AGENDA
WORK SESSION
MAYOR AND COMMON COUNCIL
Of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY MAY 13, 2015 at 5:30 p.m.

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance:**

4. **Presentation by Dispatch Supervisor, Mary Newton of the Marshal's Office regarding a new notification system "Info Red" that will be implemented at the Marshal's Office, July 1, 2015 in order to notify different 'Groups" on emergencies, critical incidents, and EOC activations, etc. The Groups will consist of Mayor, Manager and Council members, Public Works, Department Heads, CVMO Sergeants, and Town Employees for EOC activations. Etc.**

5. **Presentation by Camp Verde Marshal's Office VIP Coordinator Darby Martin, followed by discussion.**

6. **Presentation and discussion with the Verde Valley Land Preservation Group.**

7. **Presentation and discussion with Howard Parrish representing the Camp Verde Calvary group.**

8. **Presentation and discussion with Camp Verde District**

9. **Discussion, consideration, and possible direction to staff relative to the Draft FY 2015-2016 Tentative Budget. Discussion may include, <u>in no particular order,</u> and not limited to the following budget units.** Note: Any items not addressed at this meeting may be carried over to a subsequent meeting.
   a. **Revenues**
   b. **General Government**
   c. **Capital Improvements**

10. **Adjournment**

Posted by: _____ Date/Time: 05-07-15 3:50 PM

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: May 13, 2015

☐ *Consent Agenda* ☐ *Decision Agenda* ☐ *Executive Session Requested*

☒ *Presentation Only* ☐ *Action/Presentation* ☐ *Special Session*

Requesting Department: Marshal's Office

Staff Resource/Contact Person: Marshal Nancy Gardner

Agenda Title (be exact): The Dispatch Supervisor, Mary Newton of the Marshal's Office will provide a presentation on a notification system "Info Red" that will be implemented at the Marshal's Office, July 1st in order to notify different "Groups" on Emergencies, Critical Incidents, and EOC activations etc. The Groups will consist of: Mayor, Manager and Council members, Public Works Department Heads, CVMO Sergeants, Town employees for EOC activations etc.

List Attached Documents: Handout

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

☒ ***Department Head:*** The Town Marshal supports this notification system.
☐ ***Town Attorney Comments:***

Finance Review: ☐ **Budgeted** ☐ **Unbudgeted** ☒ **N/A**

Finance Director Comments/Fund:

Fiscal Impact: None
CVMO Budget Code*_____ *Amount Remaining: _____
Budget Code: ☒ **N/A**
Comments:.

Background Information: Currently there is not a notification system in place to contact/notify certain work groups of information that is critical information that should be shared. The Info Red will offer a tool for communication to department heads, Mayor and Council, Town Manager CVMO employee groups of situations that are in progress and can assist with response, citizen questions etc.

Recommended Action (Motion): No action is necessary – this is an informational presentation

CAMP VERDE MARSHAL'S OFFICE
646 S. 1st Street, Camp Verde, AZ. 86322
Darby Martin – Volunteer Coordinator
928-554-8308
Darby.martin@campverde.az.gov

Date: 05/09/2015

Volunteers in Police Service
Answering the Call to Service

Every day, the uniformed men and women representing the Camp Verde Marshal's Office strive to protect our neighborhoods, reduce crime, and uphold the laws of our community. Since September 11, 2001, the Marshal's Office has worked even harder to ensure public safety and strengthen our relationship with the citizens we serve. None of this could be done without the help of volunteers working within our law enforcement agency. Volunteers assisting with important administrative and non-intervention policing activities free up more officers for their frontline responsibilities.

Nationwide, over 70,000 volunteers are working within more than 1000 law enforcement volunteer programs as part of Volunteers in Police Services (VIPS) Program.

In our department alone, volunteers serve valuable roles by engaging in school safety patrols, assisting with identification and fingerprinting duties, organizing Neighborhood Watch programs, lending support to victims of domestic violence, and helping with important administrative responsibilities.

