



**SURPRISE CITY PROSECUTOR'S OFFICE
VOLUNTEER SERVICES**

16081 North Civic Center Plaza, Suite 104

Surprise, Arizona 85374-7477

Phone: (623) 222-1140

Fax: (623) 222-1141

Dear Sir/Madame,

Thank you for your interest in volunteering with the Surprise City Prosecutor's Office. Please understand that because we are a criminal justice agency, the application and screening process to obtain volunteer/ internship status can take several weeks and includes a thorough background check as well as a drug screening. It is your responsibility as the applicant to review the enclosed documents and properly complete the paperwork necessary to obtain volunteer status. If any portion of this information is not complete, your status in the application process may be delayed or terminated.

Should you have any questions regarding this process, please do not hesitate to contact me at your convenience. Thank you.

Sincerely,

Debbie Vazquez
Sr. Criminal Analyst
Surprise City Prosecutor's Office
debbie.vazquez@surpriseaz.gov

Volunteer/ Internship Criteria & Standards

In order to volunteer with this office you must be able to meet the following criteria:

- Be a United States citizen
- Be at least 18 years of age
- Be a high school graduate or possess a G.E.D.
- Not have any misdemeanor or felony convictions
- Not have participated in the commission of any serious crime which includes, but is not limited to, the use or selling of narcotics, marijuana or other drugs
- Not have any history of abusing substances to include alcohol or any drugs
- Not have committed any sexual conduct prohibited by law
- Not have been dishonorably discharged from the U.S. Armed Forces
- Not have been previously denied certified status, have had a certified status revoked or have a current certified status suspended
- Pass a thorough background investigation which includes providing fingerprints for analysis
- Pass a mandatory drug screen
- Handle sensitive information with appropriate discretion and maintain the appropriate level of confidentiality
- Agree to remain law abiding during tenure as a volunteer
- Agree to adhere to all Federal, State, Local and Department laws, guidelines and/or policies during tenure as a volunteer

Directions:

Please complete the application below in black or blue ink and submit the original application, with resume or other reference material for consideration, to the City Prosecutor's Volunteer Coordinator.

Upon review, you may be contacted for an interview. Please understand that the City shall determine, at its discretion, whether or not to accept the services of any volunteer applicant, pursuant to the City of Surprise Volunteer Management Policy 7.8(A)(7).

Selected applicants will be asked to submit to background and drug screenings. Failure to comply with and/or successfully pass the background and/or drug screening will result in your automatic disqualification from participating in the Volunteer Services Program.



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VOLUNTEER APPLICATION

Applicant Information:

Last Name:		First:	MI:
Date of Birth:		Driver's License #:	
Address Line 1:			
Address Line 2:			
Phone #:		Alternate Phone #:	
E-mail:			

The information provided in this application is confidential and not for public release.

Area of interest (check all that apply):

Office Administration	Victim Services Program
<input type="checkbox"/> Paralegal (check if any of the following apply) <input type="checkbox"/> I have experience working as a paralegal <input type="checkbox"/> I am obtaining paralegal experience/ training or education on my own <input type="checkbox"/> I hope to obtain paralegal experience by working with this agency <input type="checkbox"/> Secretary/ Front Counter <input type="checkbox"/> Various/ As needed <input type="checkbox"/> I am looking to fulfill the internship requirements for my degree. Degree: _____ School: _____ <input type="checkbox"/> Other	<input type="checkbox"/> Victim Advocate (check if any of the following apply) <input type="checkbox"/> I have experience working as an advocate <input type="checkbox"/> I am obtaining advocate experience/ training or education on my own <input type="checkbox"/> I hope to obtain advocate training by working with this agency <input type="checkbox"/> Administrative Only <input type="checkbox"/> Various/ As needed <input type="checkbox"/> I am looking to fulfill the internship requirements for my degree. Degree: _____ School: _____ <input type="checkbox"/> Other
Please specify, if other: _____	Please specify, if other: _____

Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							

Months available: _____

Employment Experience (check all that apply):

Employed Full Time
 Employed Part Time
 Unemployed
 Retired
 Student

Current or Most Recent Employer Name and Address:

Title: _____

Supervisor: _____

Duties: _____

Phone #: _____

Education:

High School Diploma or GED? YES or NO

College/University: _____

Major: _____

Degree Earned: _____

Graduate Studies: _____

Major: _____

Degree Earned: _____

References (please list at least two):

Name:	Contact Information:	Personal/ Professional

Criminal History:

Have you ever been convicted of a crime, regardless of whether that conviction was later set aside or expunged? Crime means all felonies, misdemeanors and serious offenses. Examples include, but are not limited to: DUI, assault, traffic offenses and some City Code offenses, etc. YES or NO

Disclosure:

While the City of Surprise is grateful to those willing to volunteer their time and assist with City programs, the nature of the programs run by the City Prosecutor's Office require that all volunteers be screened prior to commencing work. This screening will include a thorough background investigation, fingerprinting and substance abuse testing. Volunteers will be required to renew/undergo this process every other year.

Because the City Prosecutor's Office has access to a variety of local, State and Federal databases which contain a variety of confidential information, volunteers will be required to undergo additional training regarding those systems and the security and confidentiality measures necessary to maintain access to those databases. Training for local, State and Federal systems will be renewed as needed, in accordance with the guidelines which govern the use of those systems.

Acknowledgement:

I fully understand, acknowledge and agree to the terms set forth in the above disclosure. All statements made in this application are true and, by my signature below, authorization is given to investigate all matters contained in this application. Any false statements or misrepresentations on this application will be cause for refusal of placement or dismissal at any time.

Signature of Volunteer Applicant: _____ Date: _____

Parent/Guardian (if volunteer is a minor): _____ Date: _____

Parent/Guardian Phone: _____