



**TUOLUMNE COUNTY SHERIFF'S OFFICE**  
*Volunteer Employment Application*

Community Service Unit  
Search & Rescue Team

*Revision April 4, 2016*





Dear Applicant,

Thank you for considering becoming a volunteer with the Tuolumne County Sheriff's office. By doing so you may choose to apply to be a member of either the **Community Service Unit (CSU)** or the **Search & Rescue (SAR) Team**.

Before submitting this application, please take the time to weigh out the costs and rewards. To be a team member you are committing to give your time, approximately 16 hrs. per month, and to purchase various uniform items.

The following pages explain some of the expectations to be a volunteer in good standing as well as the benefits of being a volunteer. If you feel as though you have the ability to contribute to the continued success of the Sheriff's Office then, please complete the application and submit it to the Tuolumne County Sheriff's Office.

Once submitted, the application will receive a preliminary screening. Following a favorable review, an invitation may be extended to have an interview on the next hiring cycle which will be less than 90 days.

Interviews will be conducted by a panel comprised of volunteer leaders and Sheriff's personnel.

If the panel decides to offer you a position, a final comprehensive background check will be performed before you are sworn in as a Trainee.

Once hired, you will be issued an ID Card, and assigned a trainer who will orient you to the team procedures. Each area in which you offer to volunteer has a "Skills Sign Off Sheet" that must be completed before you will be deemed qualified.

The path to becoming a valuable team member will require patience, perseverance and hard work. Many dedicated members have found volunteering immensely rewarding. Thank you for your interest in joining our Team and we look forward to reviewing your application.



## **Requirements**

Before filling out this application, we ask that you consider the commitment required to be a volunteer. Along with the rewards there are also some sacrifices. Volunteers must be aware of commitments to the team and the community. It also takes time to train new volunteers,

### **Time Obligations**

CSU volunteers are asked to commit approximately 16 hrs per month to an area they are interested in.

SAR volunteers must be available at any time, day or night, including weekends, holidays, birthdays and weekdays. We understand that families and jobs are a priority. However, this part-time, on call, non-paying adventure should be your next priority. The Sheriff's Office handles a SAR Incident approximately 45 times a year. We ask that all members be available to respond to at least 50% of all SAR Incidents.

We also have a monthly meeting and monthly training evening. These are augmented by the annual training schedule to maintain necessary skills. This often requires a weekend per month training in the spring. On average, it takes up to 12 months to qualify a new member.

### **Competency Requirements**

Volunteers must be safe and effective. After joining the Team, you will be assigned a training officer and be provided with a "Skills Sign-Off Sheet" containing a list of basic skills needed for a chosen task.

In order to become qualified, the average volunteer should endeavor to participate in 16-20 hours of training per month, until they are fully qualified.

For SAR volunteers, most training is done in-house, by qualified instructors on the Team, at no (or minimal) charge, typically on weekends and in the evenings.

### **Monetary Considerations**

The Sheriff's Office provides team gear, member safety gear and much of the member's personal equipment. However, members must provide their own apparel and often choose to buy their own personal equipment. Occasionally, the member may choose to attend an outside class at their own expense. Be aware that volunteer members, in general, receive no compensation of their time.



## Search & Rescue (SAR)

### About the Team

Since 1975, the Tuolumne County Sheriff's Search and Rescue Team (SAR) has been responding to search and rescue calls of all kinds, in all seasons, and at all hours. It is one of the oldest teams in continuous service in the state of California.

Tuolumne County is a recreational destination due to its numerous attractions and all season mountain and water recreational sports. SAR maintains a steady mission-call volume throughout the year averaging 50 calls per year. Many lives have been saved by the team which is composed of over 30 volunteers who often put themselves at risk to assist others in need.

Tuolumne County SAR disciplines include:

- Ground searcher with GPS, Map and Compass
- Medical
- K-9s
- Equestrian, Snowmobiles and ATV
- Air Operations (Stanislaus County and other mutual aid)
- Swift water and ice rescue
- Technical rope rescue, specializing in both high and low angle operations
- Incident Support team with GIS mapping and resource management
- Dive recovery with Sheriff's boat patrol dive team

### Volunteers

Search and Rescue volunteers are typically Tuolumne County residents age 18 and older. Experience is preferable. However, we do train new volunteers. Team members must have a desire to help others. Applicants must be physically fit and ready to work in extreme environments with a team approach. Volunteers donate their time and efforts.

