



Animal Care Services (ACS) / Volunteers in Police Service (VIPS) Application Process

Participation in other Corpus Christi Police Department Programs does not guarantee acceptance to the VIPS program.

Step 1: Application

Answer each question as completely as possible in the space provided. If additional space is needed, use a separate sheet. If a question does not apply, indicate it with "N/A" in the space provided. Applications that are not completely filled out will be considered incomplete and no further consideration will be given to said application.

Corpus Christi Police Department Release and Disclosure Statement must be printed, signed and notarized. Return by fax, mail or E-mail the completed packet and all necessary documentation to either:

**Corpus Christi Animal Care Services
ACS Volunteer Program
ATTN: Jean Wink
2626 Holly Road
Corpus Christi, TX 78415
(361) 826-4624
(361) 826-4611 fax
JeanW@cctexas.com**

**Corpus Christi Police Department
Volunteers in Police Service
ATTN: Tom Brown
321 John Sartain Street
Corpus Christi, TX 78401
(361) 886-2832
(361) 826-4445 fax
TomB@cctexas.com**

Step 2: Application Review

Your application will be reviewed by either the ACS or VIPS staff.

Step 3: Interview and Fingerprinting

You may be contacted for an interview with either the ACS Volunteer Program Administrator or the VIPS Coordinator. Fingerprinting will be done for VIPS Volunteers only in Forensics Services.

Step 5: Acceptance or Non-Acceptance

Applicants are notified by email regarding their application acceptance status. If accepted, you will be required to attend an orientation session and additional training courses as necessary.

Under the "Terms and Signature" section of the Application, you release the Corpus Christi Police Department from having to provide a reason for denying entry into the Program.

**Corpus Christi Police Department
Release and Disclosure Statement**

I, _____, understand that in applying for the position of **Volunteer/Community Service Worker (CSW)**, that the City of Corpus Christi, Corpus Christi Police Department (CCPD), Corpus Christi Animal Care Service (CCACS) or its agents will conduct an investigation of my background, including but not limited to my qualifications, prior and present employment record and suitability for volunteering in or for CCPD or CCACS. I confirm that the information submitted by me is true, correct and complete. I authorize the City, CCPD and/or CCACS to conduct an investigation to confirm the information provided by me on this release form, my application and in other documents I have provided, such as a résumé or information provided during my interview. I consent for individuals and organizations to provide accurate and complete responses to the City's, CCPD's and/or CCACS' investigation.

I voluntarily authorize and request, without reservation, any party or agency contacted by the City, CCPD and/or CCACS to furnish requested information as described below. I hereby release and discharge the City, CCPD and/or CCACS and its agents from all claims, demands, actions, liabilities and damages of whatever kind for providing and/or confirming information about me in response to the City's, CCPD's and/or CCACS' investigation which may include, but is not limited to, the following information:

A statement of the reason for the termination of my employment, eligibility for rehire, work performances and habits, abilities and other qualities pertinent to my qualification for access to the Corpus Christi Police Department (CCPD) and/or Corpus Christi Animal Care Service (CCACS) or any extension thereof, which may include verification of my military record, education, general reputation, criminal record, driving record and licenses, other requirements of the position, I understand that information obtained will be used for the above stated purpose, purposed only and in accordance with any pertinent laws.

I understand that should I refuse to sign this release form, I will be disqualified from consideration for the **Volunteer** position I have applied for or access to the Corpus Christi Police Department (CCPD) and/or Corpus Christi Animal Care Service (CCACS) and its extensions thereof, to include but not limited to Contractors and Vendors. A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Name (Last, first, middle) _____

Alias (names by which you have been known) _____

Address _____
Street City State Zip Code

Date of Birth _____ Social Security Number _____

Driver's License Number _____ State of Issue _____

List **all** cities and states where you have resided _____

Signature of Applicant _____ Date _____

SUBSCRIBED AND SWORN before me on this _____ day of _____ 20____

Notary Public – State of

My Commission Expires _____

Please provide the following with your application:

