

Gorham Police Department



V.I.P.S.

Volunteers in Police Services



Application for Volunteer Services

- Automatic Disqualifiers for Volunteer Service
- Volunteer Emergency Information Data
- Volunteer Approval for Background Investigation, Criminal History, and Driver's License Check
- Acknowledgement of At-Will Volunteer
- Volunteer Agreement
- Notice of Confidentiality of Department Information
- Acceptable Use Policy of Computer Access
- Hold Harmless Form

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Automatic Disqualifiers For Volunteer Service

The Gorham Police Department will automatically disqualify any individual who has at any time:

- Been convicted of a felony
- Used (tried) marijuana in the past three years
- Sold marijuana
- Used (tried) any illegal or dangerous drugs or narcotics, including inhalants, hallucinogenic mind-altering substances, etc.
- Sold narcotics or dangerous drugs
- Been dishonorably discharged from any branch of the United States Armed Forces
- Had a pattern of abusing prescription medication
- Had excessive traffic violations within the past three years
- Been previously employed as a law enforcement agent and since has committed or violated federal, state, or municipal laws pertaining to criminal activity
- Lied during any part of the volunteer process
- Falsified his or her application
- Unlawful sexual conduct

Discretionary Disqualifiers

The following disqualifiers may, upon review, make you ineligible for volunteer service with the Gorham Police Department:

- A physical or mental disability that would substantially impair an individual's ability to perform his/her duties
- Alcohol misuse or abuse
- Excessive traffic violations
- Commission of a felony with no conviction
- Any discharge for the US military other than an honorable discharge
- Debts – demonstrated unwillingness to honor fiscal responsibilities
- Any other conduct or pattern of conduct that would jeopardize public trust in the law enforcement profession

I have read and understand the above disqualifiers.

Applicant's Signature

Date

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Volunteer Emergency Information Data

(to be completed after hiring and filed in personnel file)

Volunteer Personal Data

Name: _____

Address: _____

Contact Numbers: (H) _____ (W) _____

(C) _____ (F) _____

Place of Employment: _____

Email Address: _____

Date of Birth: _____

Social Security Number: _____

Driver's License Number: _____ Expiration Date: _____

Interests/hobbies: _____

Skills: _____

Emergency Contact:

NAME: _____ PHONE: _____

RELATIONSHIP: _____

If an accident should occur, what medical facility would you prefer to use? _____

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Background Investigations, Criminal History and Driver's License Check

As a volunteer for the Gorham Police Department, I realize that a background investigation, criminal history, and driver's license check will be done before I can begin work. I hereby authorize the Gorham Police Department to search any law enforcement database to conduct this background check.

List ALL names you have ever used including maiden name:

NAME: _____
(PRINT) LAST FIRST MIDDLE

NAME: _____
(PRINT) LAST FIRST MIDDLE

NAME: _____
(PRINT) LAST FIRST MIDDLE

Address: _____ Apt: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: ___/___/___ Social Security Number: _____

Driver's License Number: _____ Sex: _____ Race: _____

Position Volunteering For: _____

Signature: _____ Date: _____

Witness: _____
Signature Print

The successful candidate will be required to wear a uniform. Please indicate shirt and pant size.

Shirt Size: _____ Men / Women

Pant Size: _____ Men / Women

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Acknowledgement of At-Will-Volunteer

I, _____, acknowledge that I am At-Will-Volunteer with the Gorham Police Department, without vested property rights in my position as a citizen volunteer. I may be terminated/ released at any time, without cause, and without right of appeal.

Applicant Signature: _____ Date: _____

Witness Signature: _____ Date: _____

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Volunteer Agreement

In order to provide a satisfying volunteer experience and a comfortable work atmosphere for all, I, _____, consent to the following:

1. Bring to the attention of the Coordinator of Volunteers any job related problems or grievances.
2. Fulfill my service commitment in a professional manner.
3. Notify my supervisor prior to an absence.
4. Report hours of serviced to my supervisor at the end of each month.
5. Respect the confidentiality of all information observed and learned through my work at the Gorham Police Department. Any information contained in the records or received by personal communications will not be divulged outside of the Gorham Police Department.
6. Notify my supervisor prior to terminating my volunteer service with the Gorham Police Department.
7. Return any and all identification, uniforms and equipment provided by the Gorham Police Department to the Coordinator of Volunteers office on my last day.
8. Use Gorham Police Department Identification only within the scope of my particular volunteer duties. I understand that any other usage may lead to disciplinary action up to and including dismissal from the volunteer program and any legal action necessary.
9. Upon termination, complete an evaluation of the program and return it to the Coordinator of Volunteers.