Tuolumne County SAR members volunteer over 7000 training and mission hours per year to serve their community, and those who visit, as well as providing mutual aid to surrounding counties.



## Community Service Unit

### **Mission Statement**

It is the mission of the CSU to work with the Sheriff's Office to help make Tuolumne County a safer and more enjoyable place to live, work, and visit.

### **Background**

Tuolumne County encompasses 2,293 square miles of territory. The ability of the Sheriff's Office to provide law enforcement services over such a wide area is severely limited. The county continues to grow in population and law enforcement needs. The ability of the Sheriff's Office to meet the rising need for service has become more difficult with the current budget limitations.

The increased need for services by the Sheriff's Office requires increased personnel and added expenditure of public funds, which are not always available. A partial answer to this problem is the utilization of the volunteer pool of talent and experience in the community.

### **CSU Activities**

#### **Community Assistance Patrol**

The Community Assistance Patrol (CAP) performs a multitude of duties which include serving subpoenas, vacation checks, handicap parking enforcement, motorist assists, victim witness transport, crime scene security, property bookings, etc. CAP Unit members receive special training to perform these specific duties. All CAP Volunteers are subject to being called out at any time.

CAP volunteers must maintain excellent rapport with other law enforcement agencies.

#### **Marine Enforcement (Boat Patrol)**

Boat Patrol volunteers assist the uniformed deputies in patrolling the four main lakes in Tuolumne County. At the beginning of the boat patrol season, volunteers refresh their first aid and CPR skills. They also have the opportunity to learn boat handling and trailering skills. Boat Patrol volunteers may assist uniformed deputies in the following activities:

- Accident Investigations
- Boat Patrol
- Boating Safety Presentations
- Body Recovery Operations
- Searches
- Vessel Assistance
- Vessel Inspections

#### **Vehicle Maintenance Unit**

The Maintenance Unit is comprised of three to five volunteers. Basic duties consist of preventative maintenance on Sheriff's Office vehicles. The unit meets weekly to clean vehicles, check fluid levels, ferry vehicles to other areas for repairs, check for service due, etc.



## CSU Events

CSU provides assistance as a uniformed presence at some 35 annual events:

- Don Pedro 4th of July Fireworks
- Groveland 49er Festival
- Groveland Triathlon
- Halloween Patrol
- Health Fair
- Home and Garden Show
- ICES Fair
- Jamestown Run
- Mother Lode Fair
- Mother Lode Round-Up
- Old Mill Run
- Soap Box Derby
- Sonora Christmas Parade
- Tuolumne Lumber Jubilee Parade
- Twain Harte Christmas Parade
- Twain Harte Rotary BBQ
- Twain Harte Concert in the Pines
- Twain Harte Dog Parade

## Other CSU activities include:

- Neighborhood Watch
- House Numbering Signs
- Livescan Fingerprinting Jamestown Office
- Search and Rescue Incident Support
- Document Shredding
- Sheriff's Department Office Assistance

## Requirements-

CSU members are asked to donate 16 hrs. per month to some activity. As a team member it is important to work well with others and commit to 25% of team events.



## TUOLUMNE COUNTY SHERIFF'S OFFICE Volunteer Employment Application

### TEAM INFORMATION

**Application Type** (please check areas of primary interest):

**Community Service Unit**

- Citizen Assist Patrol (CAP)
- CSU Field Office
- Boat Patrol
- Search and Rescue Support\* (see below)

**Search and Rescue** (please check areas of primary interest)

- I am a member of the Community interested in becoming an Emergency Responder with the Team, either in an Active Field Role and/or a Command Post or Support Role
- I am a member of another SAR Agency in good standing with Cal OES (CARDA, NPS, CAP, etc) and am interested in joint membership with the Team

**I am interested in participating in following SAR Specialties** (check as many as apply):

- Operations
- Ground Search & Basic Rope Rescue
  - Alpine / Nordic Search
  - Mounted / Equestrian Search
  - ATV or OSV Search
  - Technical Rope Rescue
  - Swiftwater, Flood, and/or Ice Rescue
  - SAR Air Operations (rotary or fixed-wing)
  - Emergency Medical Care

