



BARSTOW POLICE DEPARTMENT  
POLICE ACTIVITIES LEAGUE  
685 N. 1<sup>ST</sup> STREET  
BARSTOW, CA 92311  
(760) 256-3531

## Volunteer Application

Date \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Date of Birth \_\_\_\_\_

SS# \_\_\_\_\_ Are you 18 or older? \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Home e-mail \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Work Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Business phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

High School \_\_\_\_\_ Advisor/Teacher Name: \_\_\_\_\_

Advisor/Teacher Phone \_\_\_\_\_ Advisor/Teacher email \_\_\_\_\_

Preferred Volunteer Day (Mon - Fri) Choice #1 \_\_\_\_\_ Choice #2 \_\_\_\_\_

Best Time of Day to volunteer (check all that apply):

Morning \_\_\_\_\_ Afternoon \_\_\_\_\_ Evening \_\_\_\_\_

Do you prefer to be matched with: (check one): Male \_\_\_\_\_ Female \_\_\_\_\_  
Group \_\_\_\_\_ No preference \_\_\_\_\_

Do you prefer to be matched with: (check one): Younger youth \_\_\_\_\_ Teen \_\_\_\_\_  
No preference \_\_\_\_\_

• On the back of this application or a separate sheet of paper, write a brief statement on why you wish to be a Volunteer at the Barstow Police Department PAL Program.

• On the back of this application or a separate sheet of paper, describe special interests or hobbies that may be helpful in matching you with a member (e.g. cooking, crafts, career interests, games, sports, computers, art, needlepoint, languages, music, painting, etc.).

Have you been convicted of any offense other than a minor traffic violation?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes" please attach a full written explanation including date, charge, place action was taken and present status for each conviction.

Upon signing below, I hereby certify that to the best of my knowledge that all answers to the questions are true:

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Parent Guardian Signature (if under 18 years of age)



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## **BARSTOW PAL Volunteer Policy**

A person interested in volunteering at the Barstow Police Department PAL Program will have to complete the following before starting their volunteer hours.

1. Complete volunteer application form in its entirety. If under the age of 18 applicants must have parent/guardian signature on the application.
2. Applicants over the age of 18 must complete a background check. Applicants must produce valid driver's license and social security card to begin the background check. A copy of applicant's driver's license and social security card will be made.
3. Once the Volunteer has completed the above listed items, they will be cleared to volunteer at the Barstow Police Department PAL Program.

## **If applicant is under the age of 18**

1. The applicant must complete volunteer application form.
2. A parent/guardian signature is required on this application.
3. One may only volunteer if:
  - a. Volunteer hours are for a school project. (Example: high school government classes) Proof is required from applicant stating the reason he/she will be volunteering.
  - b. A picture I.D. is presented when the application has been complete. We will verify that the name on the application is the same as the one on the I.D.

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Executive Director

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Barstow PAL Board Member



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## **Barstow PAL Organization**

### **Dress Code**

All employees and volunteers are expected to dress and appear in a manner which meets responsible standards of professionalism, health, cleanliness, modesty, and safety.

#### **Unacceptable attire includes:**

- Extremely tight tops, pants, or dresses.
- Tops that bare the midriff, fishnet shirts, tube tops, tank tops, transparent clothing, or any other clothing that permits excessive body exposure.
- Short shorts, spandex shorts, or bike pants worn as outerwear.
- Unconventional hair styles or colors including Mohawks, dreadlocks, spikes, or shaved patterns.
- No open toe shoes.
- Appropriate jewelry approved by Board. (wedding rings permitted)
- Any clothing or tattoo that pictures or advertises substances that are illegal by law for minors; that are violent, obscene, or suggestive in nature; that indicate gang activity; or that contain derogatory remarks of an ethnic nature.
- All visible tattoos must be covered by clothing and/or bandages.

The Executive Director or his/her designee makes the final determination on appropriate dress. Any employee or volunteer who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Violations of this policy may also result in disciplinary action up and including termination of employment or volunteer status.



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## **Operations Policy**

***The Following is a list of policies for operation adopted by the Barstow Police Department PAL Organization. All staff/volunteers are to follow these policies and procedures. Employees/volunteers that choose not to follow these policies will be reprimanded based on the nature of the incident***

