an employee of the City of Tulsa. I am not entitled to payment for services rendered, nor am I entitled to compensation or fringe benefits other than set out below. I further acknowledge that I am a volunteer for purposes of the Fair Labor Standards Act. I wish to volunteer my services to the City of Tulsa Police Department and/or observe members of the Tulsa Police Department perform their duties. I understand that my status as a Volunteer in Police Service (VIPS) may be revoked at any time. In consideration of the above granted authority to observe and other good and valuable consideration, I, my assigned heirs, executors, or agents hereby agree to hold the City of Tulsa and the Tulsa Police Department harmless. I agree to indemnify the City of Tulsa, the Tulsa Police Department, and their agents and employees from any and all claims, damages, losses, and expenses arising out of the above described observations, volunteer work, and related activities, which is for bodily injury, illness or death, or property loss of use.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

## **CONFIDENTIALITY AGREEMENT**

I have read the VIPS Guidelines and agree that I shall treat all information I receive from reports, officers, or victims as confidential. I understand that I could jeopardize the ultimate investigation of a crime by revealing information. I will not discuss any aspect of a crime or investigation with any person unless directed to do so by my supervisor. I agree that I will not use my association with the Tulsa Police Department to seek favors for others or myself.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)



## *Volunteers In Police Service (VIPS)*

Tulsa Police Department • 6066 E. 66<sup>th</sup> Street North • Tulsa, Oklahoma 74117 • (918) 591-4504

### **VOLUNTEER AGREEMENT**

I seek the opportunity to become a volunteer for the city of Tulsa, Oklahoma, and learn about municipal government functions through active participation in government activities. I understand that I will not be paid for my time or services, I am not officially an employee of the City of Tulsa, and I may not represent myself as anything other than a volunteer.

I understand that in the course of my work I may obtain or be presented with confidential information, particularly during any work within the Tulsa Police Department. I agree to keep confidential any and all knowledge I may have regarding any cases, prisoners, victims, or any other information of any kind. I understand that violation of this agreement could jeopardize an investigation as well as the safety of me and/or others. I will not discuss any aspect of the department's work with anyone other than department personnel.

I understand that only official representatives of the City of Tulsa are authorized to make statements to the media, and I agree not to make any statements to the media concerning information I have obtained during or as a result of my volunteer work.

In consideration of this opportunity, I acknowledge, understand, and accept all risks that I may be exposed to during the course of my volunteer work. I agree on behalf of myself, my family, and my heirs, to waive any and all claims, causes of action, and/or damages of any kind or nature, including but not limited to any unforeseen personal injury, including death, animal attack, or other losses or damages, against the City of Tulsa, Oklahoma, its employees, agents, or Officers, which may arise out of or in connection with any aspect of my volunteer work for the City of Tulsa, Oklahoma.

I am seeking the opportunity to become a volunteer for the city of Tulsa voluntarily, and no promises, agreements, or other inducements have been made. I understand that the City of Tulsa will rely on this statement by me, and that the terms of this agreement are contractual in nature, and specifically designed to protect the City of Tulsa its employees, agents, and officers. I understand that I may terminate my agreement at any time, and that the City may do the same.





# *Volunteers In Police Service (VIPS)*

**Tulsa Police Department • 6066 E. 66<sup>th</sup> Street North • Tulsa, Oklahoma 74117 • (918) 591-4504**

## **AFFIDAVIT FOR DATA SECURITY**

I acknowledge that I have been authorized by the City of Tulsa to access computer data files for the sole purpose of conducting City business. I understand that certain information available to me is confidential in nature and can only be released to authorized persons or agencies.

I have received and read the Oklahoma Computer Crimes Act and agree not to use this information in an unlawful manner. I understand that violating this privilege will subject me to disciplinary action, termination and/or criminal prosecution.

I understand and acknowledge that any and all access code numbers and passwords issued to me are considered highly sensitive and I agree to keep them secret and to take all measures necessary to secure such information. I specifically agree not to make this information available to any unauthorized person for any reason.

As an authorized user of these data files, I accept the responsibility for reports and output generated for my use in any form or containing any information from these data files.

I acknowledge, understand and accept these responsibilities and the authorization hereby entrusted to me.

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Name - Print)

\_\_\_\_\_

(Approval Signature)

\_\_\_\_\_

VIPS Coordinator

(Title)

**ATTACHMENT: Oklahoma Computer Crimes Act**



# Volunteers In Police Service (VIPS)



Tulsa Police Department\*6066 E 66 St North\*Tulsa OK 74117

## Update Information

<b>Name:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>State:</b>	
<b>Zip Code:</b>	
<b>Home Phone:</b>	
<b>Cell Phone:</b>	
<b>Work Phone:</b>	
<b>City Email Address:</b>	
<b>Personal Email Address:</b>	
<b>VIPS Start Date:</b>	
<b>Work Location:</b>	
<b>Supervisor:</b>	
<b>Emergency Contact:</b>	
<b>(Name/Number)</b>	
<b>Shirt Size</b>	
<b>DUE TO GRANT THE FOLLOWING INFORMATION</b>	<b>REQUIREMENTS, MUST BE PROVIDED.</b>
<b>BIRTHDATE:</b>	
<b>VETERAN STATUS:</b>	YES NO
<b>GENDER:</b>	MALE FEMALE