



Auburn Police Activities League (PAL) · 60 Court Street · Auburn, Maine 04210

Thank you for your interest in becoming a volunteer for Auburn PAL! Attached you will find a volunteer application form. Please return your completed application to:

Auburn Police Department
Attn: Rita Beaudry
60 Court Street
Auburn, Maine 04210
FAX: 207.333.3855

Our **PAL volunteers** are part of the Auburn Police Department's ***Volunteers in Police Service*** program (VIPS). Confidentiality and trustworthiness are imperative. **All potential volunteers are subject to a background investigation prior to acceptance.**

Why PAL? The inner-city area of Auburn is the hub for police calls for service. In fact, four years of crime data showed us that **23%** of all crimes committed by youth offenders in Auburn took place within an area of **less than half a square mile**. Additionally, **25%** of all police calls for service and **28%** of all youth victims were victimized in this same small area.

In an effort to transform these statistics and provide positive experiences for at-risk youth in our community, the Auburn Police Department announced the foundation of the **Auburn Police Activities League**. Auburn's City Council turned over a vacant building at 24 Chestnut Street - along with 7+ acres of green space, basketball courts and playgrounds - for use by Auburn PAL.

The **PAL Center** provides activities for kids after school and during the summer months. This includes mentoring; homework help; art, cooking, gardening and other activities; lots of athletics; healthy snacks and meals; and best of all: **positive interaction with police officers and community volunteers.**

We look forward to receiving your application. Again, **thank you for your support of Auburn PAL!**

Sincerely,

A handwritten signature in black ink, appearing to read "Jason D. Moen".

Jason D. Moen
Chief of Police, Auburn, Maine

Updated 8.22.2019

IMPORTANT INFORMATION FOR POTENTIAL PAL VOLUNTEERS...

Volunteers must be able to pass a police department background check and provide character references. Applicants must complete the application/background questionnaire and submit it to the Volunteer Coordinator. Background investigations will be conducted on each applicant. The Volunteer Coordinator and/or the PAL Coordinator *may* interview applicants to ensure that the applicant's interests and skills align with the needs of the organization.

All organizations have guidelines they follow to provide for order and management. A volunteer's work for the Auburn PAL Center entails certain responsibilities:

- Volunteers will conduct themselves in a manner that brings respect to Auburn PAL. Volunteers will perform their duties in an impartial manner consistent with Auburn PAL's policies, rules and regulations.
- Volunteers shall abide by and enforce all PAL rules and regulations.
- Volunteers shall treat all information that they receive as confidential.
- Volunteers shall not use their association with Auburn PAL or the Auburn Police Department to seek favors for themselves or others.
- Volunteers who observe apparent misconduct by employees or volunteers shall report that misconduct to their immediate supervisor. Grave infractions shall be brought to the direct attention of the Chief of Police.

Volunteers are subject to dismissal for failure to follow the guidelines for behavior/Rules and Regulations set forth by Auburn PAL. Volunteers are subject to removal from the program at the discretion of the Chief of Police, the Volunteer Coordinator and/or the PAL Coordinator.

Reasons for removal include, *but are not limited to*, the following:

- ANY kind of inappropriate behavior toward PAL members
- Committing a felony or misdemeanor
- Reporting for service in an intoxicated state or possession of intoxicants at PAL
- Improperly releasing confidential information
- Misconduct (to include profane or abusive language)

PAL RULES (subject to change):

NO CRIMINAL ACTIVITY OF ANY KIND

No weapons or anything resembling a weapon

No smoking in or on the premises

No disrespect to anyone

No foul or vulgar language

No inappropriate touching of any kind

No public displays of affection

No bullying or intimidating other members

No fighting or play fighting

No sagging pants, skimpy clothing, gang-related clothing, or clothing with alcohol, tobacco or drug products displayed

No vandalism of the PAL Center

No theft of any PAL property

Members and volunteers are responsible for their own stuff (PAL is NOT responsible for any lost or stolen items)

Members and volunteers must sign in and sign out (volunteers must track hours)

Members and volunteers will respect themselves; respect other members, staff and police officers; and respect the facility & neighborhood.



