

**BIRMINGHAM POLICE DEPARTMENT**

**VOLUNTEER CHAPLAIN APPLICATION**

Please fill out completely or the application will not be processed. If any section does not apply to you, please indicate by writing "N/A".  
 The Birmingham Police Department appreciates your interest in service and commends your spirit to volunteer.

<b>PERSONAL INFORMATION:</b> <input type="checkbox"/> Sworn <input type="checkbox"/> Civilian					
Last Name		First Name		Age	Social Security Number
Date Of Birth	Place Of Birth		Other Names Used		
Home Address					
City				State	Zip
Email					
Telephone Number(s) Home: (      )		Work: (      )		Cell: (      )	
Current Assignment		Shift Hours			Hire Date
Driver's License Number		State Issued		Expiration Date	
Church Affiliation					

**REFERENCES**

**DO NOT USE FAMILY MEMBERS AS REFERENCES.** List two (2) individuals you have known for at least five (5) years.  
 Please list name, complete address with zip code, and telephone number.

Name	Address	Zip Code	Phone Number
1.			
2.			

**EDUCATIONAL BACKGROUND**

Please check the highest level of education competed:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Some High School    | <input type="checkbox"/> Some College   | <input type="checkbox"/> Some Graduate Study |
| <input type="checkbox"/> High School Diploma | <input type="checkbox"/> College Degree | <input type="checkbox"/> Graduate Degree     |

High School Attended:	College Attended:
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**MILITARY EXPERIENCE**

Military Service Branch	Rank:	Time Served:	Date Discharged:
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**TELL US A LITTLE ABOUT YOURSELF...**

What are your hobbies and interests?

Have you volunteered before? If so, what did you do and where?

Briefly state why you wish to volunteer your time to the Birmingham Police Department Volunteer Chaplain Program. *(Use a separate sheet, if necessary)* This question **MUST BE** answered.

How did you learn about the Volunteer Chaplain Program?

**EMERGENCY INFORMATION**

In case of emergency, please notify:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_ Night Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Day Phone Number: \_\_\_\_\_ Night Phone Number: \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION**

I, respectfully, request and authorize you to furnish the Birmingham Police Department any and all information that you may have concerning me or my reputation. This includes, but is not limited to, the following:

- Employment Records(s) (Attendance, Job Performance, etc.)
- Polygraph Examination Results
- Criminal Records and Reports
- Military Records and Reports
- Military Records (Disciplinary Action)
- Information of a credential nature or information considered as privileged and Photostats of same, if requested

I, hereby, direct you to release such information upon request of bearer.

This information is to be used to assist the Birmingham Police Department in determining my acceptance as a "Volunteer".

I hereby release you, your organization or anyone furnishing such information from any and all liability for damages of whatever kind or nature which may, at any time, result in harm to me from furnishing the information requested above on account of compliance or attempts to comply with this authorization.

A photocopy reproduction of this request shall be for all inherits and purposes as valid as the original. This form may be retained in your files.

Printed Name	Signature of Applicant		
Alias/Maiden Name	Date		
Address	City	State	Zip Code
Date of Birth	Social Security Number	Race	<input type="checkbox"/> Male <input type="checkbox"/> Female Sex
Driver's License Number	State		

SUBSCRIBED AND SWORN TO BE ME on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(seal) \_\_\_\_\_

Notary Public

My Commission Expires \_\_\_\_\_

# BIRMINGHAM POLICE DEPARTMENT

## VOLUNTEER AGREEMENT

Welcome to the Birmingham Police Department. We appreciate your giving of time, talent and abilities to assist us in serving the citizens of our city. As a volunteer with the Birmingham Police Department Volunteer Chaplain Program, you have an obligation to the public we serve to demonstrate a high level of integrity and ethical standards in both your personal and official conduct. We insist that you be ever mindful of the following:

◆ **RELEASE AND INDEMNITY AGREEMENT**

The City of Birmingham will not be liable for any workers compensation benefits, either medical expenses or disability coverage, should you be injured while performing volunteer duties. The volunteer will not be considered an "employee" by the definitions provided in Title 24 Chapter 5 of the Code of Alabama.

◆ **CONFIDENTIAL AGREEMENT**

You may have access to confidentiality sensitive information during your assignment as a volunteer; which may include personnel matters, criminal investigations, criminal activities, written documents, and other high profile public issues. Criminal records or other confidential information may be given only to those persons authorized to have it. When in doubt, consult with your supervisor. Furthermore, you shall not address public gatherings, appear on radio or television, prepare articles for publication, and/or act as correspondents to a newsletter or other periodical, release or maintain you represent the VIPS program in matters without written permission from the Birmingham Police Department. Divulging confidential information to persons outside of this department is a criminal act and a violation of the law. It will be prosecuted. The presumption is that all information related to your duties is confidential information unless you are explicitly told otherwise by the Chief of Police or his/her designee.

◆ **IDENTIFICATION**

You will be issued a photo ID badge which must be worn at all times while in the building or when you are on duty as a volunteer. The ID badge is not to be used for any other purpose, such as check cashing or outside identification. This item is the property of the Birmingham Police Department and must be surrendered upon registration or termination. If lost, please report it to your supervisor or the Volunteer Coordinator immediately.

◆ **SAFETY**

Reducing personal injury and minimizing equipment damage in the workplace is essential to an efficient operation. We ask that you follow safety procedures at all times. Report all hazards and injuries, immediately, to your supervisor.

◆ **TIME RECORDS**

The Birmingham Police Department is required to record the number of hours worked by all volunteers and a time sheet will be provided. Please notify your supervisor if you are unable to work your volunteer assignment. Also, notify them in advance of vacation or other time off.

◆ **COMMITMENT**

It is important that you maintain a regular schedule. We ask that every volunteer commit to a minimum of four (4) hours per week. This commitment is essential to our staff. If you are unable to continue your commitment,, please contact the Volunteer Coordinator immediately.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

\_\_\_\_\_  
Printed Name of Volunteer



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