

COUNTY of LOS ANGELES PROBATION DEPARTMENT

VOLUNTEERS IN SERVICE TO OTHERS - VISTO APPLICATION



The County of Los Angeles Probation Department works hand in hand with County of Los Angeles to promote volunteerism as an opportunity to engage community involvement. Volunteers In Service To Others - VISTO volunteers donate their time by performing civic, charitable and humanitarian services within the Probation Department that enhance the well-being of the youth in our care in within your communities.

As valued partners in the Department's Vision of Rebuilding Lives and Providing for Healthier and Safer Communities, VISTO volunteers assist Probation personnel in specialized services including faith-based guidance, mentoring, coaching, guidance, tutoring, health & fitness, and art.

Adult and youth probationers are entrusted to us by the County of Los Angeles Superior Court and their care and support are governed by federal and state laws and regulations. As an applicant for the VISTO volunteer program you will undergo a comprehensive process to ensure compliance with safety for all parties. Your cooperation throughout this process is appreciated. **Please review instructions carefully.**

REQUIREMENTS TO APPLY

- 21 years of age or older
- Citizen of the United States or legal US resident
- Possess a social security card
- Live Scan electronic fingerprinting
- Present a valid government issued ID at the time of Live Scan
- Background check
- Ability to commit to volunteer a minimum of four hours per month

Participation in faith-based services require additional screening and training

FOR ADDITIONAL INFORMATION CONTACT

Community Relations at
310-761-3934
Or email
VISTO@probation.lacounty.gov

APPLICATION PROCESS

SUBMIT ORIGINAL APPLICATIONS TO:

County of Los Angeles
Probation Department
Community Relations
1299 E. Artesia Blvd., Ste. 120
Carson, CA 90746

Applications for faith-based and specialized programs are pre-screened and submitted to Probation by Program Managers.

Once your application is processed, you will be contacted to begin the background process.

This service is offered free of charge, and is completed at:

**Probation Department Headquarters
9150 E. Imperial Hwy.
Downey, CA 90242**

Your background will be reviewed by the Department's Professional Standards Division and may take up to 90 days. A denial of clearance decision is final and is not subject to appeal.

VOLUNTEER REQUIREMENTS

You will be contacted by Community Relations on the outcome of your background clearance.

VISTO ORIENTATION

Upon successful clearance, volunteers are required to complete a **mandatory VISTO Orientation within 60 calendar days from the date of clearance.**

SIGN-IN

VISTO Volunteers are required to sign in at all Probation facilities.

TIMESHEETS

All County volunteers including VISTO are required to submit monthly timesheets.

ASSIGNMENTS/LOCATIONS

All VISTO Volunteers are assigned to specific assignments and locations. Changes to either requires approval by the Probation Department Community Relations Office.

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PRINT LEGIBLY. USE A BLACK OR BLUE PEN. USE YOUR NAME AS IT APPEARS ON GOVERNMENT ID.

Last Name: _____ First Name: _____ M.I. _____

Other Names Used: _____ Male Female

Valid Gov't issued ID State: _____ #: _____ Social Security #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

E-Mail: _____

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

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

Retired County of Los Angeles Employee Non-County Employee Student

Employer/School Name: _____

Title/Position: _____ Supervisor Name: _____

Supervisor telephone phone: (____) _____ E-Mail: _____

Special training/or major are of study: _____

Language(s): _____ Speak Read Write

AREA OF INTEREST

Faith-based Education/Mentoring Health/Fitness Community Outreach Youth Diversion/Support

DESIRED VOLUNTEER LOCATION

Juvenile Hall Central Barry J. Nidorf Los Padrinos
Juvenile Camp Location: _____

*Area Office Location: _____ Unit: _____

AVAILABILITY

Mon Tues Wed Thurs Fri Sat Sun Morning Afternoon Evening

PROGRAM MANAGER USE ONLY

Program Name: _____

Program Manager/Organizer Name: _____

Program Manager/Organizer Title: _____ Telephone No.: (____) _____

E-mail address: _____

PROGRAM MANAGER APPROVAL

Operation Read BMP-CJH BMP-LPJH BMP-BJHJH Chaplain Eagles ORJ

Name: _____ Signature: _____ Date: _____

PROBATION (COMMUNITY RELATIONS) USE ONLY

DSB-CJH DSB-BJNH DSB-LPJH RTSB Camp Location: _____

Area Office Location: _____ Unit: _____

*APPROVAL REQUIRED (Documentation must be stapled to application)

AREA OFFICES (DIRECTOR APPROVAL) Approved by: _____ Date: _____

Processed by: _____ Date: _____

1ST ATTEMPT PHONE CALL _____, 2ND ATTEMPT _____ PHONE EMAIL, 3RD ATTEMPT PHONE EMAIL PROCESSED

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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**

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, or had a suspended sentence
 - 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 five (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

- ◆ 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