



**Citizens and  
Police in  
Partnership**

# **Bellevue Police Volunteer Candidate Application**

**INSTRUCTIONS:** Review “Volunteer Qualifications” to ensure that you meet all items listed before completing the application. Be sure to answer all questions completely and provide all information requested. Acknowledge any items that do not pertain to you by writing “N/A.” Failure to provide the requested information and/or submitting an incomplete application may disqualify you from further consideration. Return the completed application to the address below.

**Return to: Bellevue Police Department  
Attn: Volunteer Administrator  
PO Box 90012  
Bellevue, WA 98009**

# BELLEVUE POLICE DEPARTMENT

## Volunteer Qualifications

Honesty and Integrity are essential traits for anyone working within a law enforcement agency. The qualifications below are the same as those used for paid staff applicants. Any false statements, lack of candor, or failure to fully divulge requested information may result in immediate disqualification from the volunteer selection process.

### **PART 1 - Minimum Requirements**

- Be at least 21 years of age (18 years for college students completing a formal internship requirement).
- Be a US citizen, or hold legal immigration or temporary residency status, with the ability to read and write the English language.
- Successfully pass a background investigation that includes a complete criminal records check and a polygraph examination.

### **PART 2 – Automatic Disqualifiers**

**Drug Use: Please note that the use of illegal drugs and the illegal use of prescription drugs means the use, possession, or distribution of drugs which is unlawful under the provisions of the Uniform Controlled Substances Act in this state or its equivalent in any other jurisdiction.**

The following drug use (or distribution of) will be disqualifying:

- Any use of illegal drugs while employed by a law enforcement agency.
- Any use of illegal drugs by free-basing or needle injection.
- Any illegal use of methamphetamines.
- Any participation in the manufacture, selling, offering to sell, distribution or transporting for sale any illegal drugs/narcotics.
- Any use of hallucinogenic drugs (mushrooms, LSD, PCP, etc.) within the past ten (10) years.
- Use of marijuana within 12 months of application date.
- Any illegal use of powder cocaine within five (5) years.
- Any other illegal drug use or pattern of prescription drug abuse within three (3) years.

**Criminal Violations: The following will be disqualifying:**

- Any adult felony conviction.
- Any juvenile felony conviction within the past five years.

- Any misdemeanor conviction for a crime involving moral turpitude.
- Commission of any crime of violence, including domestic violence.
- Commission of any sexual offense within the past five years.
- Any conviction of a felony crime at any time while employed in any capacity with a Law Enforcement Agency (including volunteer, intern, and reserve positions).
- Any single theft of property or money in excess of \$100 value within the past five years.

**Traffic Record: Traffic violations that will be disqualifying include:**

- Any criminal traffic conviction within the past 5 years. Violation examples include: Driving Under the Influence (DUI), Reckless Driving, Negligent Driving, or Hit & Run Driving.
- Suspension or revocation of your driver's license (for any traffic violations) within five (5) years of the date of employment application.

**PART 3 - POTENTIAL DISQUALIFIERS**

**Criminal Relationships:** Applicant maintains an on-going relationship with individuals who have been convicted of felony crimes and/or who are reputed to be involved in recent or current felonious activity.

**Criminal Violations:** An applicant's criminal record, including all arrests, prosecutions, deferred prosecutions, "Alford" pleas, and non-conviction information will be thoroughly assessed and may be grounds for disqualification.

Potential Disqualifiers include:

- Commission of a felony crime (non-conviction)
- Applicant has criminal proceedings pending or is under investigation for a crime.
- Applicant has been involved in significant misdemeanor activity.
- Applicant's history shows a pattern of thefts.

**Driving Record:** Applicant's driving record shows a continuing and/or recent pattern of poor decision making.

**Employment Record:** An applicant's employment history, including a pattern of unexcused absences, discipline, any terminations, or leaving an employer in lieu of termination, will be thoroughly assessed and may be grounds for disqualification.

**Military Experience:** If applicant served in the Military, discharged must have been under honorable conditions.



Clearly Print Your Responses in Blue or Black Ink

## PERSONAL INFORMATION

Name: \_\_\_\_\_  
(First, MI, Last)

Complete Current Address: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_ If less than 3 years, provide previous address \_\_\_\_\_

Who lives at that residence with you?  Live alone  Spouse  Domestic Partner  Significant other  
 Minor children  Adult children  Siblings  Roommate(s)  Other (Specify): \_\_\_\_\_

Home phone with area code: \_\_\_\_\_

Work phone with area code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Washington Driver's License number: \_\_\_\_\_ Expiration: \_\_\_\_\_

## VOLUNTEER INFORMATION

List all previous volunteer activities. Attach additional pages if necessary.

