Los Angeles County Probation Department
Volunteers In Service To Others

(Please Read Carefully)
Instructions for completing the Volunteer Enrollment-Background Check packet:

- Please be sure to complete all fields on the VISTO application.
- To ensure that there are no delays in processing your application, please make sure your applications is completely filled out. The items of greatest concern are:
  1. Social Security number
  2. Driver’s License/California Identification number
  3. 1 x 1 color photo (copies will not be accepted)
  4. Program location and/or name.
- Applications that do not contain original signatures will not be processed (facsimile will not be accepted).
- Badges will be sent to the location that you specify on the application in the program location field. It must be a Probation Area office, camp or juvenile hall.
- Please be advised that the entire application process may take up to 4-6 weeks to be complete.
- Applicants must attend a VISTO orientation prior to service.

Minimum Requirements:
- Applicants must be at least 21 years or older to volunteer in the juvenile camps/halls and at least 18 years old for field offices.

*Note: Please be assured that any applications considered incomplete will be returned to the applicant (no exceptions).
NEW __ LOS ANGELES COUNTY PROBATION DEPARTMENT
RENEWAL __
VOLUNTEER BACKGROUND CHECK

PLEASE PRINT

Name: ___________________________________________

Date: ____________________

Address: ____________________________ (Street) ____________________________ (Apt. No.) ____________________________ (City) ____________________________ (Zip)

Home Phone: (____) __________ Work Phone: (____) __________

Social Security# __________ CDL/CAL ID# __________

SEX ETHNICITY DATE OF BIRTH / / HEIGHT WEIGHT HAIR COLOR EYE COLOR

Referred by: ___________________________________________

Education (Grade level completed): ___________________________________________

School Presently Attending: _____________________________________________ Internship □

Special training, skills or major area of study: ___________________________________________

Language(s) other than English: ___________________________________________

Prefer working with:(circle one) Adults Juveniles Both

Days Available: (Please circle) Sun Mon Tues Wed Thurs Fri Sat

Occupation: ____________________________ Employer: ____________________________

EMERGENCY INFORMATION
Is there any information we should know in case of an Emergency?

Emergency Contact: ____________________________ Relationship ____________________________

Address: ____________________________ (Street) ____________________________ (Apt. No.) ____________________________ (City) ____________________________ (Zip)

Phone: (____) __________

Signature ____________________________ Date: ____________________________

For Office Use Only

I.D. Issued: Yes ____ No ____ Date of Issue: ____________ Issued By: ____________________________

Date Cleared: ____________ Disqualified TERMINATION DATE ____________________________
1. Do you have any felony convictions within the past ten (10) years?
   YES □   NO □

2. Have you been convicted for use/possession or admitted to use/possession of any controlled substance within the past five (5) years?
   □   □

3. Do you have any convictions with elements of violence (assault, battery, mayhem, etc.) within the past five (5) years?
   □   □

4. Do you have any convictions relating to the discharge of weapons within the past five (5) years?
   □   □

5. Do you have any convictions relating to the use of weapons?
   □   □

6. Do you have any convictions/admissions for falsification of public records, including employment records?
   □   □

7. Have you ever been convicted for crimes against property within the past two (2) years?
   □   □

8. Have you ever been convicted for any sex offenses?
   □   □

9. Have you ever been convicted for crimes against children?
   □   □

10. Are you presently on probation, formal or informal, or diversion? (Must be off probation at least one (1) year before completion of this application)
    □   □

11. Do you have more than five (5) vehicle code citations/moving violations, convictions, or at fault accidents in the past five (5) years?
    □   □

12. Have you ever been convicted of driving under the influence (DUI)? (No more than one (1) in the past five (5) years)
    □   □

13. Do you have any failures to appear in the past five (5) years?
    □   □

14. Have you ever been convicted for any hit and run accidents in the last five (5) years?
    □   □
15. Have you, as a juvenile or as an adult, ever been arrested, convicted, fined, imprisoned, placed on probation, or given a suspended sentence? Have you ever forfeited bail in connection with any offense (except traffic tickets involving faulty equipment, parking, hand or traffic signals or speeding) in any civil or military court of law? (Include any convictions that were dismissed and all current investigations or pending charges).

If you answered "Yes" to the above question please explain below:

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DISCLAIMER"

The above guidelines are not all inclusive, but are among the principal factors to be considered by the Department in evaluating an applicant’s candidacy.

Other factors not specifically enumerated may be disqualifying. After careful analysis, it may be determined that the job relatedness of the factors is such that the candidate would be incompatible with service with the Department.

I certify that all statements made in this application are true and complete to the best of my knowledge. Any misrepresentations or omission of pertinent information will result in immediate rejection of my application.

Name (Signature) ______________________________ Name (Print) ______________________________

Date ______________________________ Page 2 of 2
CONFIDENTIALITY OF CORI INFORMATION

Criminal Offender Record Information (CORI) is information that is recorded as a result of an arrest, detention or other initiation of criminal proceedings including any consequent proceedings related thereto. As a volunteer of the Probation Department, during the legitimate course of your duties, you may have access to CORI relative to persons referred for probation services. The Probation Department has a policy of protecting the confidentiality of Criminal Offender Record Information.

