COUNTY of LOS ANGELES

PROBATION DEPARTMENT

9150 East Imperial Highway, Downey, CA 90242

RESERVE DEPUTY PROBATION OFFICER APPLICATION

WELCOME on behalf of Interim Chief Probation Officer Calvin Remington and the County of Los Angeles Probation Department. Volunteers valued by the Department as partners in our work to rebuild the lives of youth and their families. Adult and youth probationers 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 and safety for all parties. Your cooperation throughout this process is appreciated. Please follow the instruction below to begin our work together.

RESERVE DEPUTY

PROBATION OFFICER APPLICATION INSTRUCTION
PLEASE READ CARFULLY

A Reserve Deputy Probation Officer candidate must be 21 years of age and have completed 60 units of a college-level education with a goal of attaining a baccalaureate degree. You must be a citizen of the USA or possess a valid USA Work Permit. Applicants with outstanding warrants are disallowed. There are four stages in the application procedure that must be successfully completed before you begin your service.

1 Complete Application

Only the application available on the website is accepted: **http://probation.lacounty.gov/jobs.asp**
Print legibly in black ink completing all fields and affix signature. **Only original documents with original signatures will be processed.** ***Reserve Deputy Probation Officer*** Applications should be submitted to your group program manager. ***Non-Affiliated Individuals:*** Contact the **Community Relations Office at 562-940-2616** to locate a Volunteer Information Session scheduled in your area. You will be placed with a program that meets your interest and skill.

2 Fingerprints & Photo

Upon receipt of your application, an electronic fingerprinting appointment will be scheduled for you to begin your processing. **You must bring a valid photo identification with you to your appointment i.e., driver license, State-issued identification card, passport or U.S. work permit.**

This service is provided free of charge by the Probation Department Human Resources Division and must be completed at Probation Headquarters located at 9150 E. Imperial Highway in Downey, CA 90242.

3 Background Investigation

Following fingerprinting, your background is reviewed by the Department's Professional Standards Division who grants **clearance for volunteers to serve with oversight provided by probation personnel.**

Upon successful completion of a background investigation, you will be notified by the Reserve Deputy Probation Officer Program Coordinator that you have been cleared to work and to set a date for a mandatory orientation and training session.

Denial of clearance decisions are final and are not subject to appeal.

4 Orientation & Training

A Department Volunteer Orientation and HIPAA Training Session is mandatory subsequent to your clearance and before you begin your volunteer duty. During the orientation you will be informed of pertinent rules and regulations governing contact with probationers, complete legal forms and agreements and receive clarification regarding the terms and conditions of your volunteer role.

At the conclusion of this session, you will be presented your official Probation Department ID Card.

CONTACT US RESERVE@probation.lacounty.gov

GENERAL INQUIRY: Call 562 334 4243
FAITH-BASED COMMUNITY ORGANIZATIONS: Call 562 334 4241
OPERATION READ: Call 562 940 3546
COLLEGE INTERN PROGRAM: Call 562 334 4244

COUNTY of LOS ANGELES

PROBATION DEPARTMENT

9150 East Imperial Highway, Downey, CA 90242

RESERVE DEPUTY PROBATION OFFICER APPLICATION

PRINT LEGIBLY. USE A BLACK OR BLUE PEN. USE YOUR NAME AS IT APPEARS ON YOUR DIRVER LICENSE, US PASSPORT OR WORK PERMIT—NO EXCEPTIONS. ANSWER EVERY QUESTION UNLESS OTHERWISE SPECIFIED.

ASSIGNMENT

Probation Facility:_____ Probation Program Name:_____

Program Manager: _____ (_____)_____
(Name) (Telephone)

☐BMP Coordinator:_____ ☐Operation READ Coordinator: _____

☐Bureau :_____ ☐Bureau Coordinator_____

PERSONAL

Last Name: _____ First Name: _____

Other Names Used: _____

☐Male ☐Female Height: _____ Hair Color: _____ Eye Color_____

Address:_____ City: _____Zip Code: _____

eMail Address: _____

Telephone: (_____)_____ Cellular Phone: (_____)_____

Social Security # _____Valid DMV License or State-issued ID State: _____ #: _____

Date of Birth: _____ City/Country of Birth: _____ / _____

Completion Optional: Ethnicity: _____ Weight: _____

Highest Grade-Level Completed: _____ College (s): _____Units:_____(Attach Transcript)

Special training, skills or major area of study:_____

Other Language (s)_____ ☐Read ☐Write ☐Speak

_____

EMERGENCY

Current Employer: _____☐FT ☐PT From: _____To:_____ Supervisor's Full Name: _____Supervisor's Telephone: (_____)_____Employer Address_____ City: _____ Zip: _____

List jobs including part-time, temporary or voluntary positions you have held in the past ten (10) years. Use additional sheets as necessary.

