



## CITY OF PORTLAND, OREGON



### Bureau of Police

Charlie Hales, Mayor  
Lawrence P. O'Dea III, Chief of Police  
1111 S.W. 2nd Avenue • Portland, OR 97204 • Phone: 503-823-0000

Integrity • Compassion • Accountability • Respect • Excellence • Service

Dear Applicant,

Thank you for your interest in becoming a volunteer for the Strength programs!

Our programs offer free violence prevention education to women, girls and boys around the city of Portland. Programs and classes run smoothly because of the hard work that dedicated volunteers do behind the scenes.

Being a Strength volunteer is both challenging and rewarding. Volunteers helping the programs' operations gain valuable experience and skills. Tasks you can expect to participate in include registering students for classes, working with social media, assist with fundraising, organizing projects and events, grant writing, packing materials for class bags and much more.

The volunteer selection process is competitive and consists of four components: a written application, interview, reference and criminal background checks. Enclosed in this packet are the necessary forms to fill-out and return. We ask that you choose an area of focus: WomenStrength, BoyStrength or GirlStrength.

The process and the paperwork may seem overwhelming for a volunteer position. We hope the requirements demonstrate the quality of our programs. Our volunteers are representatives of the Portland Police Bureau and the City of Portland. These trustworthy and exceptional individuals honor our mission to provide free empowerment classes to women, girls and boys. Everything in this package is there to service this goal. We hope you will decide to be a part of our team and mission.

Please call one of us, if you have any questions. We welcome the opportunity to answer your inquiries.

Thank you so much for your interest!

*Monae Elliott*

BoyStrength Coordinator  
Family Services Division  
Portland Police Bureau

*Sara K. Johnson*

WomenStrength Director  
Family Services Division  
Portland Police Bureau

*Carolyn Hayercraft*

GirlStrength Director  
Family Services Division  
Portland Police Bureau

**Community Policing: Making the Difference Together**  
**An Equal Opportunity Employer**

Police Information Line: 503-823-4636, TTY (for hearing and speech impaired): 503-823-4736 Website: <http://www.portlandpolicebureau.com>



Volunteer Application

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email \_\_\_\_\_ May we call you at work? \_\_\_\_\_



How did you hear about our new volunteer training? \_\_\_\_\_

Are you presently employed? \_\_\_\_ If yes, where? \_\_\_\_\_

What is your position? \_\_\_\_\_

Do you presently volunteer elsewhere? \_\_\_\_ If yes, where? \_\_\_\_\_

Educational background (highest grade completed & field of study) \_\_\_\_\_

\_\_\_\_\_

Are you bilingual? \_\_\_\_ If yes, in what language? \_\_\_\_\_

Do you have reliable transportation? \_\_\_\_\_

What hours are you available? Day \_\_\_\_\_ Evening \_\_\_\_\_ Weekend \_\_\_\_\_



**Please list three references not related to you by blood, adoption, or partnership:**

Name	Day Phone	Cell Phone	Relationship to you
_____			
_____			
_____			

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WomenStrength/GirlStrength/BoyStrength Programs  
Volunteer Operations Application**



## SUPPLEMENTAL QUESTIONS

**Please use a separate sheet of paper to respond to the following questions.**

1. Would you like to choose BoyStrength, GirlStrength or WomenStrength as your focus? Why? (note: after one year of teaching/training instructors may cross train in sister program)
2. Why do you want to become involved with this program? What would you add and what would you hope to gain from your participation?
3. How do you feel about the large time commitment required for the training?
4. What is your theory on why women and children are most often the victims of violence?
5. Who do you think needs to be involved in the movement to end sexual and domestic violence? Why?
6. What do you see as the possible benefits and drawbacks of working with the public as a representative of the Portland Police Bureau?
7. What office skills or experience do you have to offer to this program while working “behind the scenes”?
8. Is there any specific type of work that you would like to focus on in your time here? If so, what and why?



**Please return you're the following forms to complete your application:**

- The application form
- Answers to supplemental questions
- "Applicant Background and Information" and "Informed consent and Hold Harmless Waiver"  
**These forms will be notarized during or after the interview.**

**Send to:** BoyStrength or GirlStrength or WomenStrength  
PPB, Family Services Division  
10225 East Burnside  
Portland, OR 97216

**Email:** [BoyStrength@portlandoregon.gov](mailto:BoyStrength@portlandoregon.gov)  
[GirlStrength.pb@portlandoregon.gov](mailto:GirlStrength.pb@portlandoregon.gov) or [WomenStrength.pb@portlandoregon.gov](mailto:WomenStrength.pb@portlandoregon.gov)

**Fax:** (503) 823-0269

**THANK YOU!**



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APPLICANT BACKGROUND INFORMATION

Last Name First Name Middle Name

Other names you have used

Date of Birth Sex Race Height Weight Hair Color Eye Color

Social Security Number Citizenship\* Place of Birth

\*If you are a non US citizen you must present work authorization papers and a Social Security Card at your appointment.

Home Street Address (actual physical location)

City State Zip Code Phone Number

Date of last police contact

List all states you have lived in since age 16

Email Address Driver's License # State

Driver's License # State

Company Name Phone Number

Company Address City State Zip

Type of work or volunteering to be performed and where

Best phone numbers to contact you to make appointments

Fax this information to (503) 823-4797 Attn: Personnel Sergeant or mail it to:

Portland Police Bureau
Personnel Division, Room 1542
1111 SW 2nd Avenue
Portland, Oregon 97204
Attn: Personnel Sergeant

\*\*\*WomenStrength/GirlStrength/BoyStrength applicants please mail or email all forms to us\*\*\*\*\*

We will contact you regarding scheduling an appointment to present two pieces of identification, notarize forms and be photographed and fingerprinted. Applicants must present two original pieces of identification such as a driver's license, Social Security card, passport or birth certificate.

If you have any questions please feel free to call Personnel @ (503) 823-0333.

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***Informed Consent/Release and Hold Harmless Waiver  
Ensuring Confidentiality of Background Investigation Information***

I recognize that the Portland Police Bureau has an obligation to ensure public safety and protect police property, equipment and records. As an applicant to the Portland Police Bureau (whether I am a contractor doing business with the Police Bureau, or as a prospective employee), I acknowledge that I must prove my suitability to access police facilities on a regular basis.

I understand that I am authorizing an investigation into aspects of my personal life to determine my fitness to access police facilities. This investigation may include contacting persons and/or organizations that have information relating to my suitability. I also understand that those persons and/or organizations may feel inhibited, intimidated or otherwise reticent about furnishing legitimate information concerning my fitness unless the confidentiality of their information can be guaranteed on a permanent basis.

I further recognize that although some of the information contained in this report is a matter of public record, or would otherwise be accessible to me, this information will be interwoven with other confidential information to which I would otherwise not be privy.

Therefore, I exonerate, release and discharge the City of Portland, the Police Bureau, its officers, agents or assigns, now and in the future, from any claim or damages, whether in law or in equity, on behalf of myself, my heirs, agents, or assigns, for their refusal to make available any and all information contained in this investigation, including but not limited to the identity of any person or organization who may have supplied information in the course of this investigation, as well as the substance of any such information supplied, even where such information has been the basis for my disqualification from further consideration.

I hereby knowingly, voluntarily, and specifically, waive any rights I may have to examine, review, or to otherwise discover the contents of this investigation and all documents related thereto, whether by request, civil service appeal, grievance, or by legal process.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed name of applicant

I attest the applicant subscribed the above before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ in the City of Portland, County of Multnomah, State of Oregon.

\_\_\_\_\_  
Notary Public for the State of Oregon

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