With greater demands placed on our law enforcement agencies today, these volunteers are absolutely vital to ensure that our officers have the time to focus on their key tasks. Our public safety, in a time of heightened security and new threats, depends on it.

If you have an interest in public safety, a willingness to serve by volunteering, and have a desire to help your community, the Marshal's Office invites you to learn more about the VIPS program.

We look forward to meeting you and appreciate your interest in the Marshal's Office "Volunteer in Policing" program.

For additional information or if you have questions, please contact the volunteer coordinator.

Darby Martin
Volunteer Coordinator
(928) 554-8308
Darby.martin@campverde.az.gov

"Serving with Integrity"

VOLUNTEERS IN POLICE SERVICE (VIPS) *works to enhance the capacity of state and local law enforcement to utilize volunteers.*

Camp Verde Marshal's Office

Volunteers In Police Services

Introduction

and

Informational Meeting

CAMP VERDE MARSHAL'S OFFICE

VIPS
Volunteers in Police Service

VOLUNTEERS IN POLICE SERVICE (VIPS) *works to enhance the capacity of state and local law enforcement to utilize volunteers.*

Why a VIPS Program?

VIP MOTTO

To serve the public by working in partnership with the community, to protect life and property, prevent crimes, and solve problems.

We are committed to improving the quality of life of the community through our professionalism, dedication, and commitment to excellence.

"Serving With Integrity"

CAMP VERDE MARSHAL'S OFFICE

VIPS
Volunteers in Police Service

VOLUNTEERS IN POLICE SERVICE (VIPS) *works to enhance the capacity of state and local law enforcement to utilize volunteers.*

What are V.I.P.S.?

- *A group of community involved citizens*
- *Dedicated to exemplary Community Service.*
- *Highly trained and motivated force of volunteer workers, performing non-hazardous police functions in the community.*
- *Volunteers are not utilized to replace sworn officers, or other paid positions, but rather to enhance the overall efficiency of the agency.*

VIPS

Volunteers in Police Service

VOLUNTEERS IN POLICE SERVICE (VIPS) *works to enhance the capacity of state and local law enforcement to utilize volunteers.*

Volunteer Opportunities

- ✓ *Front desk/receptionist*
- ✓ *Records*
- ✓ *Community Resource*
  - *- Crime Prevention*
- ✓ *Criminal Investigations*
  - *- Crime scene management*
  - *- Crime scene processing*
  - *-Transcriptions*
  - *-Property and Evidence*
- ✓ *Communications*
- ✓ *Citizens on Patrol*
- ✓ *Traffic Control – direct traffic at fire, accident, or crime scenes*

VIPS

Volunteers in Police Service

VOLUNTEERS IN POLICE SERVICE (VIPS) *works to enhance the capacity of state and local law enforcement to utilize volunteers.*

Background Requirements

- ✓ *Over (18) eighteen years of age.*
- ✓ *Clean Motor Vehicle Traffic History Check*
- ✓ *Clean State and Local Criminal Records Check*
- ✓ *Successful Polygraph Examination*
- ✓ *Psychological*

**Psychological testing may be required for some volunteers depending on the volunteer assignment and the Department requirements.*

CAMP VERDE MARSHAL'S OFFICE

VIPS

Volunteers in Police Service

VOLUNTEERS IN POLICE SERVICE (VIPS) *works to enhance the capacity of state and local law enforcement to utilize volunteers.*

Training

VIP Candidates will be required to attend a Basic 10 week academy (1 day a week).

The basic training will include, but not limited to:

- ❑ *Department orientation*
- ❑ *Supervision and Management*
- ❑ *Customer service training*
- ❑ *Crime scene management*
- ❑ *Police records/Public records*
- ❑ *ACJIS dissemination*
- ❑ *Radio communications*
- ❑ *Criminal Justice systems*
- ❑ *Defensive driving*
- ❑ *Traffic control / point control*

****Admin and Property/Evidence volunteers will be on a reduced academy schedule.***

CAMP VERDE MARSHAL'S OFFICE

VIPS

Volunteers in Police Service

VOLUNTEERS IN POLICE SERVICE (VIPS) *works to enhance the capacity of state and local law enforcement to utilize volunteers.*

"Help us take Community Policing to the next level."

