



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

Dear Applicant,

Thank you for your interest in becoming a Volunteer in Police Service for the Camp Verde Marshal's Office. Please find the listed Steps below that are required for you to become a volunteer. We want you to fully understand what is expected of you and understand the process that is required to become a VIPs.

Upon completing the below steps and being accepted into the program, all volunteers are required to donate a minimum of 16 hours per month to a V.I.P. sanctioned activity.

Again, thank you for your interest in this rewarding adventure.

STEP ONE: Complete and return the VIP Applicant Background Questionnaire. 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 to the VIPs Coordinator.

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 invited to come in for an 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 one hour for this interview. Your fingerprints will also be done at this time.

STEP THREE: If there is continued mutual interest in becoming a Volunteer after this meeting, you will be scheduled for a Polygraph and physical fitness evaluation. You will be given directions, time, and the specific date for your appointments. The polygraph and physical 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. You will be required to complete the Holmes Polygraph Personal History Questionnaire. You must be thorough in your responses and you cannot omit or skip information that is requested. Your questionnaire must be completed, signed and brought with you to the polygraph appointment.

STEP FOUR: You will be officially notified that you have passed all requirements to become a VIPs Volunteer! Next, you will be sent a welcome letter congratulating you on your new endeavor!

Sincerely,

Darby Martin, VIPs Coordinator