

## Procedure for Becoming a Volunteer

All volunteers must go through this procedure to become a volunteer with the police and fire departments.

1. Complete an application. (Same application is used for both departments.)
2. A background check is run on all applicants.\*
3. If the background check comes back clean, then the application is sent to the Criminal Investigation Unit for a CVSA (Computer Voice Stress Analysis) appointment to be set up. This test is a modern version of a polygraph test.
4. Once the applicant has passed the above steps, they are called in for an interview with the Volunteer Coordinator and/or the department supervisors in the area of interest.

This whole process could take as much as a month from start to finish.

\*Note: Volunteer positions that do not require the volunteers to work inside the buildings will only have to go through Step 2.

To request an application please contact:

Cheryl Sine, Volunteer Coordinator  
West Palm Beach Police Department  
600 Banyan Rd  
West Palm Beach, FL 33401  
Phone: 822-1621  
Fax: 822-1648

**Remember:** By volunteering you are helping the police officers make our community a safer place to live, work and play.

**Volunteer Today!!!**



## *Volunteer Opportunities*

## West Palm Beach Police Department



**“Strengthening our Community,  
One Volunteer at a Time.”**

## Auto Theft

Supervisor: Det. G. Babcock

This division is in need of two types of volunteers. One position is for identifying stolen cars and/or parts, and the second is for notifying vehicle owners of the location of their towed vehicle. Both positions required in-office and field work. Volunteers must keep all information confidential and have a clean driving record.

In the first position, volunteer(s) would work in the office and be required to do some field work. Duties for this position are: accompanying detectives on inspections and running all the Vehicle Identification Numbers (VIN) and component parts numbers. This would drastically increase the number of inspections that could be conducted per year and increase the completion time of an inspection.

The second position needs a volunteer for one or 2 days a week to handle all towing notifications and unforeseen issues. A large percentage of the notifications are made by phone to the vehicles' owner. A small percentage of the notifications need to be made in person. This would require the volunteer going by the owner of the vehicles address and make notification in person. If the owner is not home they would be required to leave a card with the location of the vehicle and the impound yards' contact numbers.



**Volunteers work side by side with trained police personnel to help make the City of West Palm Beach a safe place to be.**



**In-house division clerical help.**

**Police & Fire Academy**



**Criminal Investigations**



**Citizens On Patrol**



**Crime Prevention**



## Victim Services Coordinator

Supervisor: Shelley Parker

The Victim Services Coordinator works with victims of crime and their families. She contacts them for follow up and to determine if they need any services—often making referring to the community and/or provide crisis counseling and criminal justice support.

The Coordinator need a volunteer who can do data entry, filing and help with mailings. We are looking for a someone that can give us one day per week/4 to 6 hours in the morning or afternoon.

Must be able to maintain confidential information, no field work.



This volunteer reviews cases and catalogs them based on the type of additional help the victims need.

## Citizens Observer Patrol (C.O.P.)

Supervisor: Officer Kelly Carsillo

The C.O.P. is comprised of community volunteers who help the West Palm Beach Police Department maintain livable neighborhoods by reducing crime. Trained C.O.P. members are issued uniform shirts and drive specially marked vehicles which are equipped with a cell phone and police radio. This allows them to monitor their neighborhoods and alert police to hazards and unlawful behavior. Upon completion of training, volunteers are assigned to the C.O.P. unit for their community to begin patrolling their neighborhood. We welcome new communities and Neighborhood Watch Groups that are interested in starting a C.O.P. unit for their area. For more information, contact Officer Kelly Carsillo at 561-822-1620.



YOUR RESIDENCE IS AN INVITATION TO A BURGLAR!

ON PREVENTIVE PATROL, A WEST PALM BEACH POLICE OFFICER OBSERVED YOUR RESIDENCE TO BE IN VIOLATION LISTED BELOW:

OR NO EXTERIOR LIGHTING.

