



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 GirlStrength and WomenStrength!

Our programs offer free violence prevention education to women and girls throughout the city of Portland. Programs and classes run efficiently 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; project management and event coordination, 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 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 503-823-0262, if you have any questions. We welcome the opportunity to answer your inquiries. Thank you so much for your interest!

Sara Johnson

WomenStrength Director
Family Services Division
Portland Police Bureau

Carolyn Haycraft

GirlStrength Director
Family Services Division
Portland Police Bureau

Community Policing: Making the Difference Together
An Equal Opportunity Employer

City Information Line: 503-823-4000, TTY (for hearing and speech impaired): 503-823-6868 Website: www.portlandpolice.com



Volunteer Staff Application

Name _____

Address _____

City, State, Zip Code _____ Email _____

Home Phone _____ Cell Phone _____ Work Phone _____

May we call you at work? _____



How did you hear about GirlStrength/WomenStrength? _____

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	Relationship to you
_____	_____	_____
_____	_____	_____
_____	_____	_____



SUPPLEMENTAL QUESTIONS

Please use a separate sheet of paper to respond to the following questions. Use whatever amount of space you need.

1. Would you like to choose GirlStrength or WomenStrength as your focus? Why?
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. What is your theory on why women and children are most often the victims of violence?
4. Who do you think needs to be involved in the movement to end sexual and domestic violence? Why?
5. What do you see as the possible benefits and drawbacks of working with the public as a representative of the Portland Police Bureau?
6. Please share your experience working with children.



Please email this document to the program of your choice:



GirlStrength Program
503-823-0239

GirlStrength.pb@portlandoreogn.gov
<http://www.portlandoregon.gov/police/GirlStrength>
<http://www.facebook.com/GirlStrength>



WomenStrength Program
503-823-0262

WomenStrength.pb@portlandoregon.gov
<http://www.portlandoregon.gov/police/womenstrength>
<http://www.facebook.com/WomenStrength>



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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:

WomenStrength/GirlStrength applicants, please mail or email all forms to our address**

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

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. 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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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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