Everyone should give back to their community in some way. Some coach youth leagues, some help out at the local schools or library. If you have an interest in public safety, why not get involved with the V.I.P.S.

Become a volunteer with the Camp Verde Marshal's Office!

CAMP VERDE MARSHAL'S OFFICE
Volunteer Interest Application

Directions: Please fill out this Interest Application completely. Please make sure your handwriting is legible so that we can contact you for the next steps.

Last Name | First | Middle

Residence Address | City, State | Zip Code

Home Telephone | Cell Telephone

Email Address

I. Volunteer Experience

Have you applied to any law enforcement agencies as a volunteer within the past year? If so, please list those agencies that you have submitted an application to:

Agency | Date (mo. /yr.) | City/State

Agency | Date (mo. /yr.) | City/State

II. Previous Volunteer Experience

Please list your previous volunteer experience.

Agency | Address | City/State

Position and Duties | Dates of Volunteering | Supervisor

III. Special Skills

Please describe or list your skills in this section and list the specifics as they apply to you:

- ✓ Are you proficient in any language other than English? If yes, what Language_____
- ✓ Do you have any certifications? _____
- ✓ Do you have computer skills, research skills, special software skills, other IT skills? Please list_____
- ✓ Do you have good telephone or customer service skills? _____
- ✓ Do you have emergency or disaster skills?

  _____
- ✓ Do you have Criminal Justice knowledge or education?

  _____
- ✓ Do you have experience working with children and are you interested in doing this?

  _____

Please tell us why you would like to be a Volunteer with the Camp Verde Marshal's Office?

_____

_____

_____

IV. Volunteer Skills

Please review the following knowledge, skills or abilities and tell us which ones describe you best and an example of how you demonstrate this knowledge, skill or ability when working or volunteering in the past. Use the next page for your responses.

- *Communicating With The Public in Person or Over the Phone*
- *Listening Skills*
- *Attention to Detail*
- *Verbal Skills*
- *Good Customer Service*
- *Able to work by myself*
- *Prefer to work with others*
- *Can follow directions easily and quickly*
- *Solve problems easily*
- *Well organized and do not like to work in a chaos*
- *Prefer to work in a busy area with lots of activities going on and not too structured*
- *Like multi-tasking*
- *Like doing only one thing but doing it well*
- *Prefer to be outside or able to get out of my work area*
- *Do not like taking orders from a superior/Prefer to have direction from a superior*

List your responses for the Volunteer Skills, Knowledge, or Abilities in this area:

_____

_____

_____

_____

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_____

_____

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_____

I have read and reviewed the Automatic and Discretionary Disqualifiers handout. I certify that I am qualified to move forward in the process to become a VIPS with the Camp Verde Marshal's Office. I am available to volunteer approximately eight hours per month.

Signature **Date**

_____

Note: This application must be signed and dated for further consideration to join the Camp Verde Marshal's Office VIPS Program.

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.

Camp Verde Marshal's Office
Volunteers in Police Service Program

Automatic/Discretionary Disqualifiers for the Volunteers in Police Service Program

The Camp Verde Marshal's Office and/or Arizona Post will automatically disqualify any individual who has at any time:

