



## **Volunteers in Police Service (VIPS) Technical Assistance Program**

### **Program Purpose:**

The VIPS Technical Assistance (TA) Program offers a range of no-cost, site-specific technical assistance to state and local law enforcement agencies, providing them with tools and guidance to develop and maintain successful volunteer programs.

### **What types of technical assistance are available?**

Forms of TA include specialized technical assistance, regional symposia seminars, trainings, and Internet-based technical assistance.

- **Specialized technical assistance** is one component of the VIPS TA Program, tailored to address the specific needs and priorities of individual agencies. This site-specific assistance is delivered to agencies via email, phone, fax, videoconferencing, in person, or any combination thereof.

Areas of focus include:

- Program Infrastructure
- Assessing Agency Needs
- Resource Development
- Recruitment
- Selection and Management
- Training
- Recognition and retention strategies
- Development of specific volunteer programs
- Program Evaluation

Specialized technical assistance is available to state and local law enforcement agencies of all sizes in the United States and its territories.

### ***Who will deliver the specialized technical assistance?***

The VIPS TA program will coordinate responses to specific agency requests for technical assistance drawing from a pool of national, regional, and local practitioners. Every effort will be made to match the needs of the agency with the skills and expertise of the TA provider, focusing on matching the provider and agencies within the same geographic region.

***How does my agency request specialized technical assistance?***

Agencies interested in receiving specialized technical assistance must complete and submit the *Application for Technical Assistance* form. Request an application by:

- Downloading the form from the VIPS website:  
<http://www.policevolunteers.org/resources/>;
- Sending an email to [technicalassistance@policevolunteers.org](mailto:technicalassistance@policevolunteers.org); or
- Calling 1-800-THE-IACP, ext. 826

VIPS staff will respond to requesting agencies within three (3) weeks of receipt of application materials.

**Other Forms of Technical Assistance include:**

- **Regional seminars** designed to introduce VIPS and law enforcement volunteer resources and efforts to law enforcement executives interested in developing a volunteer program.
- **Volunteer Management symposia** designed to provide volunteer coordinators with training and resources specific to the administration of a volunteer program within a law enforcement environment.
- **Training** that will deliver an understanding of both the theories and practices related to developing and sustaining a law enforcement volunteer program.
- **Internet-based technical assistance;**
  - *VIPS Info*, a monthly electronic newsletter.
  - *VIPS to VIPS*, a moderated discussion group that provides a forum for cross-site mentoring, exchanging of ideas, and problem-solving challenges related to law enforcement-volunteer programs.
  - Resource Library, the VIPS Online Resource Library provides sample documents, forms and materials from law enforcement volunteer programs and other sources.

**\*\*\*Please note: The VIPS Program does not guarantee that all requests for technical assistance can/will be accommodated.**



## Volunteers In Police Service (VIPS) Application for Technical Assistance

Please complete all parts of the application in order to provide the IACP's *Volunteers in Police Service (VIPS) Program* with information regarding your agency, community, resources, and current efforts to develop and sustain a law enforcement volunteer program.

Upon receipt of application materials, VIPS staff will respond to agencies within three (3) weeks to determine when and how the technical assistance will be delivered. VIPS staff will contact your agency to discuss the application prior to scheduling technical assistance. **\*\*\*Please note the VIPS Program does not guarantee all requests for technical assistance can/will be accommodated.**

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### Part One: AGENCY INFORMATION

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

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

# of Sworn Officers: \_\_\_\_\_

# of Civilian Employees: \_\_\_\_\_

# of Volunteers (if applicable): \_\_\_\_\_

Population Served: \_\_\_\_\_

Date Program Established (if applicable): \_\_\_\_\_

Is your agency CALEA accredited? (Circle one) YES NO

### Part Two: CONTACT INFORMATION:

Agency Contact/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

### Part Three: AUTHORIZATION SIGNATURE

(Agency CEO signature is required to be considered for the VIPS Technical Assistance Program.) I hereby certify that the statements provided in this application and attachments are true and complete to the best of my knowledge.

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Agency CEO (Please print name and title)

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Signature

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Date:

**Part Four: AGENCY ASSESSMENT**

**Areas of Need:** Please rate each category using a scale of 1 to 5 to indicate the level of assistance that you feel your agency needs. Please add and rate any additional categories in the "Other" section.

- 1 = No assistance needed
  - 2 = Some assistance needed
  - 3 = Moderate assistance needed
  - 4 = High level of assistance needed
  - 5 = Very high level of assistance needed
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**Building Program Infrastructure**

- \_\_\_\_\_ Organizational Acceptance
- \_\_\_\_\_ Developing Policies and Procedures
- \_\_\_\_\_ Liability
- \_\_\_\_\_ Funding

**Volunteer Selection**

- \_\_\_\_\_ Recruiting
- \_\_\_\_\_ Screening
- \_\_\_\_\_ Placement
- \_\_\_\_\_ Staffing/Management

**Training**

- \_\_\_\_\_ Orientations
- \_\_\_\_\_ On-going training opportunities
- \_\_\_\_\_ Citizen Police Academy
- \_\_\_\_\_ Integrating Volunteers with Employees
- \_\_\_\_\_ Use of Equipment

**Recognition**

- \_\_\_\_\_ Funding
- \_\_\_\_\_ Ideas

**Retention**

- \_\_\_\_\_ Motivating Volunteers
- \_\_\_\_\_ Meaningful Volunteer Assignments

**Assessment**

- \_\_\_\_\_ Collecting Data
- \_\_\_\_\_ Demonstrating Monetary Value
- \_\_\_\_\_ Individual Volunteer Evaluations

**Building Partnerships**

- \_\_\_\_\_ Non-profit volunteer organizations
- \_\_\_\_\_ Business Community
- \_\_\_\_\_ Senior Citizen Community
- \_\_\_\_\_ Citizen Police Academy Alumni Associations

**Volunteer Activities**

- \_\_\_\_\_ Citizen Patrols
- \_\_\_\_\_ Administrative Support
- \_\_\_\_\_ Community Outreach
- \_\_\_\_\_ Neighborhood Watch
- \_\_\_\_\_ Internships
- \_\_\_\_\_ Explorers

**Other**

- \_\_\_\_\_ Volunteer Disciplinary Action
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Please list agency's top three (3) priorities.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

