



**RICHLAND HILLS POLICE DEPARTMENT**  
**Volunteers in Police Service Program**  
**Application and Disqualifiers**

**REFERENCES**

References: **DO NOT USE FAMILY MEMBERS AS REFERENCES.** List four (4) individuals you have known for at least five (5) years. **(Please list names, complete address with zip code, and telephone number).**

Name	Address	Zip Code	Phone #
1.			
2.			
3.			
4.			
5.			

**EDUCATION, BACKGROUND AND MILITARY EXPERIENCE**

Please check highest level of education completed:

Some High School

High School Diploma

Some College Study

College Degree

Some Graduate Study

Graduate Degree

High School Attended:

College Attended:

Military Service Branch:

Rank:

Time Served:

Date Discharged:

**EMPLOYMENT 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 (5) years (include firm name, address, supervisor, dates, and reason for leaving)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**RICHLAND HILLS POLICE DEPARTMENT**

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**VOLUNTEERISM BACKGROUND**

Previous volunteer services (please include organizations, position and dates):

Memberships in community organizations:

Do you wish to volunteer specific hours per week or on an as-needed basis?

What type of work would interest you most?

Please briefly state why you wish to volunteer your time to the Richland Hills Police Department? (Use back of paper if necessary). *This question must be answered.*

**EMERGENCY NOTIFICATION**

In case of emergency, please notify:

Address:

Relationship:

Daytime and evening phone number:

Day:

Evening:

**SIGNATURE:**

In signing, I certify that all information contained in this application is correct and accurate. I further understand and authorize the Richland Hills Police Department to verify my background and criminal history and driving records as a part of the background process. Falsifying statements on this application or during the interview process is cause for rejection or immediate dismissal from the VIPS program. If accepted to perform volunteer duties for the Richland Hills Police Department, I understand I may be privy to confidential information and promise to respect and maintain that confidentiality whenever presented with it.

**Signature:**

**Date:**



**RICHLAND HILLS POLICE DEPARTMENT**  
**VOLUNTEERS IN POLICE SERVICE**  
**AUTOMATIC DISQUALIFIERS**

The Richland Hills Police Department will automatically disqualify any individual who has at any time:

1. Been convicted of a felony or any offense that would be a felony if committed in the state of Texas.
2. Used ("tried") marijuana in the past thirty-six months.
3. Sold marijuana.
4. Used ("tried") any dangerous drugs or narcotics including cocaine, crack, heroin, LSD, etc.
5. Sold narcotics or dangerous drugs.
6. Been dishonorably discharged from the United States Armed Forces.
7. Had a pattern of abusing prescriptive medications.
8. Had excessive traffic violations within the past three years.
9. Been previously employed as a law enforcement agent and has since committed or violated federal, state or city laws pertaining to criminal activity.
10. Lied during any part of the volunteer selection process.
11. Falsified his or her questionnaire or application.

**DISCRETIONARY DISQUALIFIERS**

The following disqualifiers may, upon review, make you ineligible for volunteer service with the Richland Hills Police Department:

1. A physical or mental disability that would substantially impair an individual's ability to perform his/her duties.
2. Alcohol mis-use or abuse.
3. Unlawful sexual conduct.
4. Excessive traffic violations.
5. Commission of a felony.
6. Any discharge from the U.S. Armed Forces other than an honorable discharge.
7. Debts – a demonstrated unwillingness to honor fiscal responsibilities.
8. Any other conduct or pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession.

I have read and understand the above disqualifiers.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date