- Been convicted of a felony or any offense that would be a felony if committed in Arizona.
- Been dishonorably discharged from the United States armed forces.
- Been previously denied certified status or has his or her current certified status revoked or under suspension.
- Illegally sold, produced, cultivated, or transported marijuana for sale.
- Illegally used marijuana for any purpose within the past three years.
- Illegally used marijuana, dangerous drugs or narcotics other than for experimentation. The use of an illegal drug is presumed to be not for experimentation if:
  1. The use of marijuana exceeds a total of 20 times or exceeds 5 times since the age of 21 years.
  2. The use of dangerous drugs or narcotics, other than marijuana, exceeds a total of 5 times, or exceeds 1 time since the age of 21 years.
- Illegally used marijuana while employed or appointed as a peace officer.
- Illegally sold, produced, cultivated, or transported for sale any dangerous drugs or narcotics, other than marijuana.
- Illegally used dangerous drugs or narcotics, other than marijuana, for any purpose within the past seven years.
  1. This includes, but is not limited to:
     a. Cocaine/crack, heroin, opium, Morphine, LSD/acid, methamphetamine/speed, peyote (except during religious ceremonies), mescaline, or derivatives thereof.
- Illegally used dangerous drugs or narcotics while employed or appointed as a peace officer.
- Had a pattern of abusing prescription medication.
- Convicted of or adjudged to have violated traffic regulations governing the movement of vehicles with such a frequency so as to indicate a disrespect for traffic laws and a disregard for the safety of other persons on the highway within the past three years.
- Been previously employed as a law enforcement agent and since has committed or violated federal, state, or city laws pertaining to criminal activity.
- Lied during any stage of the hiring process.
- Falsified his or her questionnaire or application.

Discretionary Disqualifiers:

The following disqualifiers may, upon review by the Camp Verde Marshal's Office, make you ineligible to become an Camp Verde Marshal's Office Volunteer:

- Unlawful sexual misconduct.
- Excessive traffic violations.
- DUI conviction or suspension of your Arizona Driver's license as a result of a DUI.
- Suspension of your Arizona Driver's license or driving privileges from another state.
- Commission of a felony.
- Any discharge from the United States armed forces other than an honorable discharge.
- A pattern of failing to meet financial obligations.
- Used or tried any narcotic or dangerous drug by injection.
- Any other conduct or pattern of conduct that would tend to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession.
- An inability to perform the essential functions of an Camp Verde Marshal's Office volunteer.

Volunteers in Police Service

"Serving with Integrity"

Assignment/Duty: Patrol Support

Classification: VIP 2 and 3

Supervisor: Sergeant on Duty

Division: Patrol

Purpose: This volunteer position is assigned to assist the Patrol Division to perform limited motorist assists to the public and to provide support and visibility on scenes.

Time Required: This is a call out position as well as a routine duty that requires flexible hours determined by the needs of the department.

Responsibilities:

- This volunteer position will provide assistance to Patrol as needed and within the scope of their VIPS training.
- Volunteers will be available 24/7 to respond to a "call out" if available.
- The volunteer may conduct routine visibility/crime deterrent patrols, perform house checks for citizens, and complete other duties as assigned.
- This volunteer position may be required to perform limited traffic control duties, crime scene preservation, equipment deployment, and other assigned duties as requested by the VIP Coordinator or the on duty Sergeant.
- The volunteer may be required to stand for long periods of time.
- The volunteer position my require lifting in excess of 40lbs
- This volunteer position requires flexibility in assignments.
- Volunteers will be required to wear the designated VIPS uniform and VIPS identification while on duty.

Expected Results: Volunteers will provide assistance as needed to the Patrol Division in a professional and efficient manner. Volunteers will be required to

project a positive image and visibility to the citizens and businesses within the Town of Camp Verde.

