Virginia Beach Police Department

Civilian Volunteer & Intern Application

Jo Ann Weger, Volunteer Resource Manager

Municipal Center, Building #11

2509 Princess Anne Road

Virginia Beach, Virginia 23456

Office: 757.385.4970 / FAX: 757.385.5622 / Email: jweger@vbgov.com

Requirements

Applicants will require a criminal history background check, fingerprinting, and a photo ID supplied by the Virginia Beach Police Department. A driving record check is only reviewed when the volunteer position requires driving a city vehicle.

Disqualifier

Convictions of crimes against persons or animals and moral turpitude are automatic disqualifiers.

Application Instructions

This information is for official use by the Virginia Beach Police Department. A police record check will be conducted on all prospective volunteers or interns with the Virginia Beach Police Department.

Required forms to complete the application process:

Both pages one and two of the Civilian Volunteer & Intern Application (PD-15), and the attached Criminal Record Information Request (PD-150V) must be completed. Page three (PD-150V) <u>MUST BE NOTARIZED</u>.

THE FOLLOWING MUST BE COMPLETE, ACCURATE, AND PRINTED LEGIBLY POSITION APPLIED FOR (check only one): Intern (what school do you attend?) Volunteer (where do you wish to volunteer?) 1. Legal Name: Last Any other Names Used? If Yes, Please List: Gender: Male Female Date of Birth: 2. Email Address: 3. Address: Street City State Zip 4. Telephone(s): Work Cellular (Include Area Code) Home

Virginia Beach Police Department Civilian Volunteer & Intern Application

5. List all convictions for any criminal offense either as an adult or juvenile. List the county, city or town, state, charge, charge date, and final disposition of each case:

Criminal Charge	Date Charged	County or City & State	Final Disposition

6. In case of an emergency, provide notification information:

Contact Person	Relationship	Address	Phone Number(s)

- I hereby certify that all statements and answers made are true and complete to the best of my knowledge. I am aware of the confidentiality of this position. I am also aware that information divulged on confidential information with the Department of Police could subject me to criminal prosecution.
- I hereby authorize the Virginia Beach Police Department, Municipal Center, Virginia Beach, Virginia, to obtain and review any and all information contained on this application form. I further release any holder of such information of any and all claims or damages resulting from the same information given.
- I hereby give consent and authorize the Virginia Beach Police Department to search their files and Virginia Central Criminal Records Exchange for any criminal history record.

•		
SIGNATURE:		_ DATE:

PLEASE NOTE:

- After completing this application (PD-15) and the Criminal Record Information Request (PD-150V), please return both to the address at the top of page 1 by mail, fax or in person.
- Remember that form PD-150V Must Be Notarized.
- ➤ Please note that the processing of form (PD-150V) may take 2-7 days.
- Once both of the aforementioned forms are received and processed, you will be notified by phone or email on how to obtain your volunteer ID card.
- Any questions, please call the contact number at the top of page 1.