1. Copy of your **Social Security Card**
2. Copy of your **Driver's License or State ID card**
3. If former military, copy of your **DD214**

Personal Information (Please Print Clearly)

Date _____

Last Name, First, & Middle _____ Age _____

Maiden, Nickname(s) _____

Date of Birth _____ Place of Birth (City, County, State) _____

Birthmarks, Scars, Tattoos, Distinguishing Marks, etc. _____

Telephone Numbers (Home) _____ (Work) _____ (Cell) _____

Email Address _____ Social Security # _____

Are you a U.S. Citizen Yes No

RESIDENCES:

Please list last TWO (2) residences. List dates by month/year. List name of apartment complex or landlords, if any.

A. From _____ to Present

Address _____
(Street, City, State, Zip)

Apartment Manager/Landlord _____ Phone Number _____

B. From _____ to _____

Address _____
(Street, City, State, Zip)

Apartment Manager/Landlord _____ Phone Number _____

MARITAL STATUS

Single Engaged Married Separated Divorced Widow/Widower

Name of Spouse _____ Date of Birth _____

Address _____ Phone # _____

Occupation _____ Name of Employer _____

EMPLOYMENT/WORK HISTORY:

List, in reverse order, **ALL** jobs you have held for the past five (5) years.

A. From _____ to Present

Employer _____

Address _____
(Street, City, State, Zip Code)

Phone Number _____ Extension _____

Job Title _____ Supervisor _____

Duties _____

Reason for Leaving _____

b. From _____ To _____

Employer _____

Address _____
(Street, City, State, Zip Code)

Phone Number _____ Extension _____

Job Title _____ Supervisor _____

Duties _____

Reason for Leaving _____

EDUCATION BACKGROUND & MILITARY EXPERIENCE

Please check highest level of education completed:

Some High School High School Diploma GED College Degree

High School attended _____ Year Graduated _____

College attended _____ Degree _____ Year Graduated _____

Military Service Branch _____ Discharge Date _____ Rank _____

Honorable Discharge Yes No Time Served _____

CRIMINAL HISTORY & DRIVING HISTORY

Driver's License Number or ID Number _____ State of Issue _____

Height _____ Weight _____ Color of Hair _____ Color of Eyes _____

Has your license ever been suspended or revoked? Yes No

How many traffic citations & accidents within the last **five (5)** years _____

Do you currently have any unpaid traffic tickets, citations or warrants issued? Yes No

If YES, please explain _____

Have you **ever** been investigated by Animal Care Services for **ANY** reason? Yes No

If YES, please explain _____

Have you **EVER** been arrested? Yes No If YES, please explain _____

Have you **EVER** been convicted of a crime? (Give agency or court, city, state, date, reason & disposition)

Yes No If YES, please explain _____

Have you **EVER** received deferred adjudication for a felony or Class A misdemeanor? Yes No

If YES, please explain _____

Have you **EVER** been convicted of Family Violence? Yes No

If YES, please explain _____

Have you **EVER** been questioned, detained, arrested, investigated, warned or issued a citation for any misdemeanor or felony, other than traffic? (Give agency or court, city, state, date, reason & disposition) Yes No

If YES, please explain _____

PERSONAL HISTORY QUESTIONS

Have you **EVER** used or have been known by any other name than which you have already shown above?

Yes No

If YES, please list those names here _____

Have you **EVER** used marijuana, illegal drugs/narcotics or abused prescription medications?

Yes No

If YES, when & please explain _____

Do you drink alcoholic beverages? Yes No

If YES, how many days per week & how many alcoholic beverages per day _____

VOLUNTEER TASK DATA

Indicate which areas within the **Corpus Christi Animal Care Services** you would like to volunteer (ACS applicants only):

