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Program Coordinator
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F.A.C.T. PROGRAM

Application Process



Dear Applicant,

Thank you for your interest in volunteering with the F.A.C.T. (Family Assistance Crisis Team) Volunteer Program. F.A.C.T. is part of the San Antonio Police Department's Victims Advocacy which is within the Special Victims Unit.

F.A.C.T. is also part of the Volunteers in Policing (VIP) Program. The VIP Office must clear all volunteers working with any volunteer program at San Antonio Police Department. There are several steps involved with becoming a volunteer.

- 1. APPLICATION-Complete the attached application. Be sure to have *Page 5 notarized, sign form in front of a NOTARY. Return to
City of San Antonio
F.A.C.T. Program
555 Academic Court, suite 201
San Antonio, TX 78204**
- 2. APPLICATION REVIEW- F.A.C.T. staff will review your application. All areas must be completed or have a N/A placed for information that does not apply. Applications not filled out completely cannot be processed!**
- 3. CHARACTER REFERENCES- Reference forms are mailed to the people you list within 2-3 working days of receiving the application. Information for references must be current and include zip codes and phone numbers. Check with your references to make sure they receive the form and ask them to return them within the next 2 weeks. References must be returned within 30 days. You can contact the F.A.C.T. Office to check on the status of your application, 210-207-2305.**
- 4. ACCEPTANCE or NON-ACCEPTANCE- All applicants will be notified of acceptance or non-acceptance into the program. PLEASE NOTE: Under the Terms and Signature section, an applicant releases the San Antonio Police Department from providing a reason for denial.**
 - » In addition, F.A.C.T. applicants must attend training consisting of 2 Saturday classes and a Wednesday evening class. All three must be attended a total of 17 hours.**
 - » Processing of applicants includes an interview with the Program Coordinator and a background check through fingerprinting at the Public Safety Headquarters Building, 315 S. Santa Rosa, 78207, open Monday- Friday from 9AM to 4PM only.**
 - » You must also attend a 4-hour VIP Orientation Class before you start to volunteer.**
 - » Call me with any concerns, 210-207-2305. Thank you again for your interest.**



San Antonio Police Department Volunteers in Policing Application



Please fill out completely or the application will not be processed. If any section does not apply to you, please indicate by writing "N/A". The San Antonio Police Department appreciates your interest in service and commends your volunteer spirit.

PERSONAL INFORMATION:

Last Name	First Name	Age	Other names used	Date of Birth
Home address:	City	Zip	Place of Birth	
Home Phone:	Business Phone:	Cell Phone:		
Previous Address(s) Last Five Years: (If more room is needed attach additional sheet)				
Email Address:				

CRIMINAL HISTORY AND DRIVING RECORD:

Texas Drivers License Number	Has your license ever been suspended or revoked: Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been arrested? Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever been convicted of a crime? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes to any, please explain:	
Traffic citations and accidents for the past two years:	

REFERENCES

References: **NO NOT USE FAMILY MEMBERS AS REFERENCES.** List four (4) individuals you have known for at least 5 years. (Please list name, complete address with zip code, and telephone number)

Name	Address	Zip Code	Phone #	E-mail
1.				
2.				
3.				
4.				

EDUCATION BACKGROUND AND MILITARY EXPERIENCE

Please check highest level of education completed:			
Some High School <input type="checkbox"/>	High School Diploma <input type="checkbox"/>	Some College Study <input type="checkbox"/>	
College Degree <input type="checkbox"/>	Some Graduate Study <input type="checkbox"/>	Graduate Degree <input type="checkbox"/>	
High School Attended:	College Attended:		
Military Service Branch:	Rank:	Time Served:	Date Discharged:

EMPLOYER HISTORY: (Please fill out completely) If you are retired please note "Not Applicable"

Current Employer: Occupation: From Date: To Date:

Business Address: (Including city state, and zip code) Phone Number:

Employment for past five years (Please include firm name, address, supervisor, dates):

1.

2.

3.

4.

Tell us a little about you...

What are your hobbies and interests?

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

Do you prefer an office setting or a more active role?