HEDGES OR SHRUBBERY AROUND DOORS OR WINDOW.

WINDOW(S) OR UNLOCKED DOOR(S): 710

AGE:

ADDRESS: 4545 710

COMPLEX: Home APT.#

- 9-04 TIME:

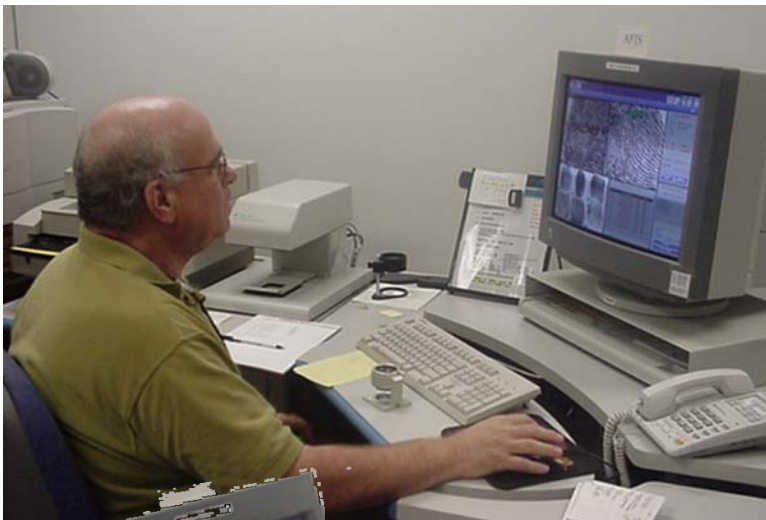
IS A CRIME PREVENTION WARNING - PLEASE TAKE THE APPROPRIATE PRECAUTIONS



## Criminal Investigations Division

Supervisor: Lt. Reed

A volunteer is needed to do general office work. The volunteer would start by filing FIC's, investigative reports, with some data entry. The position needs someone who could work two days a week, at least four hours a day. There is no preference on days or afternoons. (No weekends or evenings.) Depending on how the volunteer progresses, there is a need for some phone contact with victims. There is no field work involved. Basic computer skills a must.



This volunteer is comparing fingerprints through AFIS the system used to match prints between current crimes and those on file.

## Traffic Monitoring

Supervisor: Officer Kelly Carsillo

Volunteers will receive training from WPB Traffic Officers on how to set up the Smart Recorder at an intersection, park safely in a high traffic area, use a Traffic Radar gun, record the speeds/or violations of stop signs/red lights. Volunteers will record the specific information that will be needed to verify a complaint. Volunteers can be used for traffic studies or surveys, record the amount of traffic in the complaint area and record vehicles going 10 mph over the posted limit, and monitor and record vehicles running STOP signs and red lights.

Volunteers will wear light grey polo shirts, baseball caps supplied by the Police Department. Navy blue shorts, comfortable shoes will be supplied by the volunteer. Volunteers must wear their police ID with photo on their uniform at all times.



## **Pawn Shop**

Supervisor: Detective David Duncan

This department needs someone who is detail driven. The volunteer for this position will be entering information related to stolen property which includes descriptions and owners information. If you like researching on the computer and like the thrill of hunting like Dick Tracy to find stolen property, then this may be the position for you. You will be using in-house data bases and search programs, as well as, researching E-Bay.

You also need to be able to communicate with the owners of the stolen property to gather more detailed information/description on their property and to communicate the status of their case.

We need people who can put in 3 to 4 hours a day and at least 3 days a week. Hours of operation for volunteers is 8:30 a.m. to 5 p.m., Monday through Friday. You pick the days and hours you can volunteer.

All information that you come across in this position is highly confidential so the volunteer must be able to keep the information to themselves and only talk about it with the Detectives involved with the case.



