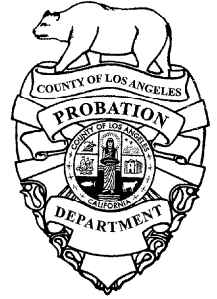




COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY – DOWNEY, CALIFORNIA 90242



ROBERT B. TAYLOR
Chief Probation Officer

VOLUNTEERS IN SERVICE TO OTHERS **VISTO Volunteer Application Packet Instructions**

PLEASE READ CAREFULLY

WELCOME on behalf of the Chief Probation Officer and the County of Los Angeles Probation Department. Volunteers are valued by the Department as partners in our work to rebuild the lives of youth and their families. Probation youth are entrusted to us by the County of Los Angeles Superior Court and their care and support is governed by federal and state laws and regulations. As a volunteer, you will undergo a unique application process to ensure compliance with the law. Your cooperation to complete the process is appreciated, as it protects both our children and volunteers.

Volunteers must be 21 years of age when serving in a juvenile detention institution or a residential services camp. To serve in a field office, volunteers must be 18 years old. Applicants cannot have any outstanding warrants upon submission of the application. The APPLICATION PROCESS IS DIVIDED INTO THREE SEGMENTS:

- ❶ VISTO APPLICATION FORM
- ❷ LIVE SCAN FINGERPRINTING, BACKGROUND AND IDENTIFICATION PHOTO
- ❸ MANDATORY ORIENTATION

SECTION❶: VISTO APPLICATION FORM

Only the application available on the Probation Department's website will be accepted for processing: http://probation.lacounty.gov/jobs/job_pdf/VISTO_APP.pdf. Complete all fields online and print for signature or print application and complete with black ink and sign. **Only original documents with original signatures can be processed.** Completed applications should be submitted to your Volunteer Program Coordinator.

VOLUNTEER PROGRAM COORDINATOR CONTACTS

| PROGRAM | TELEPHONE |
|-----------------------|------------------|
| Camp Service Programs | 562 658 4381 |
| Hall Service Programs | 562 940 8674 |
| Faith Organizations | 562 940 3695 |
| Operation READ | 562 940 3848 |
| College Interns | 323 241 5974 |

SECTION❷: LIVE SCAN FINGERPRINTING AND IDENTIFICATION PHOTO

Fingerprinting starts the processing of your application. You must schedule your own appointment to be fingerprinted and photographed. Please contact your respective VOLUNTEER PROGRAM COORDINATOR as listed above to make an appointment convenient for you. **You must bring valid photo identification i.e., driver's license, State-issued identification card or passport to your appointment.** This service is only available at the Probation Department Headquarters at 9150 East Imperial Highway in Downey, California, 90242. The Live Scan fingerprinting service is provided at no cost to volunteers and is valid without a break-in-service for the duration of your volunteer service to the Department.

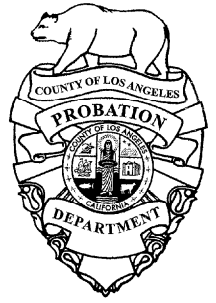
SECTION❸: MANDATORY ORIENTATION

Prior to reporting to your first day of volunteer service you must participate in a mandatory VOLUNTEER ORIENTATION SESSION as instructed by your program manager. During this meeting you will be provided information and notification of pertinent rules and regulations governing contact with youth and their families while in the course of your volunteer duties; execute legally required documents including but not limited to privacy issues and insurance forms and will have an opportunity to make inquiry regarding any items you wish to clarify regarding the terms and conditions of your role as a volunteer.



