Volunteer Information



Volunteer Intake Form



Completed forms should be returned to Karen Lavoie, PPB East Precinct 737 SE 106th Avenue, Portland, OR 97216, email: karen.lavoie@portlandoregon.gov, fax: 503-823-4801 Please contact Karen at 503-823-4839 if you have any questions.

NAME (Mr. Ms. Mrs.):			DATE:/
, ,	(LAST)	(FIRST)	
HOME ADDRESS:			
	(STREE	T) (CITY) (STATE) (ZIP)	
MAILING ADDRESS (IF DIFFE	RENT):	T) (CITY) (STATE) (ZIP)	
	(STREE	T) (CTY) (STATE) (ZIP)	
HOME PHONE:		CELL PHONE:	
AGE GROUP: 18-24	25-35 36-45 46	5-55 56+ AGE (OPTIONA	AL):
STATUS: STUDENT	WORKER RE	TIRED HOMEMAKER	
E-MAIL ADDRESS:		OTHER:	
PRIMARY LANGUAGE	FLUENT IN:	TING 50 LBS?: Yes No	
DI EACE LIST ANY ACCORAGE	NOATIONS VOIL NEED TO DEDE	ORM VOLUNTEER DUTIES:	
FLEASE LIST AINT ACCOMING	DATIONS TOO NEED TO PERF	OKIVI VOLONTELK DOTIES.	
Volunteer Interests a	nd Availability		
Volunteer Interests a		Manual Labor	Special Skills At
Volunteer Interests a Office Assistance Concierge (reception)	Special Event Support	Manual Labor Patrol Vehicle Trunk Maintenance/	Special Skills At Stocking Grant Writing
Office Assistance Concierge (reception) Data entry	Special Event Support Setup/Breakdown Organize Refreshments	Patrol Vehicle Trunk Maintenance/sLifting/Transporting Equipment	StockingGrant WritingDatabase (Create/Use of)
Office Assistance Concierge (reception) Data entry Filing/archives	Special Event Support Setup/Breakdown Organize Refreshments Extra Hands	Patrol Vehicle Trunk Maintenance/S Lifting/Transporting Equipment Patrol Vehicle Washing	Grant Writing Database (Create/Use of) Sewing/Alterations
Office Assistance Concierge (reception) Data entry Filing/archives Computer	Special Event Support Setup/Breakdown Organize Refreshments Extra Hands Crowd/Parking	Patrol Vehicle Trunk Maintenance/S Lifting/Transporting Equipment Patrol Vehicle Washing General Building Maintenance	Grant Writing Database (Create/Use of) Sewing/Alterations Project Coordination
Office Assistance Concierge (reception) Data entry Filing/archives	Special Event Support Setup/Breakdown Organize Refreshments Extra Hands	Patrol Vehicle Trunk Maintenance/S Lifting/Transporting Equipment Patrol Vehicle Washing	Grant Writing Database (Create/Use of) Sewing/Alterations
Office Assistance Concierge (reception) Data entry Filing/archives Computer Bilingual translation	Special Event Support Setup/Breakdown Organize Refreshments Extra Hands Crowd/Parking Greetings/Tours	Patrol Vehicle Trunk Maintenance/S Lifting/Transporting Equipment Patrol Vehicle Washing General Building Maintenance	Grant Writing Database (Create/Use of) Sewing/Alterations Project Coordination
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I would be available to work at the following locations:

			CENTRA	N-DDECINCT/				
EAST PRECINCT	SE SUBSTATION		CENTRAL PRECINCT/ JUSTICE CENTER		North Precinct			
737 SE 106 th Ave	4735 E Burnside St		1111 SW 2 nd Ave		449 NE Emerson St			
Portland, OR 97216	Portland, OR 97215		Portland, OR 97204		Portland, OR 97211			
TRAINING DIVISION	TRAFFIC DIVISION	N	TRANSIT DIVISION					
14912 NE Airport Way	· ·	N Philadelphia Ave		W 1ST Ave				
Portland, OR 97230	Portland, OR 972	.03 Portlai		d, OR 97209				
□ I would like to work with a specific program. Please specify: □ I would like to be contacted when there is a last-minute need for a volunteer. Do you need to fulfill a specific requirement for service hours? □ Yes □ No School? □ Yes □ No If so, Name of School □ Total number of Hours □ Deadline GENERAL INFORMATION Please list any previous volunteer experiences: Organization State Date (Mo/Yr) End Date (Mo/Yr) Position/Responsibilities								
Organization	State Date (Mo/Yr)	End Da	ate (Mo/Yr) Position/Responsibilities					
Please list two (2) references (who are not relatives) we may call on: NAME (Mr. Ms. Mrs.): RELATIONSHIP: PHONE:								
NAME (Mr. Ms. Mrs.):	RELATIONSHIP: PHONE:							
How did you hear about volunteer opportunities with the Portland Police Bureau?:								
TV/RADIO NEWSPAPER LIBRARY POSTER/FLYER FAMILY/FRIEND PUBLIC EVENT OTHER:								
VOLUNTEER APPLICATION PROCESS : Once your form is complete and submitted for application, you will be contacted by one of the administrative personnel at the location you choose to volunteer at. They will then set up a time to interview you. If selected, you will go through a background investigation and fingerprinting. Once the background is complete, you will be given a Volunteer ID Badge. You and your admin contact will coordinate your duties, any necessary training and work schedule.								
ADMINISTRATIVE USE ONLY								
RECEIVED BY:		DATE:	1 1	DATA EN	ITRY DATE: / /			
NOTES:								