AUBURN PAL VOLUNTEER APPLICATION (Please print or type)

I would like to help with: After School Program ___ Diversion Program ___

PERSONAL INFORMATION

SHIRT SIZE _____

Last Name:		First Name:		Middle:
Home Address:				
City, State, Zip:				
Date of Birth:	Age:	Sex: M F	SSN:	
Place of Birth (City, State, Country):				
Other names used:				
Cell:	Home Phone:		Work Phone:	
E-mail address:				

EDUCATION BACKGROUND & MILITARY SERVICE

Please circle highest level of education completed:		High School 1 2 3 4				College 1 2 3 4			
High School, City, State:		College, City, State:							
Degrees and/or certificates earned:									
Do you speak or read any other languages? If so, which ones?									

CRIMINAL HISTORY & DRIVING RECORD

Maine Drivers License Number:	Has your license ever been suspended or revoked? Yes ___ No ___
Traffic Citations and accidents for the last 5 years:	
Have you ever been questioned, detained, arrested, investigated, warned or issued a citation for any misdemeanor or felony (other than traffic) either as an adult or juvenile? Yes ___ No ___	
Have you ever been accused of a crime or civil infraction by law enforcement? Yes ___ No ___	
Have you ever been convicted of a crime or civil infraction? Yes ___ No ___	
Have you ever committed a crime or civil infraction that was not reported to the police? Yes ___ No ___	
If yes, please explain:	

If yes, list the name of the agency or court, date of contact, reason for contact, charge if any, sentence if any, and disposition of incident (including deferred sentences). Provide full details on supplemental sheets when necessary.		
Date:	Agency/Court:	Charge:
Sentence:		Disposition:
Date:	Agency/Court:	Charge:
Sentence:		Disposition:

REFERENCES

If possible, do not use family members as references. List 3 individuals you have known for at least 5 years. Please list name, complete address, and telephone number.	
Name:	Phone:
Address, City, State, Zip:	
Name:	Phone:
Address, City, State, Zip:	
Name:	Phone:
Address, City, State, Zip:	

VOLUNTEER INTERESTS

Days available: M T W T F	Best time of day: morning afternoon evening
List any skills or interests which would assist in placing you in an appropriate assignment. Attach additional sheets if necessary. If you have special interests or skills you would like to share at the PAL Center, please mention them here (coaching, arts & crafts, tutoring, mentoring, computers, homework help, etc.):	
Please list any memberships in community organizations and previous/current volunteer experience.	

Briefly state why you wish to volunteer your time with Auburn PAL. This question MUST be answered.

EMERGENCY CONTACT Who should we notify in case of an emergency?

Name:		Relationship:
Address, City, State, Zip:		
Home Phone:	Work Phone:	Cell/Pager:

CONFIDENTIALITY AGREEMENT

I agree that I shall treat all information I receive at Auburn PAL, especially regarding juveniles, as confidential. I agree that I will not use my association with Auburn PAL or the Auburn Police Department to seek favors for others or myself.

INFORMATION AUTHORIZATION

I hereby authorize any city, county, state, former employer, or any other agency to furnish to any member of the Auburn Police Department any information considered necessary for the purpose of processing this questionnaire. A copy of this authorization shall be considered as valid as the original.

PHOTO RELEASE

I hereby authorize Auburn PAL to use my likeness in any photos taken at the PAL Center, at community events, etc. for promotion of the program/organization. *If you prefer that we do not use your photo, please notify the PAL Coordinator and every effort will be made to accommodate your wishes.

LETTER OF UNDERSTANDING AND HOLD HARMLESS AGREEMENT

I understand that I am not an employee of Auburn PAL. I am not entitled to payment for services rendered, nor am I entitled to compensation or fringe benefits other than set out below. I further acknowledge that I am a volunteer for purposes of the Fair Labor Standards Act. I wish to volunteer my services to the Auburn Police Activities League. I understand that my status as a volunteer may be revoked at any time. In consideration of the above granted authority to observe and other good and valuable consideration, I, my assigned heirs, executors, or agents hereby agree to hold Auburn PAL, the City of Auburn, and the Auburn Police Department harmless. I agree to indemnify Auburn PAL, the City of Auburn, the Auburn Police Department, and their agents and employees from any and all claims, damages, losses, and expenses arising out of the above described observations, volunteer work, and related activities, which is for bodily injury, illness or death, or loss of property.

Signature: _____ Date: _____

For applicants younger than 18:
Parent/Guardian Signature: _____ Date: _____