Qualifications: This volunteer position requires the following qualifications:

- The possession of a valid Arizona driver's license.
- Successful completion of the Marshal's Office background criminal investigation process.
- The ability to assist motorists in a limited capacity defined by the Patrol Sergeant or Supervisor on duty.
- Must be able to assess a motorist assist situation and take action within the boundaries of the position.
- The position requires a general operating knowledge of Radio Codes and Operations.
- Must have the ability and willingness to use department radios to communicate with dispatch and other employees.
- This position requires that volunteers have a clear understanding of the chain of command and the following the orders of the Supervisor or Sergeant on duty.
- Volunteers must have successfully completed the following training to be a member of the Patrol Team:
    1. Drivers Training
    2. Traffic Control
    3. CIB on Crime Scene Instruction
    4. Radio Operations training
- Must be able to assess a variety of situations and take action within the boundaries of the position.
- Must present a professional appearance while conducting business within the Town of Camp Verde community.
- Must possess strong customer service skills and the ability to communicate in a positive manner with members of the staff and community.
- Have the ability to seek out supervisor assistance when appropriate.
- Ensure that any information related to the Marshal's Office remain confidential at all times. Failure to adhere to this qualification will result in termination from the VIPS program.
- Have the ability to take direction from designated supervisor.
- Must possess basic computer skills.

I understand and agree to the requirements of this position:

_____ _____

Volunteer Signature Date

_____ _____

Volunteer Coordinator Signature Date

9/19/2011 VIPS

Volunteers in Police Service

"Serving with Integrity"

Assignment/Duty: Fleet Maintenance Coordinator

Classification: VIP 1

Supervisor: VIP Coordinator or Designee

Division: Administration

Purpose: This volunteer position is assigned to the Administration Division and will assist the administration staff with Fleet Management.

Time Required: Four (4) to (8) eight hours per week.

Responsibilities:

- This volunteer position will coordinate continuing fleet maintenance and repair operations.
- The volunteer may be required to transport marked and unmarked patrol units to and from offsite facilities.
- The volunteer may be required to transport and setup the oversize emergency command post, crime scene trailer, and speed radar trailer.
- The volunteer must be aware that this position requires flexibility in assignments and hours.
- The volunteer will wear designated VIPS uniform and VIPS identification while on duty.
- The volunteer will ensure all Camp Verde Marshal's Office vehicles are regularly maintained and ready for routine as well as emergency deployment.
- The volunteer will be required to track and update vehicle maintenance files through data entry into the *Spillman* Fleet Data Base.
- Volunteers must present a professional appearance while conducting business within the Camp Verde community.

Expected Results: Volunteers will provide assistance as needed, projecting a positive image and visibility to the citizens and businesses within the Town of Camp Verde.

Qualifications: This volunteer position requires the following qualifications:

- Basic/intermediate computer skills.
- A general knowledge of Radio Codes and Operations.
- The ability and willingness to use department radios to communicate with dispatch when not present at the office.
- Applicants must possess a valid Arizona driver's license and the ability to tow/maneuver large trailers.
- This position requires successful completion of the Marshal's Office background criminal investigation process.
- Successful completion of specific job training prior to working in the areas of maintenance and operation of official vehicles.
- The volunteer must possess basic automotive/mechanical knowledge as well as the maintenance requirements of a variety of motor vehicle types.
- The volunteer must possess strong customer service skills and the ability to communicate in a positive manner with members of the community.
- Ability to seek out supervisor assistance when appropriate.
- The volunteer must ensure that any information related to the Camp Verde Marshal's Office remains confidential at all times. Failure to adhere to this requirement will result in termination from the VIPS program.
- Volunteer must have the ability to take direction from designated supervisor(s).

I understand and agree to the requirements of this position:

_____ _____

Volunteer Signature Date

_____ _____

Volunteer Coordinator Signature Date

03/2015 VIPS

Volunteers in Police Service

"Serving with Integrity"

Assignment/Duty: Records Management Volunteer

Classification: VIP 1

Supervisor: Records Unit Supervisor

Department: Records

Purpose: This volunteer position is assigned to the Records Department to manage critical files related to the ongoing business of the Camp Verde Marshal's Office (CVMO).

Time Required: Four (4) to eight (8) hours per week, Two (2) to Three (3) days per week

Responsibilities:

- This position requires accurate filing skills.
- Volunteer will ensure all information related to the Marshal's Office remains confidential.
- The volunteer will be required to pay close attention to details for proper Records management.
- The volunteer must be cleared for sensitive data entry, where detailed accuracy is a must.
- The volunteer may be required to interact with the public and in some cases, will be the first line of contact.
- The volunteer will be required to wear the VIPS uniform and VIPS identification while on duty.
- The volunteer will be required to attend VIPS informational volunteer meetings as scheduled.