	<u>Organization</u>	<u>Assignment</u>	<u>Supervisor</u>	<u>Phone number</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Have you attended the Bellevue Police Community Academy?  Yes  No If yes, what year? \_\_\_\_\_

Do you have experience using a computer for basic office activities (e.g., e-mail, word processing, data entry)?  
 Yes  No

What days/hours can you volunteer? \_\_Su \_\_Mo \_\_Tu \_\_We \_\_Th \_\_Fr \_\_Sa; From \_\_\_\_\_ to \_\_\_\_\_

## **EDUCATION**

Did you graduate from high school?     Yes             No

*List all colleges attended and degree(s) obtained*

School: \_\_\_\_\_ Location: \_\_\_\_\_

Degree/Field: \_\_\_\_\_ Year: \_\_\_\_\_

School: \_\_\_\_\_ Location: \_\_\_\_\_

Degree/Field: \_\_\_\_\_ Year: \_\_\_\_\_

School: \_\_\_\_\_ Location: \_\_\_\_\_

Degree/Field: \_\_\_\_\_ Year: \_\_\_\_\_

## **EMPLOYMENT HISTORY**

*Starting with your most current employment, list all jobs you have held in the past 10 years. Show any periods of military service or unemployment in the appropriate spaces provided. If you report past military service please provide a photocopy of your DD-214.*

Dates of Employment		Name and Address of Employer		Name of Supervisor
From Mo. Yr. ____/____	To Mo. Yr. ____/____		Telephone No _____ Fax No. _____	When can supervisor be contacted? (Shift, Hours, Work Days)
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Title or duties (for identification purposes)		
Reason for Leaving				
<input type="checkbox"/> Military Service <input type="checkbox"/> Not employed		From: Mo. ____ Yr. ____	To: Mo. ____ Yr. ____	
Dates of Employment		Name and Address of Employer		Name of Supervisor
From Mo. Yr. ____/____	To Mo. Yr. ____/____		Telephone No _____ Fax No. _____	When can supervisor be contacted? (Shift, Hours, Work Days)
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Title or duties (for identification purposes)		

Reason for Leaving				
<input type="checkbox"/> Military Service		<input type="checkbox"/> Not employed		
		From: Mo. ____Yr.____	To: Mo. ____Yr.____	
Dates of Employment		Name and Address of Employer		Name of Supervisor
From Mo. Yr. ____/____	To Mo. Yr. ____/____			When can supervisor be contacted? (Shift, Hours, Work Days)
		Fax No.		
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		Title or duties (for identification purposes)		

---

### **CRIMINAL HISTORY**

Have you ever been arrested or detained, even as a juvenile?  Yes  No  
 If Yes, give date(s) location, charges, and disposition for each incident. Include arrests which were dismissed, sealed, or otherwise disposed of, and cases still pending. Use additional pages if necessary.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

---

### **DRIVING HISTORY**

List all traffic tickets you've received in the last 5 years. For each, give year, city, and violation.

---



---



---



---



---



**MISCELLANEOUS**

Have you ever applied for a permit to carry a concealed or exposed weapon? Yes  No

If "Yes," supply the information below.

- 1. Was the permit granted? Yes  No  Date granted: \_\_\_\_\_
- 2. Was the permit revoked or expired? Yes  No  Date revoked or expired: \_\_\_\_\_

Purpose of permit: \_\_\_\_\_

Name of law enforcement agency: \_\_\_\_\_

Agency: \_\_\_\_\_

Phone number: \_\_\_\_\_

In the spaces below list any Internet websites you've created and/or sites and message boards of which you are a member.

Internet Site Address	Site Theme (eg., social, business, professional contacts)
_____	_____
_____	_____
_____	_____

Is there anything in your background that has not been covered in the preceding questions, which could affect your eligibility to volunteer with the Bellevue Police Department?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I certify that the information contained in this application is true and complete to the best of my knowledge.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

# CITY OF BELLEVUE POLICE DEPARTMENT

---

P.O. Box 90012 Bellevue, WA 98009-9012

## WAIVER AND AUTHORIZATION TO RELEASE INFORMATION

I, \_\_\_\_\_, do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Bellevue Police Department, whether said records are of public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, and salary records; records of complaint, arrest, trial and/or convictions for alleged or actual violations of law, including criminal, civil and/or traffic records; the results of any polygraph examination, psychological exams or medical exams; records of complaint of a civil nature made by or against me, whatsoever located and to include the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had an interest.

I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation which may provide pertinent data for the Bellevue Police Department to consider in determining my suitability for volunteer assignment by that Department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for volunteer assignment by the Bellevue Police Department. I understand that all materials pertaining to this background investigation become the property of the Bellevue Police Department and I will not have access to any of the background investigation.

*I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request. I further understand, the sources of confidential information cannot be revealed to me.*

**\* A photocopy of this release form will be valid as an original hereof, even though said photocopy does not contain an original writing of my signature.**

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date