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- ◆ The PAL Center must be protected by a security alarm service when the facility closes. The employee responsible for closing the building must ensure that the alarm is set and all doors and windows are securely locked.
- ◆ Front entrance security must be provided at all times when the club is open. If you are assigned to the reception desk, then you must remain at the position until you are directed by management to change positions.
- ◆ Entrance positions must be staffed by professional employees or adult volunteers who have been trained on all procedures.
- ◆ Members are never to be left at the PAL Center after closing. If necessary, children will be placed in police custody after 1 hour of exhausted effort to reach family and emergency contacts. In all cases, children are not permitted to wait outside of the PAL Center for transportation. (This includes volunteers under the age of 18.)
- ◆ In all situations, the Executive Director is the official spokesperson of the organization. All formal inquiries from reporters, insurance agencies, Board members, etc . . . . Must be referred to the Executive Director unless prior arrangements are made.
- ◆ All exit doors must remain clear of all obstructions.
- ◆ Employees and volunteers will report potential problems and conflicts to the PAL Board. Employees will consult with the Executive Director if there is a suspicion that individuals may have a weapon, illegal drugs, alcoholic beverages, and/or potential for violence exists.
- ◆ Employees and volunteers will monitor potentially liable or dangerous behavior and will inform management immediately.
- ◆ If possible, employees will ask a disruptive individual to accompany staff to an area away from other members. Employees will do the following if the person is not cooperative or of a threatening nature:
  - 1. Inform the person that police have been called.***
  - 2. Remove all children from the area and gather in a secured location.***
  - 3. Contact the police.***
  - 4. Staff will prepare a written statement for review by the PAL Board of Directors.***



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## **Barstow Police Department** **PAL Organization Procedures**

- Sign in and out at the front desk.
- Know that if you leave the Center, then you may not return the same day.
- Gum, sunflower seeds, and candy are prohibited.
- Always strive to show respect for our staff and other members.
- Take any problems or concerns to a staff member.
- Walk within the Center.
- Cell phones and personal belongings should be left at home or properly locked in a secure location. The Center is not responsible for lost or stolen items.
- Always be polite and courteous to staff members and children.
- You may only be invited into the staff office by a member of staff.
- Interact with the children, not to hang out with fellow volunteers or staff.
- We'll have a great time!



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## **Finger Printing Process**

- All volunteers 18 or older are required to participate in the Live Scan Fingerprinting process as endorsed by Department of Justice.
  
- A member of the PAL Board interviews all Volunteers under the age of 18. Accepted volunteers whom are attempting to attain academic credit as assigned by their school are given a standard orientation and supervised by a member of our professional staff at all times while on the floor with children.
  
- All sport coaches who are not employed by our organization are required to participate in the Live Scan Fingerprinting process as endorsed by Department of Justice.
  
- All Volunteers are given a copy of the volunteer application and volunteer orientation packet



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## Group Dynamics

- Rule # 1:** When Getting started, recognize that everything has a start, middle and an end.
- Rule # 2:** Whether they realize this or not, children need structure in their lives in order to feel safe and to help them develop their niche.
- Rule # 3:** When children have a strong foundation, they are able to focus on pursuing their interests, expanding their knowledge of the community around them and developing interpersonal relationships.
- Rule # 4:** Control the environment and not the children.
- Rule # 5:** Communicate your expectations. Children don't know what you don't tell them.
- Rule # 6** Any activity that makes you question its importance or safety is probably not worth pursuing.
- Rule # 7** Organize everything with a beginning, middle and end and inform the children of these perimeters.
- Rule # 8** The environment should suit the activity.
- Rule # 9** When things become out of control, stop and communicate with the children and then start from the beginning again.
- Rule # 10** The adults set the climate for any activity by their own behavior and what and how they communicate with their participants.
- Rule # 11** Always hold children accountable for things which have effectively been communicated.
- Rule # 12** Have fun with your job. Make the average seem fantastic. Make the fantastic seem amazing. Make the amazing seem beyond belief.
- Rule # 13** Guide the children with open-ended questions and opportunities to interact with you.
- Rule # 14** Apologize sincerely whenever you make a mistake.
- Rule # 15** Your personality should outshine any of your projects or activities



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## **LEARN Model**

**Our Team at the PAL Organization will always utilize the L.E.A.R.N model of customer service and conflict resolution while interacting with a child member, parent, and/or member of our visiting community. This posting is a simple reminder.**

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**L**isten to their entire story and everything that they have to say,  
before you reply.

**E**mpathize with that person, and imagine what they have gone  
just gone through. Put yourself in their shoes.

**A**pologize for what has happen.

**R**eact to the scenario, and follow through until that  
Individual is happy and/or taken good care of. Do whatever is  
in your realm of authority to take care of that person, on  
behalf of the whole organization.

**N**otify the appropriate member of management as to what has  
transpired.

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## **Barstow Police Department** **PAL Organization Volunteer Checklist**

Date Checklist Started: \_\_\_\_\_

Name of Potential Volunteer: \_\_\_\_\_

**To be completed by Club Program staff only:**

Volunteer Application	Date completed:
Volunteer Personal Interview Screening	Date completed:
Volunteer Reference Check (personal)	Date completed:
Volunteer Reference Check (professional)	Date completed:
Volunteer Criminal Background Check	Date completed:
Child/Sexual Offender Web site Check	Date completed:
Volunteer Status  Approved: <input type="checkbox"/> Disapproved: <input type="checkbox"/>	Reason for Disapproval:

**All necessary forms must be included in file upon completion.**