- Adoption, Foster & Rescue:** Show available animals; assist with adoption paperwork
- Cat Care/Socialization:** Socialize cats so they interact well with people
- Clinic:** Assist with various duties as needed
- Dog Care/Socialization:** Play, walk & teach simple commands
- Education:** Assist with the development of programs for youth and the community
- Events:** Assist with Adoption Events both on & off property
- Grooming & Bathing:** Bathe, comb & brush dogs & puppies
- Kennel Work:** Scrub kennels, wash dishes, do laundry
- Landscaping & Maintenance:** Mow lawns, prune shrubbery
- Marketing:** Assist maintaining newsletter; update social media
- Photography:** Assist with taking photos for social media
- Projects & Displays:** Assist with beautification projects & displays as needed

Indicate which areas within the **Corpus Christi Police Department** you would like to volunteer (VIPS applicants only):

- Administrative Assistant:** Perform filing, copying, scanning, faxing, answer telephones & correspondence.
- Criminal Investigation Division (CID):** Assist in *various* ways with a myriad of investigations.
- VIPS Program:** Recruiting, background investigations, volunteer placement, interviews & program coordination efforts.
- Public Safety Team:** Disabled parking citations, search & rescue, & other non-hazardous duties. (Additional training is required).
- Internship:** Available only for college & university students desiring insight & experience within the criminal justice system. Units may include Homicide, Forensics, CID, Community Services, & Volunteers in Public Service (VIPS).
- Metro Com Support:** Receive & process 911 and non-emergency calls from the public, conduct administrative support to the division.
- PBX Operator:** Answering non-emergency calls, routing to their proper destination.
- Impound Lot:** Answering calls, greeting the public, escorting citizens to retrieve items.
- Police Chaplain:** Pastoral/Clergy services for officers & citizens, family notifications & support. (Special Qualifications)
- Crime Stoppers:** TCIC/NCIC checks, re-enactment/acting, crime prevention, neighborhood watch.
- General Support:** Assisting as needed, when available, in various areas of the department & with special events.
- Interpreter:** Foreign languages, International Sign Language. (Please specify what language(s) you fluently speak and/or write & if fluently sign).
- Other:** _____

VOLUNTEER AVAILABILITY

How much time do you have to volunteer? **This is flexible...**

Hours: 5 - 10 - 15 - 20 hours per: Week / Day / Month

Days: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Tell us a little about you...

What are your hobbies and interests? _____

Have you volunteered before? If so, what did you do and where? _____

Why do you want to volunteer? _____

Can you fluently speak any languages other than English? _____

EMERGENCY INFORMATION

In case of emergency, please notify:

Name _____

Address _____

Phone Number _____ Relationship _____

TERMS AND SIGNATURE

As a volunteer with the Corpus Christi Police Department, I am willing to furnish information for use in determining my qualifications.

I understand for security reasons a basic clearance check/background will be conducted, and I will be fingerprinted and photographed. Additional background information may be required if a specific volunteer assignment calls for a full security check.

I understand falsifying statements on this application or during the interview process is cause for my immediate dismissal from the Volunteers in Police Service program (VIPS).

I understand the Corpus Christi Police Department will not disclose any of my information to any outside entity without my written consent.

I understand the Corpus Christi Police Department will not have to disclose the reason, if any, if I am not selected for this Program.

By signing, I hereby certify that all information contained in this application is correct and accurate to the best of my knowledge. I authorize the Corpus Christi Police Department to verify criminal history and driving records as part of the background process. If accepted to perform volunteer duties for the Corpus Christi Police Department, I understand I may be privy to confidential information, and promise to maintain strict confidentiality in accordance to state and federal laws whenever presented with it.

Signature _____

Date _____

SUMMARY PAGE

Date _____

Last Name, First, & Middle _____ Age _____

Maiden, Nickname(s) _____

Alias (names by which you haven been known) _____

Date of Birth _____ Place of Birth (City, County, State) _____

Telephone Numbers (Home) _____ (Work) _____ (Cell) _____

Email Address _____ Social Security # _____

Driver's License Number or ID Number _____ State of Issue _____

U.S. Citizen Yes No

RESIDENCES:

Address _____
(Street, City, State, Zip)

Address _____
(Street, City, State, Zip)

List all cities and states where you have resided _____

EMPLOYMENT:

Employer _____ Phone Number _____
Extension _____

Employer _____ Phone Number _____
Extension _____