



Camp Verde Marshal's Office Volunteers In Police Service Steps to Becoming a Volunteer

OVERVIEW: Please find listed the Steps that are required for you to become a volunteer with the Camp Verde Marshal's Office. We want you to fully understand what is expected of you and for you to understand the process that is required to become a VIPS. We conduct a thorough background during this important process. Thank you for your interest!

STEP ONE: Complete and return the Volunteer Interest Application. You must be thorough in your responses and you cannot omit or skip information that is requested. Your application must be completed, signed and returned at the conclusion of this meeting.

STEP TWO: Your Application will be reviewed to determine if you are qualified and a good fit to become a VIPS with the Camp Verde Marshal's Office. You will be sent documents to complete as well as locating certain documents that we would need to review and include as part of your application process. A few examples include locating your High School Diploma, College Degrees (if you have one), and Driver License. Do not worry about these items right now as you will have ample time to assemble all the documents and we will give you a list of the required documents.

STEP THREE: You will be invited to come in for an in -depth Interview with the VIP Coordinator to further discuss your interest in becoming a volunteer. You will be notified of the documents you must bring to this interview. Please allow two hours for this interview. Your fingerprints will also be done at this time.

STEP FOUR: If there is continued mutual interest in becoming a Volunteer you will be scheduled for a Polygraph and background check. The polygraph location will be on the availability of the paleographer. You will be given directions, time, and the specific date for your appointment. The polygraph is paid for by the Camp Verde Marshal's Office. Dress is business casual and you will need to bring a photo ID with you.

STEP SIX: You will be officially notified that you have passed all requirements to become a VIPS Volunteer! Next, you will be sent a welcome letter, along with an outlined schedule of your intended VIP Academy.

Congratulations on your new endeavor! We look forward to having you on board.