Copies of longhand drafts of court reports, official case notes and miscellaneous case data are confidential probation records. These documents should be retained in the case file and are not to be removed or copied outside your normal required duties. You are required to protect these confidential records against disclosure to all individuals who do not have a right-to-know or need-to-know the information.

The use of any information in probation files or the use of any information to make non-probationary contact with probationers or their relatives, which has not been expressly approved by the Probation Department, is considered to be a breach of confidentiality, inappropriate, and unauthorized. Any volunteer engaging in such activities is in violation of the Probation Department’s confidentiality policy and will be subject to appropriate disciplinary action and/or criminal action pursuant to Section 11142 of the Penal Code.

__________________________
Signature

__________________________
Name (Print)

__________________________
Volunteer

__________________________
Classification

__________________________
Date
V.I.S.T.O.  
Volunteers In Service To Others  
Guidelines For Volunteers

Probation Camps and Juvenile Halls operate with a number of rules and regulations in order to maintain safety and security for both minors and staff.

It is important that volunteers are aware of these rules so that they do not interfere with institutional security, and possibly put themselves, or others at risk.

The following are basic guidelines, but may vary from location to location.

I. Contraband
Contraband is anything that is not allowed inside an institution for security reasons, such as:
A) Since certain colors signify gang affiliation, it is best if you do not wear or bring associated with gangs.
B) Cigarettes, matches/lighters, or drugs.
C) Candy or sodas with sugar and caffeine.
D) Ink pens, and unless authorized, pencils.
E) Any personal care items that contain glass parts such as, roll-on deodorants.
F) Magazines, such as Low Rider, that may have gang connotations and inappropriate material.
G) Never give money to probationers.
H) Personal cell phones.

II. Dress code
Volunteers are not allowed to:
A) Dress in any way other than in a business-like manner.
B) Wear short pants or skirts.
C) Wear sleeveless or low-cut blouses.
D) Wear excessive jewelry.
E) Wear any clothing with any inappropriate logos, including any related to alcohol or drugs.
F) Wear clothing considered gang style or in gang colors such as but not limited to red or blue.

Note: Any volunteers not dressed according to the above specifications may be sent home.

III. Confidentiality
A) Written Information
1) Files may not be removed from a Probation facility. Contents of Probation files may not be copied and taken home, be use as part of a school assignment or for any other personal use.
2) If a volunteer comes in contact with information regarding a person they know, they must notify their supervisor and refrain from handling that case.
3) Volunteers who are given access to computer files must not use this information for purposes outside of the facility. Computers may not be used to access records.

B) Verbal Information
Conversations with minors are to remain confidential except in the following instances:
1) The minor discusses committing suicide.
2) The minor talks about going AWOL.
3) Information is given that could threaten institutional security, such as planned disturbances, gang riots, or harm to staff.
4) A minor reveals that child abuse has occurred or is currently occurring in the home. It is required by law that child abuse is reported.
Note: The above information must be reported to staff, even if there is doubt as to the legitimacy of the information. It is best to be safe and report it.

IV Volunteer's Conduct

A) Sexual harassment
Sexual harassment is a form of unlawful sex discrimination that is a violation of Title VII of the Civil Rights Act of 1964 as amended. It is the policy of the County of Los Angeles and the Probation Department that sexual harassment is prohibited and will not be tolerated.

B) Valuables
All volunteers must secure purses, backpacks and other valuables before entering the institution, although there is no place inside to secure such items and are therefore better left outside the institution.

Note: Personal items such as backpacks and purses are subject to security check upon entering an institution without prior notice.

C) County Property
Any use of county property or equipment for personal reasons is a misappropriation of county property and is therefore prohibited. All equipment and/or property belonging to the Probation Department should be maintained during your service as a volunteer and surrendered to on-site supervisor or appropriate staff at the end of your services. This includes, but is not limited to computers, printers, office supplies, materials, and volunteer badges.

D) Personal Information
For your own safety, volunteers are not to reveal any personal information about yourselves to probationers. This includes, but is not limited to: telephone number, address, work, school, or home, the neighborhood you live in, or the kind of car you drive, etc.

E) Personal Favors for Minors
Volunteers are not to agree to mail letters, make phone calls, or communicate messages to other units within the institution such communication must be monitored by staff.

F) Smoking
Volunteers are prohibited from smoking in county facilities. In addition, All Probation work locations are designated as smoke free facilities. Therefore, smoke free access to buildings shall be maintained by disallowing smoking within 20 feet of any entrance to a Probation facility.

Disclaimer: The VISTO department reserves the right to disqualify any candidate from volunteering in the Probation Department.

By signing below you have read and agree with the above guidelines for volunteering.

__________________________________________  ____________
Signature                                      Date