## **Criminal Investigations—Finger Printing**

Supervisor: King Brown, Crime Scene Supervisor

Looking for a special volunteer that has a background in fingerprinting. This volunteer would work one to two days a week from noon to 3 p.m. You would be printing individuals who would come into the Police Station during those hours. Printing is done on Monday, Tuesday, Thursday, or Friday. No printing is done on Wednesdays.



## Crime Prevention/Volunteer Office

Supervisors: Officer Kelly Carsillo/Cheryl Sine, Vol. Coord.

This unit is responsible for Citizen On Patrol, Neighborhood Watch, Traffic Monitoring, Residential Security Inspection, Parking Enforcement Recruitment, Business Watch, and Volunteer recruiting for divisional needs.

The volunteers for this unit would assist in making phone calls, running errands, filing, data entry, inventory of materials, and helping with manning booths at community events. We also need volunteers to sign up businesses for our "Business Watch" program and other current programs, as well as, any newly developed ones.

If you are interested in joining a busy and interesting unit then this is the one for you.

Officer Carsillo inspects the sliding glass door of a clubhouse and discovers that the locking mechanism is not functioning.



This laundry room was found to have insufficient lighting and was a safety hazard for anyone doing their laundry at night.



This is just a small sample of the type of inspections the Crime Prevention Office performs.

## Parking Enforcement

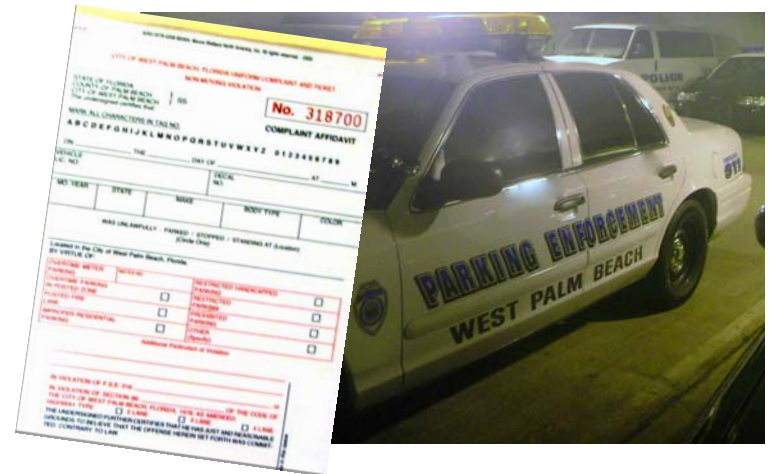
Supervisor: Officer Kelly Carsillo

The Parking Enforcement Volunteer will enforce the following: parking, handicap laws, fire lanes, expired meters, parking on sidewalks, blocking fire hydrants, and violation of posted signs. This field will be expanded to include other violations at a later date.

This volunteer must successfully complete and pass a training programs established and approved by the Criminal Justice Standards and Training Commission for Parking Enforcement Specialist. The training sessions include a 16 hour State of Florida Course and a 40 hour in-house Classroom/Field Training with Parking Enforcement Specialist.

The prospective Parking Enforcement Volunteer must submit a handwritten application, be 19 years old or older, have a valid Florida Drivers License, pass a criminal background check and CVSA test, pass an oral interview, have basic computer skills, commit to 8 hours a month – no more that 20 hours per week (4 hour shifts), and be able to work flexible shifts (mornings, afternoons and early evenings. Shifts will be decided on the demand of complaints and the hours where the complaint area is the busiest).

Volunteers will work in teams of two for inception of this program, and will be re-evaluated at a later date. Volunteers will meet with the Crime Prevention Officer/Volunteer Coordinator once a month.



## **PAL**

Supervisor: Officer Stephanie Patterson

The overall goal of the West Palm Beach Police Athletic League is to reduce negative behaviors and promote healthy behavioral patterns among the youth that live in West Palm Beach. We provide recreational, educational and cultural activities that unite youth with law enforcement officers, educators and other positive adult role models. Special out-reach efforts are made to target at-risk youth from low income families, youth involved in gang activities and youth who have incarcerated family members.

