



Dana Point VIPS Volunteer Description

The City of Dana Point Volunteers in Police Support (VIPS) Program is the volunteer component of Dana Point Police Services. The City has approximately 15-25 members in the program who perform valuable duties that serve the Dana Point community and its visitors. The City is seeking Dana Point residents who are available and interested in providing staff support at the reception desk at the Dana Point Police Services substation located at Dana Point City Hall, as well as work other program areas. All VIPS volunteers, even those working in other VIPS Program areas, will be required to work a period of time at the Police Services front counter.

The VIPS Program has three separate volunteer areas, each providing a very important service to the community. In addition to the areas listed below, the VIPS help out at every special event in town with traffic and crowd control, manning booths, and assisting event participants and City staff. Without their assistance at special events, Police Services would incur significantly higher overtime expenditures for these events. Volunteers working Special Events typically work up to approximately 6-hour shifts. The assignment may require driving a City vehicle, standing or sitting for extended periods, light lifting, pushing, pulling, reaching, bending, communicating with the others, and exposure to the weather.

Van Patrol: Members patrol the City in a marked VIPS vehicle. They serve as an extra set of eyes and ears for Police Services looking for suspicious activities, roadway hazards, or any other problems. During their travels, they routinely check City parks and other facilities, and look for illegally parked vehicles. They also make daily checks of residents' homes during vacation patrols. Another important function of the Van Patrol is assisting the City's Code Enforcement department. VIPS checks neighborhoods and the City right-of-way for illegally posted signs, houses without house numbers, and improperly stored trash cans. The position may require driving a City vehicle, foot patrols through City parks and other areas that may include steps and uneven grounds, light lifting, sitting, reaching, bending, pushing, pulling, and exposure to the weather.

Bicycle Patrol: The Bicycle Patrol functions much like the Van Patrol, but focuses primarily on the beach areas and the Dana Point Harbor Area. Our pedaling VIPS work in teams of two, looking for anything suspicious and issuing citations to illegally parked vehicles. Volunteers working in this capacity work approximately 3-hour shifts. The position requires riding a bicycle on sidewalks and City streets, foot patrols through City parks and other areas which may include steps and uneven grounds, reaching, light lifting, sitting, reaching, pushing, pulling, squatting, and exposure to the weather.

Clerical Support: Our Clerical Support team provides invaluable assistance to Police Services and other departments within the City. The VIPS compile a variety of statistical reports and information updates. These documents assist our patrol deputies, allowing them to keep up to date on crime patterns and problem areas. In addition to assisting Police Services, the VIPS may assist other City departments with various clerical tasks. Volunteers working in this capacity work approximately 4-hour shifts. The position requires extended periods of sitting, telephone operation and communicating with callers, greeting and directing visitors, computer use, filing, clerical duties, reaching, pushing, pulling, bending, squatting, and light lifting.



City of Dana Point
Volunteers In Police Support (VIPS) Program
Volunteer Application

Please print legibly in black ink or type

Personal Data

Last Name First Middle

Social Security Number

Address

Phone Number

City, State ZIP

Driver's License Number

Expiration Date

*Please note: all VIPS
Volunteers are required to
work a period of time at
the Police Services Office
front counter.*

Please answer all of the following questions

YES NO

 Is there any reason that you cannot perform the essential functions of the position for which you are applying? YES, what reasonable accommodations are necessary to assist you?

Who should we notify in case of emergency?

Name

Relationship

Phone Number

Address, City, State, Zip Code

How did you hear about the VIPS Program?

Proficiencies

Please list any special skills or proficiencies you have that relate to the job you are applying for

	YES	NO	
Computer Skills	<input type="checkbox"/>	<input type="checkbox"/>	
Word	<input type="checkbox"/>	<input type="checkbox"/>	List any other relevant skills: _____
Excel	<input type="checkbox"/>	<input type="checkbox"/>	_____
MS Publisher	<input type="checkbox"/>	<input type="checkbox"/>	_____
Clerical Skills	<input type="checkbox"/>	<input type="checkbox"/>	_____

Foreign languages spoken fluently: _____

Education

_____ Highest grade completed or College Degree possessed _____ Last school attended _____ Major

Work History

_____ Name of last employer _____ Occupation _____ Dates of service

List any other occupations

Prior Volunteer Experience

_____ Name of Organization _____ Job description or responsibilities

Dates of Service _____

_____ Name of Organization _____ Job description or responsibilities

Dates of Service _____

_____ Name of Organization _____ Job description or responsibilities

Dates of Service _____

_____ Name of Organization _____ Job description or responsibilities

Dates of Service _____

References

Please list at least three references that have personal knowledge of your character and qualifications

Name	Address	Telephone	Relation
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Your interest in our program

Please describe why you want to join the Volunteers In Police Support (VIPS) Program

Certificate of Applicant: "I certify that all statements made in this application and attachments are true and complete to the best of my knowledge. I authorize the City of Dana Point to make investigations and inquiries that are limited to the requirements for this position, or my employment, education, character, financial, or medical history and other related matters, as they relate to the requirements of this position for which I am applying, in arriving at an appointment decision. I hereby release employers, schools, or persons from any liability in responding to inquiries in connection with my application. I understand that any false or misleading information given in my application, or any step in the selection process, will subject me to disqualification or dismissal. I understand that I am required to abide by all rules and regulations of the City of Dana Point. I further understand that appointment to the program is contingent upon successful completion of a pre-employment physical, as well as a background investigation that may include fingerprinting and a criminal history check."

I understand that work schedules for volunteers in the City's Volunteers in Police Support (VIPS) Program are diverse and varied depending upon the program needs and the volunteers' availability. I further understand that a volunteer is not guaranteed a regular, set schedule and may be dismissed at any time without cause as determined by the City's Police Services Department; and that the City reserves the right to request that a volunteer leave immediately if circumstances warrant such action.

Signature

Date

The City of Dana Point is an Equal Opportunity Employer that complies with Title VII of the Civil Rights Act as Amended and all applicable State and Federal laws prohibiting discrimination. Therefore, it is the policy of the City of Dana Point to make employment decisions without regard to race, color, sex, religion, national origin or ancestry, age, marital status, or handicap, except where such qualifications are Bona-Fide Occupational Qualifications.

Revised Nov 2017

RETURN COMPLETED APPLICATION to Shelley Velez, Human Resources Manager: Dana Point City Hall, 33282 Golden Lantern, Suite 203, Dana Point, CA 92629 or svelez@danapoint.org