Please briefly state why you wish to volunteer your time to the San Antonio Police Department. (Use other sheet if necessary) ***This question must be answered.***

EMERGENCY INFORMATION:

In case of emergency, please notify:

Name:

Address

Relationship:

Day Phone and Night Phone

D:

N:

TERMS AND SIGNATURE

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

I understand that for security reasons a basic clearance check/background will be conducted and I will be fingerprinted. Further background information will be requested only if a specific volunteer assignment calls for a full security check.

I understand that falsifying statements on this application or during the interview process is cause for my immediate dismissal from the Volunteers In Policing program.

I understand that the San Antonio Police Department will not disclose any of my information to any outside entity without my written consent.

I understand that the San Antonio Police Department will not have to disclose the reason, if any, for not being selected to the program.

In signing, I do hereby certify that all information contained in this application is correct and accurate to the best of my knowledge. I further authorize the San Antonio Police Department to verify criminal history and driving records as part of the background process. If accepted to perform volunteer duties for the San Antonio Police Department, I understand I may be privy to confidential information and promise to respect and maintain all that confidentiality whenever presented with it.

Signature:

Date:

VOLUNTEER TASK DATA

Listed below are the available positions. Please place an "X" in each box designating each program in which you wish to participate.

- Unit Assistant** **Flexible Hours between 8:00 a.m. to 8:00 p.m.**
Volunteer will assist a unit with light filing, faxing, answering telephones and other duties.
- | | | | |
|----------------|----------------|---------------------|---------|
| Youth Services | Records | Patrol Division | Payroll |
| Sex Crimes | Accounting | Public Info. Office | Fleet |
| Court Liaison | Vehicle Crimes | Research & Planning | |
- Warrant Drive Enforcer:** Volunteers research and maintain the SAPD Warrant Tracking System. Process identifies Municipal Court Warrants and enables the Department to remove old, cleared or insufficient warrants.
- Family Assistance Crisis Team (F.A.C.T.):** Volunteers assist victims of domestic violence at police substations one Friday or Saturday night a month from 6:00 p.m. – 1 a.m. or 7:00 p.m. – 2:00 a.m. Becoming a F.A.C.T. volunteer requires 17 hours of training on the dynamics of family violence and an introduction to the community agencies which are resources for battered women. After six months of volunteering inside the substation, qualifying volunteers may take additional training to advocate on ride along's with officers.
- Citizen Observers Reducing Auto Theft (COBRA-T) Late evenings Weekdays & Weekends**
Volunteer will receive training from assigned officers on how to spot suspicious/criminal activity from a safe distance. Once trained, volunteer would coordinate schedule with assigned supervisors.
- Special Projects:** Assist with special departmental projects sponsored by the police department or projects that are approved by the group.
- Public Safety Team (P.S.T.):** Volunteers are required to complete 40 hours of additional training which will enable them to issue Handicap Parking citations to the public and perform other non-hazardous duties for the Department. Volunteer who are interested in applying will be interviewed by a panel of sworn personnel and current PST members.
- Cellular On Patrol:** On opportunity for citizens to work closely with the police to make neighborhoods and businesses a safer place to live and work. Participants are required to attend two (2) four hour classes (total 8 hours) with the opportunity for up to eight hours of ride-along with a district police officer.
- Citizen's Police Academy:** Opportunity for participants to gain insight into the day-to-day operations of the San Antonio Police Department. Includes classroom presentation, lectures, field trips and hands-on experiences as to what Police Officers experience through the Academy and Department. The course is one (1) night a week for eleven (11) weeks from 7:00 pm– 10:00 pm at the Training Academy.
- Disaster Preparedness:** Volunteers have an opportunity to become one of our community leaders in disaster preparedness. A new program where volunteers have the opportunity to learn what it takes to instruct local communities to be self-sufficient until the proper authorities arrive and assist others in the event a disaster occurs.
- Homeless Outreach Positive Encounters (H.O.P.E.):** Volunteers will interview and assist the homeless with Identification Recovery (Texas ID cards, birth certificates, Social Security cards etc.) Volunteers will receive on the job training and would be needed once a week on Wednesdays from 8 am to 12 noon.