PAL is a juvenile crime prevention program that relies heavily upon academics and recreational activities to create and maintain the bond between adults and kids on the street. We strive to build self-esteem and resiliency in youth and to provide positive alternatives to alcohol, tobacco, drugs, delinquency, violence, gang activity and other negative behaviors.

Become involved through: Mentoring, tutoring, homework assistance, working concessions, data entry, answering phones, coaching, data entry, and answering phone calls. The programs we offer are: football, basketball, homework assistance, tutoring, cheerleading, dance, karate, and youth leadership. All of PAL's programs are designed to create an impact in three primary areas: Children, Families and Community.



## **Crimes Against Children Unit**

Supervisor: Lt. Reed

This unit is in the Criminal Investigations Division. The volunteer would do basic data entry. They must possess basic computer skills and must be able to work with very sensitive and confidential information. This volunteer position requires someone to work one day, preferably mornings, and at least four hours. There may be limited phone work and filing.

## **Economic Crime Unit**

Supervisor: Det. Scott Utecht

This unit investigates financial information of a very personal nature. It is imperative that any volunteer recognizes this and has a background conducive to sensitive material. Volunteers must be willing to learn of the constantly changing trends in fraud related crimes. Volunteers must be willing to perform some clerical duties that involve, but are not limited to, computer data entry, filing, and background or research information via the internet. Volunteers in this unit will do some phone work and will rarely do work in the field. Participation in investigative work will be determined by the volunteer's background, willingness to learn and commitment of time.

The volunteer must be willing to commit to several hours a day for preferably three days a week. These times can be flexible for the volunteer. The volunteer must recognize that these types of investigations are labor intensive and involved the retention of various types of documents. A financial background would be extremely helpful.



## Explorers

Supervisor: Officer Carl Cooper

West Palm Beach Police Explorer training consist of classroom and practical training. The Explorer is given the opportunity to have hands-on experience in police work and to interact with various officers who serve as role models to the explorers.

Providing Career Training: the laws of law enforcement, first aid/CPR, laws of arrest, ride-a-long with police officers, crime scene investigation, patrol procedures, leadership, annual Explorer academy, state competition and much more.

Provide Community Services: direct off street traffic parking, crowd control and local festival/ event, and administrative duties at briefing and more.

## MEMBERSHIP REQUIREMENT

To be eligible for membership in the West Palm Beach Police Explorer Program each candidate must: be at least age 15-21, maintain at least a 2.0 GPA, be willing to serve and participate in Explorer meetings and training, complete an application, background check and interview, submit to random drug testing, and pay \$25 processing fee.



## Fiscal Services

Supervisor: Linda McDermott

Review time sheets and overtime slips for various compliance verifications. This is very time consuming because we have 400 employee time sheets per week must be proficient using Excel spreadsheets. Also throughout October, we have thousands of Alarm permit forms to print out and send for mailing. You would be entering a year and sending to printer. We need someone who is looking for a long-term volunteer position.

## Graffiti Eradication

Supervisor: Craig McMichaels

We need assistance in painting over graffiti in the City of West Palm Beach. If you can handle a paint brush or roller then this position may be what you're looking for. This volunteer needs to be able to work on Wednesday mornings (8 a.m. to noon). The volunteer will help take photos, write up incident descriptions, gather evidence, and some graffiti removal. NO special skills needed .

Also, we are working on a project that will need many volunteers (10-20) on Saturdays mornings for about 3 to 5 hours on a monthly basis.



## Lobby Greeter

Supervisor: Cheryl Sine, Volunteer Coordinator

As the "greeter", you are the first person people see as they enter the police station. A smile and a calm soothing manor is needed to direct visitors in the direction to receive the help and/or information they are requesting.

Ability to use a laptop computer and phone is helpful.

Greeters are needed Monday through Friday from 8:30 a.m. to 4:30 p.m. Volunteers work 3 to 4 hour shifts.

