**SONOMA COUNTY SHERIFF'S OFFICE**

**VOLUNTEERS IN POLICING**

**Indication of Interest Form**

VIP Applicant Name:

Last First Middle

The Sheriff's Office thanks you for your interest in the VIP program. To help us determine your suitability for the program, in the space provided below and in your own handwriting, please tell us why you are applying.

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The VIP program offers a variety of assignments. Please indicate your interest level in some of the available assignments by circling the appropriate letters to the left of each assignment listed below:

Key: I Interested. You are interested in this activity.

N Neutral. You are not sure about this activity, or would need more information before deciding whether you are interested.

NI Not Interested. You do not think that this activity would interest you.

I N NI Abandoned Vehicles: Volunteer may search for, post and arrange for towing of vehicles abandoned on private property.

I N NI Boating Unit: Volunteer may assist the Boating Unit with deck operations and boating safety activities.

I N NI Clerical/Data Entry: Volunteer may assist Support Services in sorting, filing and distributing documents, computer entry, updating index card files, preparing crime reports and assisting other units and bureaus with data entry, word processing and special projects.

I N NI Courts: Volunteer may transport documents to and from the courts, District Attorney and other County offices.

I N NI Emergency Management Preparedness: Under the supervision of staff, Volunteer may update manuals, prepare table-top exercises and train members of the community in emergency and natural disaster procedures.

I N NI False Alarm Cards: Volunteer may process false alarm cards, send warning letters and prepare alarm fine reports.

I N NI Fingerprinting: Volunteer may perform non-criminal fingerprinting.

I N NI Front-Counter Reception: Volunteer may assist Support Staff in answering phones, assisting the public at the front counter of the main office and substations, maintaining the press book, processing parking citations, shredding, filing and copying reports.

I N NI Graffiti Removal Program: Volunteer may monitor the graffiti hot-line, log calls, assign clean-up duty to a Graffiti Removal volunteer, distribute paint remover, paint and equipment to volunteer and prepare monthly statistics on graffiti calls and removal.

I N NI Investigations Assistant: Volunteer may assist Detectives in various duties such as filing, answering phones, juvenile diversion letters, victim letters, monthly statistics and transcribing.

I N NI NCIC Validation: Volunteer may make monthly NCIC checks on stolen vehicles, stolen guns and other property and attempt to contact victims.

I N NI Neighborhood Watch Program: Volunteer may assist the Crime Prevention Officer in conducting Neighborhood Watch meetings, follow-up with home security inspections and assist Neighborhood Watch leaders in maintaining the program.

I N NI Newsletter Editor: Volunteer may create, publish, edit and word process a newsletter for members of the V.I.P. program and assist the Crime Prevention Officer in the publication of the Neighborhood Watch Newsletter.

I N NI Report Writing: Volunteer may assist with routine, minor reports.

I N NI Special Events: Volunteer may assist the Crime Prevention Officer and other Sheriff's  Office personnel by staffing the Crime Prevention Booth, distributing Crime Prevention materials, taking photos and assisting the public at special events, school events, fundraisers, holidays and big weekends.

I N NI Speed Trailer Technician: Volunteer may transport the radar Speed Trailer to various locations in the County as instructed by supervisors.

I N NI Vehicle Maintenance: Volunteer may transport Sheriff’s Office vehicles to the corporation yard for repair, to the car wash, to the radio equipment repair shop and elsewhere as instructed by the Watch Commander.

I N NI V.I.P. Patrol: Volunteer may patrol neighborhoods in VIP vehicles for the purpose of vacation checks, elder contact, school patrol, graffiti watch, reporting suspicious activity, assisting in traffic control or other duties as assigned

I N NI VIP Staff Assistant: Volunteer may assist the VIP Director or VIP Manager in scheduling, timekeeping, solicitation of help for special events, arranging for periodic training meetings, collecting material for the V.I.P. newsletter and other general office duties.

**Please return this form with your application.**