VOLUNTEERS IN POLICING

AGREEMENT INCLUDING RELEASE AND INDEMNIFICATION

WHEREAS, the City of San Antonio (hereinafter referred to as "CITY") consents and agrees to permit _____ (hereinafter referred to as "VOLUNTEER"), to participate in the San Antonio Police Department's Volunteer In Policing Program subject to the adherence of the VOLUNTEER to any provisions set out in the rules and regulations of the San Antonio Police Department.

NOW, THEREFORE, for and in consideration of the premises and the mutual promises, covenants, and agreements set forth in this Agreement, the CITY and VOLUNTEER agree that the CITY, its agents or employees, shall not be liable or responsible for, and shall be **SAVED, HELD HARMLESS, RELEASED and INDEMNIFIED** by VOLUNTEER from and against any and all suits, actions, losses, damages, claims, or liability of any character, type, or description, including but not limited to all expenses of litigation, court costs, and attorney fees for injury or death to any person, or damage to any property received or sustained by any person or persons or property arising out of, or occasioned by, directly or indirectly, the participation of VOLUNTEER in the San Antonio Police Department's Volunteer In Policing Program including claims and damages arising in whole or in part from the negligence of the CITY, its agents or employees.

IT IS THE EXPRESS INTENT OF THE PARTIES TO THIS AGREEMENT THAT THE INDEMNITY PROVIDED FOR IN THIS AGREEMENT IS AN INDEMNITY EXTENDED BY VOLUNTEER TO INDEMNIFY AND PROTECT THE CITY FROM ANY AND ALL CLAIMS OR ACTIONS, AS SET FORTH ABOVE, OF ANY KIND, ARISING DIRECTLY OR INDIRECTLY FROM THE PARTICIPATION OF VOLUNTEER IN THE PROGRAM, REGARDLESS OF WHETHER SUCH CLAIMS OR ACTIONS ARE FOUNDED IN WHOLE OR IN PART UPON ALLEGED NEGLIGENCE OF CITY, ITS REPRESENTATIVES, AGENTS OR EMPLOYEES.

It is further understood and agreed that the VOLUNTEER will participate solely as an individual on a voluntary basis and not as an employee, contractor or agent of the CITY or its agents or employees.

In making this Agreement, VOLUNTEER relies wholly upon his/her judgment, belief and knowledge and has not been influenced to any extent whatsoever by any representative or statements not contained in this Agreement.

VOLUNTEER SIGNATURE

DATE

ADDRESS

CITY

STATE

ZIP CODE

TELEPHONE NUMBER

EMERGENCY NUMBER

SIGNATURE OF PARENT OR GUARDIAN IF VOLUNTEER IS A MINOR



City of San Antonio Police Department



*An Organization of Value-Oriented People.
Reflective of Our Diversity.
Dedicated to Serving the Community
With Integrity, Honor, and Fairness:
That All May Know Justice, Equality,
And Freedom Under the Law.*

AUTHORIZATION AND REQUEST FOR RELEASE OF MILITARY RECORDS

**To: Military Personnel Records Center
9700 Page Boulevard
St. Louis, Missouri 63132-5100**

As an applicant for the position as a volunteer with the San Antonio Police Department, I hereby authorize and direct the National Personnel Center, St. Louis, Missouri, or any other custodian of my military records to release all copies of my military personnel records, including but not limited to, copies of my DD214 (Report of Separation), my eligibility for re-enlistment in the Armed Forces of the United States, records of any and all judicial and non-judicial punishments, records of decoration, performance ratings, and any and all other records which you may possess.

Signature of Applicant Date

Please Print Legibly:
Full Name of Veteran/Service Member: _____
Last First Middle

Date of Birth: _____ Place of Birth: _____

Social Security #: _____ Service #: _____

Date of Entry Into Service: _____ Date of Discharge: _____

Branch of Service: _____ Officer? _____ Enlisted? _____

Branch of Service (If More Than One) _____

Last Assignment: _____

YOU ARE HEREBY AUTHORIZED AND DIRECTED TO MAIL ANY AND ALL INFORMATION WHICH I HAVE REQUESTED TO:

San Antonio Police Department
Volunteers In Policing
315 S. Santa Rosa
San Antonio, Texas 78207

“An Equal Opportunity Employer”