- \*Support
- Incident Command and Operations
  - Incident Support- GIS, Documentation, Logistics, Communications,
  - Other Command Post / Support Role
  - Non-Response Administrative Support

### Applicants Information

Name: \_\_\_\_\_  
*Last First Middle*

Aliases: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_ SSN: \_\_\_\_-\_\_\_\_-\_\_\_\_

Sex: M / F Height: \_\_\_\_ Weight: \_\_\_\_ Hair: \_\_\_\_ Eyes: \_\_\_\_

Mail & Physical Address:

\_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_  
Zip \_\_\_\_\_

Mobile Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_ Home Phone: (\_\_\_\_)\_\_\_\_-\_\_\_\_

E-mail Address: \_\_\_\_\_



**Citizenship Status:**

To volunteer with the Sheriff's Office, you must be a citizen of the United States, or a permanent resident alien who is eligible for and has applied for citizenship.

Place of birth: \_\_\_\_\_  
*City, State, and Country*

Are you a U.S. Citizen?      Yes      No

If naturalized, what year and where? \_\_\_\_\_

If you are a permanent resident alien, what is your registration number? \_\_\_\_\_

Have you applied for citizenship?      Yes      No     When? \_\_\_\_\_  
*Mo/Yr*

**Marital Status:**

Single      Married      Separated      Divorced      Widowed

Number of Children: \_\_\_\_\_ Number of Children at home \_\_\_\_\_

**EDUCATION**

**High School Education:**

I do not have a high school diploma  
 I have a high school diploma/GED from: \_\_\_\_\_, \_\_\_\_\_  
*Mo/Yr*     *Name of School*  
 High School, located in \_\_\_\_\_  
*City and State*

**College / Vocational Education:**

I have a College Certificate in \_\_\_\_\_, from \_\_\_\_\_  
*Major*     *Name of School*  
 I have an Associate Degree in \_\_\_\_\_, from \_\_\_\_\_  
*Major*     *Name of School*  
 I have a Degree (*type*) in \_\_\_\_\_, from \_\_\_\_\_  
*Major*     *Name of School*  
 I also have an \_\_\_\_\_ Degree/Certificate  
 in \_\_\_\_\_, from \_\_\_\_\_  
*Major*     *Name of School*





**Public Safety / Emergency Services Education:**

Do you have any current Law Enforcement, Fire/Rescue, Emergency Medical Services, or Search & Rescue Certifications, including those in rope, water, or helicopter rescue?  Yes  No

Type	Certifying Authority	Expiration

**EXPERIENCE**

**Current Employment**

- I am currently employed  Full-Time  Part-Time  Seasonally
- I am currently unemployed
- I am currently retired

**Employment History**

■ Please list you past three employers:

1. Name of Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2. Name of Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_  
\_\_\_\_\_



- Have you even been fired, or asked to resign, from any place of employment? If “yes”, explain

\_\_\_\_\_

**Emergency Services Experience:**

1. Have you every applied with the Tuolumne County Sheriff’s Office, or any division of the Department, including the SAR Team?     Yes     No

If “yes”, when and for what position(s): \_\_\_\_\_

What was the disposition of the application(s): \_\_\_\_\_

2. Have you ever applied with any other Law Enforcement, Fire/Rescue, EMS, Search & Rescue, or other Public Safety / Emergency Response Agency?     Yes     No

If “yes”, please list below:

Agency	Year	Disposition

3. Do you have any Law Enforcement, Fire/Rescue, EMS, Search & Rescue, or other Public Safety / Emergency experience?     Yes     No

If “yes”, please list below:

Agency	When	Position & Description



### Military Experience

1. Have you ever failed to register for Selective Service or the Military Draft, when required to do so by law?  Yes  No

2. Have you ever served in the military?  Yes  No

Branch: \_\_\_\_\_

Highest Rank: \_\_\_\_\_ Rank on Discharge: \_\_\_\_\_

Served from: \_\_\_\_\_ to \_\_\_\_\_

What type of discharge did you receive:  Honorable  
 General, Under Honorable Conditions  
 Under other than Honorable Conditions  
 Other: \_\_\_\_\_

