



## PAL Program

### VOLUNTEER PROGRAM

Each volunteer will be assigned to the site supervisor who will decide the best age/group for them to work with. It is the site supervisor job to give the volunteer direction and support as well as leadership responsibilities on a daily basis. The volunteer is to **assist** the staff, but most importantly he or she is to serve as a role model for all of the participants. They can be assigned to groups or to individual participants who are selected by the site supervisor. Volunteers can act as a big sister or brother or just a friend to the participants. Hopefully each volunteer will be challenged and have a rewarding experience as they learn what is required to be an effective leader and a positive role model. We would like volunteers to leave the PAL program with leadership skills, confidence and an increased love and understanding of children. The PAL coordinator will let the site supervisor know when a volunteer can start; no volunteer will be allowed at the site otherwise.

### SITE SUPERVISORS RESPONSIBILITIES TO THE VOLUNTEERS

The volunteers need to be given leadership responsibilities within the PAL program. (Lead games, arts & crafts, special events, etc.) The site supervisor may assign the volunteer to a specific participant that may need extra individual attention. It is important that the volunteer deal with this participant in a manner that will help he/she get involved with the other participants. All staff should support their volunteer whenever they are taking a leadership role. The site supervisor is responsible for confronting their volunteer when necessary regarding their attitudes, duties and overall performance during the day.

**\*Please turn in applications by one of the following ways:**

- **Email to [mbutler@greenvillenc.gov](mailto:mbutler@greenvillenc.gov)**  
(You will have to scan in the last page since it requires a signature)
- **Fax to 252-329-4792** (Attn: Megan Butler)
- **Mail/ hand deliver**  
Greenville Police Department (PAL)  
500 South Greene St  
Greenville, NC 27834

**PLEASE CALL/EMAIL SITE SUPERVISOR IF YOU ARE UNABLE TO ATTEND A DAY THAT YOU ARE EXPECTED!!**

# PAL Program

## RULES AND REGULATIONS

1. No alcohol or drugs.
2. No smoking, dipping or chewing tobacco while on the PAL site.
3. No foul language.
4. Never use physical discipline with a participant.
5. When you arrive sign in with the site supervisor. When you leave sign out and let the site supervisor know you are leaving.
6. Dress neatly.
7. The participants should be your **#1 priority** while volunteering. No friends, **phone calls**, or other distractions during your volunteer hours.
8. Visitors are not permitted during the program hours unless authorized by the site supervisor.
9. Staff, volunteers and supervisors must never engage in gossip concerning a participant or a participant's family and no name calling (or nasty nicknames).
10. Report all sickness and accidents to the PAL coordinator. Responsible staff should fill out an accurate Accident Report Form. This should be given to the site supervisor who will keep it on file.
11. **Disposable gloves should be worn at all times when treating accidents involving bodily fluids. (Blood, saliva, etc.)**
12. Never use phrases such as "Shut-Up." It is unacceptable.
13. **Try not to yell**, when getting the attention of the participants. Use the "1-5 Count" or hands up approach. Yelling is sometime offensive to the participants and the participant's parents.
14. Most of all have fun!!

## DRESS CODE

Appropriate attire is a necessary part of the work environment. This shows continuity, identification and professionalism throughout the workplace. It also develops a sense of pride among workers.

1. Plain-colored walking shorts/pants/jeans/sweatpants are allowed. No cut off jean shorts.
2. Shorts should not be more than 3 inches above the knee.
3. Your shirts should be neat and not revealing, remember you are working with kids! No tobacco, beer or other products that could be offensive.
4. No radios/headphones and cell phones may be used while volunteering.
5. Hats, if worn, must be clean, properly worn and be of plain color.
6. Gym shoes or any other closed toe shoe may be worn. **Sandals or flip flop are unacceptable.**
7. You must present a clean, neat appearance: hair, clothes, etc.
8. Anything worn by volunteers, whether it is shorts, tops, pants, or skirts, should be considered professional attire.
9. A clean shirt/sweatshirt must be worn at all times.



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### Greenville Police Department Civilian Volunteer Program Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Employer: \_\_\_\_\_

Driver License Number: \_\_\_\_\_

Circle the days and time of the day you are available:

Monday	Morning, Afternoon, Evening
Tuesday	Morning, Afternoon, Evening
Wednesday	Morning, Afternoon, Evening
Thursday	Morning, Afternoon, Evening
Friday	Morning, Afternoon, Evening
Saturday	Morning, Afternoon, Evening
Sunday	Morning, Afternoon, Evening

How many hours do you wish to volunteer? \_\_\_\_\_

Which class are you volunteering for: Professor's name \_\_\_\_\_

Class name \_\_\_\_\_

Do you have any physical limitations that you wished considered in your volunteer placement? \_\_\_\_\_

\_\_\_\_\_

Discuss previous work experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# PAL Program

Discuss previous volunteer experience: \_\_\_\_\_

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List hobbies, interests and skills: \_\_\_\_\_

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The following are volunteer needs within the Police Department. Circle those areas that interest you:

## **Administrative Duties**

- Data Entry
- Type Reports, File, Answer Phones
- Staff Front Desk
- Investigation Follow-Ups

## **Citizens Patrols**

- COPS
- House Checks
- Traffic Control

## **School Related Activities**

- DARE
- After School Programs

## **Provide Assistance**

- Citizen Police Academy
- Crime Analysts
- PAL (Anyone under the age of 18 must have a letter of recommendation from a school administrator or PAL staff member.)
- Special Events, Parades etc.

## **Other Duties**

- Staff Substations – Mall
- Auxiliary Officers
- Crime Prevention Programs
- Fingerprinting
- Police Chaplains Program
- Check on Home-Bound Seniors

# PAL Program

How did you hear about the volunteer program? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In case of an emergency contact:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Have you ever been arrested? If yes explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List two personal references:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## WAIVER

I, \_\_\_\_\_, hereinafter referred to as volunteer, fully understand that due to the nature of the program, the Greenville Police Department Volunteer Program, there is a chance of physical injury. I agree to release and discharge the City of Greenville, it's officers, employees and agents, from any and all claims, demands, causes of action and suits, or liabilities which might arise from such participation, including acts or omissions constituting negligence. I further agree to the checking of my criminal history and driving history for the purpose of my participation in the Greenville Police Department's Volunteer Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date