Volunteer Signature: _____

Date: _____

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NOTICE OF CONFIDENTIALITY OF DEPARTMENT INFORMATION

1. Volunteer employees shall not disclose or allow access to information contained in or obtained from Local Summary Criminal History Information, records maintained by the Gorham Police Department or State Department of Justice, or material, documents and information received from the Federal Bureau of Investigation, or any other agency of State or Federal government, unless such disclosure or access is authorized by law.
2. Volunteer employees shall not use any information derived from Gorham Police Department sources or records for personal gain or use, except as authorized by law or Department policies and procedures.
3. Volunteer employees shall not permit anyone to receive information connected with the operation of the Gorham Police Department without permission of the Police Chief or as otherwise provided by law or Department policies and procedures.
4. Volunteer employees shall not disclose to anyone the fact or the nature of any investigation except as provided by law or Department policies and procedures.
5. Volunteer employees shall not give any unauthorized person any information concerning the location of records, weapons, ammunition, the number of officers on duty, shift assignment or patrol beat areas.
6. Serving the public provided each of us with a great responsibility. Consequently, there can be no compromise in the requirement for all employees to follow the Gorham Police Department's policies and procedures on records and information and this "Notice of Confidentiality of Department Information". Any violation of said requirements shall subject employees to disciplinary action or termination.
7. Any person authorized by law to receive a record or information obtained from a record who knowingly furnished the record or information to a person is not authorized by law to receive the record or information is guilty of a misdemeanor.

I have read and understand the above "Notice of Confidentiality of Department Information."

Applicant's Signature

Date

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ACCEPTABLE USE POLICY FOR COMPUTER ACCESS

All computer resources, including devices, programs, and data; electronic or hard copy, owned by the Gorham Police Department, shall be used solely for legitimate department purposes. The use of computer resources for personal or commercial use not related to Gorham Police Department business is prohibited.

Computers belonging to the Gorham Police Department, or computers used by a department member in the course of their duties while assigned by the department to another agency, may only be used for the law enforcement purposes. These computers shall not be used for:

Transmitting, viewing, copying or installing information that contains obscene, indecent, lewd or lascivious material or other materials which contains information that explicitly or implicitly refers to sexual conduct.

Downloading, storing, transporting, distributing, relocating or displaying sexually explicit material in any form – for the purpose of this policy, sexually explicit is defined as:

- Any depiction of the nude human body, whether in the form of a digitized picture, cartoon, altered, retouched, or “morphed” picture, or other characterization of the human body in which it is not fully clothed. This includes and depiction in any form which displays the individual in “bikini” type clothing, or in garments that are designed or intended to be worn under other clothing.
- Any depiction, description, representation or discussion of sexual conduct. Also, for the purpose of this policy, the term “download” means through electronic or physical means. This includes, but is not limited to, direct internet connection, telephone dial-up connection to private, commercial internet service providers, bulletin board systems, or by copying or moving from floppy disk or other removable transportable electromagnetic media.

Transmitting, viewing or installing information that contains profane language or panders to bigotry, sexism, racism or other forms of discrimination.

Making unauthorized copies of software that is licensed to the Gorham Police Department. Installation of unauthorized software is also strictly prohibited.

I understand that failure to abide by the contents of this agreement may result in my separation from the Volunteers in Policing Program.

Applicant's Signature

Date

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Ride Along Program

Assumption of Risk and Waiver, Release and Indemnification Form

I have made a voluntary request to accompany and ride as a guest of the Gorham Police Department. I understand and acknowledge that I will be engaging in activities that that involve risk of serious injury or death which may result from my own actions or inactions or negligence of others and the risks inherent in accompanying a police officer in the normal course of his or her duties. I assume and accept personal responsibility for all such risk.

I further agree to indemnify and hold the Town of Gorham and its officials, employees, agents and assigns harmless from any and all liability, claims, damages, demands, actions or rights of action which arise out of or are in any way related to or connected with my participation in this activity. This indemnification includes but is not limited to losses, damages or injuries to myself or my property caused or alleged to be caused, in whole or in part, by the negligent acts or omissions of the Town of Gorham or its officials, employees or agents.

I further agree to hold harmless, defend and indemnify the Town, its officials, employees and agents from all defense costs, including attorney's fees or from any other costs incurred in connection with claims for damages incurred by a person, other than myself, as a result of my negligent or intentional acts during the course of my participation in this activity.

This release of liability applies to me, the undersigned, and to my personal representatives, assigns, heirs and next of kin.

I have read the waiver and release and that I sign this waiver and release voluntarily.

Signature

Date