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ROBERT B. TAYLOR
Chief Probation Officer

VOLUNTEERS IN SERVICE TO OTHERS VISTO Application

| | | |
|--|---|---|
| <input checked="" type="checkbox"/> New Application <input type="checkbox"/> Renewal | | HRMO BTS # _____ |
| VISTO | Facility: Kirby/Miller _____ Referred By: Anita Vigil _____ | Program: UCLA Tutors for Incarcerated Youth Referral Telephone: 562-940-2532 _____ |
| PERSONAL | Last Name: _____ First Name: _____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female Other names used: _____ Date of Birth: _____ Eye Color: _____ Hair Color: _____ <i>Completion Optional:</i> Ethnicity: _____ Height: _____ Weight: _____ Social Security#: _____ Valid Driver's License# or State-Issued Identification#: _____ Address: _____ Apt: _____ City: _____ Zip Code: _____ Contact Telephone#: _____ Email Address: _____ Occupation: _____ Current Employer: _____ | |
| EDUCATIONAL | Highest Grade-Level Completed: _____ Other Language(s): _____ <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Speak Special training, skills or major area of study: _____ School Currently Attending: _____ Are you volunteering to fulfill internship requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| AVAILABILITY | <input type="checkbox"/> Work with Juveniles <input type="checkbox"/> Work with Adults <input type="checkbox"/> Work with both Juveniles and Adults <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday | |
| EMERGENCY | Is there any medical information we should be aware of in case of Emergency? <input type="checkbox"/> No <input type="checkbox"/> Yes Explain: _____ Emergency Contact Person: _____ Relationship to you: _____ Contact Person's Telephone Numbers: _____ Address: _____ | |

| | |
|---------------------------|--|
| FAITH-BASED PROGRAMS ONLY | Church Name: _____ Church Address: _____ City: _____ Zip: _____ Church Leader: _____ Title: _____ Church Telephone: _____ Church Email Address: _____ |
| OFFICE USE ONLY | ID Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Issue: _____ Issued By: _____ Date Cleared: _____ Disqualified/Separation Date: _____ |

VISTO VOLUNTEER ELIGIBILITY CHECKLIST

1. Have you, on or after 15th birthday, **EVER** been convicted, fined, imprisoned, arrested or placed on probation or given a suspended sentence, or have you forfeited bail in connection with any offense (misdemeanor or felony in any criminal, civil or military court of law)? *Include any current investigations or pending charges.*

Yes No If "Yes" provide the following information for each offense. Use a separate page if needed.

| Age (at time of action) | Date | Police Department or Court | Charge | Disposition |
|----------------------------|------|----------------------------|--------|-------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

- 2. Have you been convicted for use/possession or admitted to use/possession of any controlled substance within the past 5 years Yes No
- 3. Do you have any convictions with elements of violence (assault, battery, mayhem, etc.) within the last 5 years?..... Yes No
- 4. Do you have any convictions relating to the discharge of weapons?..... Yes No
- 5. Do you have any convictions relating to the use of weapons?..... Yes No
- 6. Do you have any convictions or admissions of theft?..... Yes No
- 7. Do you have any convictions or admissions for falsification of public records, including employment records?..... Yes No
- 8. Have you been convicted for crimes against property within the past 2 years?..... Yes No
- 9. Have you ever been convicted for any sex offense?..... Yes No
- 10. Have you ever been convicted for crimes against children?..... Yes No
- 11. Are you presently on probation, formal or informal, or diversion?..... Yes No
(Probation must be terminated 1 year before completion of this application.)
- 12. Do you have more than 5 vehicle code citations/moving violations, convictions, or at-fault accidents in the past 5 years?..... Yes No
- 13. Have you been convicted of driving under the influence (DUI) within the past 5 years?..... Yes No
- 14. Do you have any failures to appear including any outstanding in the past 5 years?..... Yes No
- 15. Have you been convicted for any hit and run accident in the last 5 years?..... Yes No
- 16. Have you, as a juvenile or as an adult, ever been arrested, convicted, fined, imprisoned, placed on probation, or given a suspended sentence?..... Yes No
- 17. 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 (including any convictions that were dismissed and all current investigations or pending charges)?..... Yes No

DISCLAIMER: The above checklist is not inclusive, but is among the principal factors to be considered by the Department in evaluating an applicant's candidacy. Other factors not specifically enumerated may be disqualifying including but not limited to job nexus.

VOLUNTEER APPLICANT CERTIFICATION:

I certify that all statements made in this application and on any attachments thereof are true and complete to the best of my knowledge. I understand that any false statement(s) of material facts or omissions may subject me to disqualification or dismissal.

Print Name: _____ Signature: _____

Date: _____