1. Are you active in the Military Reserve or National Guard?  Yes  No

2. Do you have Military Police training or experience?  Yes  No

3. Did you ever receive any judicial disciplinary action (Court Martial, Article 15, Captain's Mast, or other)  Yes  No

If "yes", give a summary below:

Type	Date	Disposition

4. Other than for security purposes, were you ever the subject of any other type of military investigation?  Yes  No

If "yes", explain: \_\_\_\_\_



**CRIMINAL HISTORY & DRIVING RECORD**

**Driving Record**

1. Do you have a valid California Driver's License?     Yes     No  
CDL Number: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
2. Have you ever had an out-of-state license?     Yes     No  
Which State(s)? \_\_\_\_\_ What Years? \_\_\_\_\_  
Current Out-of-State DL Numbers: \_\_\_\_\_
3. Has your license ever been suspended, restricted, revoked, or placed on probation?     Yes     No  
If "yes", explain: \_\_\_\_\_
4. Other than a parking ticket, have you received any tickets last five years? \_\_\_\_\_  
Explain: \_\_\_\_\_
5. Do you have any citations or parking tickets that are past due or pending?     Yes     No  
If "yes", explain: \_\_\_\_\_
6. Have you ever been involved in a traffic accident within the last five years?     Yes     No  
If "yes", explain: \_\_\_\_\_
7. Do you currently have automobile insurance?     Yes     No  
If "yes", list your Insurance Provider: \_\_\_\_\_  
If "no", explain: \_\_\_\_\_

**Criminal History Disclosure**

1. Have you ever been detained, questioned, held on suspicion, fingerprinted, or taken into custody by any law enforcement agency, for any reason other than a minor traffic ticket?     Yes     No
2. Have you been a suspect in a law enforcement investigation?     Yes     No
3. Have you been charged with a crime?     Yes     No
4. Have you been arrested?     Yes     No
5. Have you been in jail or prison?     Yes     No
6. Have you been convicted or pled guilty to any crime?     Yes     No
7. Have you collected unemployment, welfare benefits, or food stamps when you were not entitled to these by laws?     Yes     No
8. Since you were 18 years of age, have you even shoplifted anything from a store?     Yes     No
9. Have you even been involved in a physical altercation?     Yes     No



10. Have you been involved in domestic violence?  Yes  No
11. Have you been involved in or been accused of child abuse or neglect?  Yes  No
12. Have you committed or aided in the commission of a crime, detected or undetected, not previously mentioned?  Yes  No

If you answered "Yes" to any of the above questions, list and summarize below.

Investigating Agency	Type of Offense	Mo/Yr	Details

**Narcotics Disclosure**

1. Have you ever experimented with, tried, or come in contact with, illegal drugs or narcotics?  
 No, I have never experimented with, tried, or come in contact with, any type of illegal drug or narcotic.  
 Yes, I have experimented with, tried, or come in contact with, illegal drugs or narcotics.
2. Have you ever sold, provided, or given illegal drugs or narcotics to anyone?  Yes  No
3. Have you ever grown marijuana or manufactured any type of drug or narcotic?  Yes  No
4. Have you, or anyone else, ever injected an illegal drug or narcotic into your body?  Yes  No
5. Do you associate with any person who you suspect uses illegal drugs or narcotics?  Yes  No
6. If you answered yes to any of the question above, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. When was the last time you were present where illegal drugs, narcotics or other illegal substances were being used?