Expected Results:

- Important Marshal's Office Records' will be filed or destroyed in accordance with assignments as quickly and efficiently as possible.

Qualifications: This volunteer position requires the following qualifications:

- The volunteer must possess basic computer skills.

- Successful completion of the Camp Verde Marshal's Office background criminal investigation process.
- The ability to lift 20 lbs.
- Attend VIPS Orientation
- Successful completion of specified job training prior to working with official files.
- Possession of outstanding customer service skills.
- The ability to seek out supervisor assistance when appropriate.
- The ability to ensure that any information related to the Marshal's Office remains confidential at all times. Failure to adhere to this requirement will result in termination from the VIPS program.
- The ability to pay close attention to detail.
- The ability to file alphabetically and numerically.
- The ability to take direction from designated supervisor.

I understand and agree to the requirements of this position:

_____ _____

Volunteer Signature Date

_____ _____

Volunteer Coordinator Signature Date

3/19/2015 VIPS

Volunteers in Police Service

"Serving with Integrity"

Assignment/Duty: Property/Evidence Volunteer

Classification: VIP 1

Supervisor: Property Custodian

Division: Property/Evidence

Purpose: The purpose of the Property Volunteer position is to provide volunteer support to the department's Property Division as needed and/or assigned. Strict guidelines will be adhered to by volunteers in order to avoid compromising legal proceedings, and to prevent liability risks for the department.

Time Required Two (2) to four (4) hours per week
Volunteers will be prescheduled

Responsibilities:

- Under the supervision of the Property Custodian, volunteers will assist in managing the *Spillman* Property Data Base System.
- The volunteer will not be permitted in the secure Property Room without the direct supervision of the Property Custodian.
- The volunteer may be asked to assist with property inventory, processing, and destruction.
- The volunteer will not handle property or evidence without the direct order of the property custodian. This is to ensure that legal chain of custody is not compromised.
- Volunteers can assist with ACTIVE or INACTIVE paperwork as directed.
- The volunteer is strictly prohibited from handling drugs, weapons, or money the without the direct supervision of the Property Custodian.
- This volunteer may be required to transport evidence to and from the state laboratory.

- The volunteer may be required to handle certain biological or hazardous substances in accordance with current industry and/or legal standards.

Expected Results: Volunteers will be an asset to the Property Unit ensuring that the legal chain of custody is not compromised at any time.

Qualifications: This volunteer position requires the following qualifications:

- Must possess a valid Arizona driver's license
- Successful completion of the Camp Verde Marshal's Office background criminal investigation process.
- Basic/intermediate computer skills.
- Attendance at VIPS Orientation.
- Successful completion of specified job training prior to beginning work.
- Volunteers will attend a Property/Evidence orientation provided by the Property Custodian prior to working in the Property room.
- The volunteer must be able to understand and apply safeguards relating to the handling of bio or hazardous substances and be able to properly utilize the appropriate safety equipment in accordance with current standards.
- Volunteers working within *Spillman* will receive training prior to accessing and working with the system by the SSO or designee.
- Volunteers working with the *Spillman* system will be closely monitored by the property custodian.
- Volunteers working in *Spillman* will provide weekly/monthly reports to the Property Custodian
- Volunteers will wear the VIPS uniform and will display their department ID while working in the capacity as an Evidence Volunteer.
- Volunteers are to ensure that any information related to the Camp Verde Marshal's Office remain confidential at all times. Failure to adhere to this qualification will result in termination from the VIPS program.

I understand and agree to the requirements of this position:

_____ _____

Volunteer Signature Date

_____ _____

Volunteer Coordinator Signature Date

3/2015 VIPS