Employer: _____ ☐FT ☐PT From: _____To:_____

Supervisor's Full Name: _____Supervisor's Telephone: (_____)_____

Employer Address_____ City: _____ Zip: _____

Employer: _____ ☐FT ☐PT From: _____To:_____

Supervisor's Full Name: _____Supervisor's Telephone: (_____)_____

Employer Address_____ City: _____ Zip: _____

FBO ONLY

IS THERE A MEDICAL CONDITION THAT WE SHOULD BE AWARE OF IN CASE OF EMERGENCY?: ☐NO ☐YES: EXPLAIN BELOW

_____

Emergency Contact Person: _____ Relationship: _____

Emergency Contact's Telephone Numbers: (_____)_____ (_____)_____

Address: _____ City: _____ Zip: _____

HRO

ID Issued: ☐YES ☐NO Date Issued: _____ Issued By: _____

Date Cleared: _____ Disqualification/Separation Date: _____

BTS # _____ Entry Date: _____ BY: _____

COUNTY of LOS ANGELES
PROBATION DEPARTMENT
9150 East Imperial Highway, Downey, CA 90242

RESERVE DEPUTY PROBATION OFFICER APPLICATION

Submittal of this application begins the process of a criminal records investigation of your background. You are required to answer every question. **Failure to disclose information accurately and thoroughly is basis for disqualification**.

1. Have you, as a juvenile or adult, **ever** a) been detained by law enforcement; b) been arrested including cases dismissed, fined, convicted, imprisoned; c) been placed on probation, had a suspended sentence; or d) 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.*
   ☐No ☐**Yes:**

IF YES—provide the following information for each offense. *Use a separate sheet 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?..... ☐No ☐**Yes**
3. Do you have any convictions with elements of violence (assault, battery, mayhem, etc.) within the last 5 years?..... ☐No ☐**Yes**
4. Do you have any convictions relating to the discharge of any weapon (s)?..... ☐No ☐**Yes**
5. Do you have any convictions relating to the possession of any weapon (s)?..... ☐No ☐**Yes**
6. Do you have any convictions or admissions of theft?..... ☐No ☐**Yes**
7. Do you have any convictions or admissions for falsification of public records, including employment records?..... ☐No ☐**Yes**
8. Have you ever been convicted for crimes against property within the last 2 years? ..... ☐No ☐**Yes**
9. Have you ever been convicted for any sex offense?..... ☐No ☐**Yes**
10. Have you ever been convicted for crimes against children? ..... ☐No ☐**Yes**
11. Are you presently on probation, formal or informal, or diversion? (Probation must be terminated 1 year before completion of this application.) ..... ☐No ☐**Yes**
12. Do you have more than 5 vehicle code citations/moving violations, convictions, or at-fault accidents in the last 5 years?..... ☐No ☐**Yes**
13. Have you been convicted of driving under the influence (DUI) in the last 5 years?..... ☐No ☐**Yes**
14. Do you have any outstanding failures to appear?..... ☐No ☐**Yes**
15. Have you been convicted for any hit and run accident in the last 5 years?..... ☐No ☐**Yes**
16. 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 criminal, civil or military court of law (including any convictions that were dismissed and all current investigation or pending charges?..... ☐No ☐**Yes**
17. Do you have any outstanding vehicle violations that have been referred to collections?..... ☐No ☐**Yes**

_____INCOMPLETE APPLICATIONS CANNOT BE PROCESSED_____

I hereby certify that all statements made in connection with this application for volunteer work are true and complete. I understand that any false statement(s) of material facts or omissions may subject me to disqualification or dismissal. I hereby authorize the County of Los Angeles Probation Department to obtain a record of my criminal convictions from the California Department of Justice or any other agency that maintains records of criminal convictions.

_____ _____ _____

PRINT Name SIGNATURE DATE