Month: \_\_\_\_\_ Year: \_\_\_\_\_ Location: \_\_\_\_\_

Circumstances: \_\_\_\_\_



## REFERENCES

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_





## VOLUNTEER AGREEMENT

I, \_\_\_\_\_, hereby affirm my dedication and commitment to be an active member of Tuolumne County Sheriff's Office. I understand and agree that:

- Any work I perform on behalf of the Tuolumne County Sheriff's Office will be provided on a voluntary basis. I do not expect payment or other forms compensation for performing such work.  
The Sheriff's Office, the Community Service Unit, the Search and Rescue Team, nor any representative of these groups will be under any obligation to reimburse me for time or monies spent on missions, in training, or for related duties.
- I understand there may be team standards or requirements that I am expected to meet, and that failure to meet these standards may result in the Sheriff's office refusal to utilize me and or terminate my volunteer status.
- If hired by the Sheriff's Office as a volunteer, my status will be "at-will", and that the Sheriff or his representative may terminate my volunteer status at any time.
- I understand I will be exposed to sensitive information during employment as a volunteer. All information obtained as a member of this team will be considered official and confidential Sheriff's Office business. Information will not be provided to fellow Team Members, family, friends, members of the public or the media, unless I am directed to do so by an authorized Sheriff's Deputy, an authorized Supervisor, or as required by law.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_





## MEDICAL WAIVER

I, \_\_\_\_\_, understand that I must be in satisfactory physical condition to perform the various duties as a volunteer with the Tuolumne County Sheriff's Office. At minimum, these duties may involve office work or in other cases, as I choose, may include physical activities such as walking on uneven terrain and standing or sitting for extended periods of time in cold, wet, or otherwise inhospitable environments.

For Field Responders, physical activities may include, but are not limited to, hiking, running, swimming, climbing, standing, and sleeping in a variety of terrains in hazardous environments.

I acknowledge that I am in adequate physical condition to perform the duties for which I am joining this team. I have no medical limitations that would prohibit my participation in the select capacities for which I intend to participate. I agree to disclose any conditions which would hinder my ability to perform my duties or would place myself or anyone else in jeopardy. If hired, I agree to disclose any conditions I may have, and any medications I may take, as part of my Emergency Contact Information Paperwork. I understand that the Department may require routine or random physical fitness testing and/or a Physical Exam performed by a licensed physician.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**APPLICATION REVIEW**

*Applicant, please review your application and sign below*

I hereby certify that all statements made in this application packet are true and complete. I understand that any discrepancies, misstatements, omissions, and/or falsifications will cause my name to be removed from the eligibility list, or be cause for later dismissal if I am hired. I have reviewed the information in this application packet, and have found it to be accurate.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Applicant, DO NOT Write Below this Line*

1. Application received by the Volunteer Services Coordinator on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
2. Background Check Conducted on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ with a finding of \_\_\_\_\_  
\_\_\_\_\_
3. Applicant offered an Interview on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
4. Interview was conducted on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ by the following Panel:  
\_\_\_\_\_  
\_\_\_\_\_
5. Decision of the Panel, and rationale: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Live Scan Completed on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ with a finding of \_\_\_\_\_  
\_\_\_\_\_
7. Applicant hired on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ OR  
Applicant placed on a waiting list on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ OR  
Applicant rejected on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



# TUOLUMNE COUNTY SHERIFF'S OFFICE

*"Serving with Professionalism and Pride"*

**James W. Mele**  
Sheriff-Coroner

TO WHOM IT MAY CONCERN:

I am an applicant with the Tuolumne County Sheriff's Office. Under California Law, Government Code Section 1031, 1031.1 and Code of Regulations, Title 11, Division 2, Article 1, Section 1002, my prospective employer is required to conduct an investigation into my personal and medical fitness to serve in this capacity.

I hereby direct you, your organization, its Custodian of Records, and/or persons in your employ to release any and all information which you may have concerning me, including information which may be of confidential, privileged and/or derogatory nature (pursuant to 6254(c) of the Government Code), including but not limited to: employment information, official employment documents, employment performance data, character reference information, educational records and transcripts, medical, surgical, psychological and dental records if I am offered employment with this agency, credit and financial information, local criminal history information and/or any other information which you may possess.

I exonerate, release and discharge you, your organization, its officers, agents and assigns, from any liability or damages, whether in law or in equity, now and in the future, for furnishing the information requested by the bearer of this authorization form.

Individual responses, whether solicited or unsolicited, enjoy absolute privilege pursuant to California Civil Code 47. You may retain this form for your files.

\_\_\_\_\_  
Date: \_\_\_\_\_  
Signature of Applicant

"A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document."

State of California, County of Tuolumne } ss.

On \_\_\_\_\_ before me, \_\_\_\_\_, Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Signature of Notary Public