Reno Police Department
"Your Police, Our Community"

Corey Solferino
Chief of Police

Dear SAVE Candidate,

Thank you for your interest in our Senior Auxiliary Volunteer Effort (SAVE). The SAVE Program is an important part of our effort to provide excellent service to the Reno Community. Volunteers now perform many tasks previously assigned only to paid police personnel. Some of these tasks include enforcing handicapped parking violations, posting notices on abandoned vehicles, documenting graffiti locations, providing visible patrol in shopping malls, school and park areas. This collaboration allows paid personnel to concentrate on proactive enforcement and other crime prevention matters.

SAVE members are provided with a uniform, badge and other necessary equipment to perform a variety of tasks upon successful completion of a training period. You may work under the direction of Police Officers and experienced SAVE members depending on your assignment at the time. Your personal safety is paramount and as such, you will always be paired up with a partner and instructed to avoid confrontational situations.

You will be expected to work four 4-hour shifts and attend one 1-hour training session per month. As a member of SAVE, you must be able to communicate via email and cell phone. You'll always select your own work schedule, including shift hours and days. Patrol shift hours are 7:00am to 11:00am and 12:00pm to 4:00pm, Monday - Friday. Your extended travel plans, personal and health needs will, of course, take priority over SAVE assignments.

You can expect interesting new challenges in your role as a SAVE member and you'll become a valuable asset to our organization. Additionally, you'll have the opportunity to meet new friends who may have similar interests as yours. You'll also be providing an important service to your community as well.

We'll contact you once we've received and reviewed your application. Interviews are held at the Reno Police Department, located at 911 Kuenzli Street. If you have any questions regarding your application process, feel free to contact our SAVE office at the phone number or email address shown below. And, for more information about SAVE, please visit our website at tinyurl.com/rpdsave.

Respectfully,

Chairman
Senior Auxiliary Volunteer Effort
Reno Police Department

Reno Police Department
Senior Auxiliary Volunteer Effort (SAVE)
Personal History Statement Instructions

Instructions to the Applicant:

The information you provide in the Personal History Statement will be used to assist in determining your suitability for membership in the SAVE Program. Your statement will be reviewed by SAVE Executive Board Members and a records check will be completed by the Reno Police Department.

The contents of this packet will be considered **confidential** and will be used only for background investigative purposes.

There is one exception to the confidentiality of your background investigation. Should it be discovered that you are currently involved in criminal activity, or have committed an undiscovered felony, the law enforcement agency having jurisdiction WILL BE NOTIFIED.

Any negative factor in your background will be evaluated in terms of the circumstances surrounding its occurrence, and consideration will be given regarding its relevance to this position.

All statements are subject to verification and your signature is required on pages 1 and 3 of this application.

Upon completing this application packet (pages 1, 2 and 3), you can return it to us via Email (take a clear photo of each page with your phone), via US Mail, or drop it off at the Reno Police Department (SAVE Office), 911 Kuenzli Street. You will be contacted at a later date once all the submitted documents have been reviewed.

Additional questions may be referred to the SAVE office at (775) 348-6925. Please leave a message and a SAVE member will return your call.

I have read and completely understand the above information and agree to this process.

_____ _____

Applicant Signature Date

_____

Printed Name

Reno Police Department
Senior Auxiliary Volunteer Effort
Personal History Statement/Application
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1. Name: (please print in ink): _____ _____ _____
   Last First Middle
2. List other names you have used or been known by.
   Include maiden, married, adopted, and nicknames: _____
3. Date of Birth: _____/_____/_____ Age: _____ Height:_____ Sex: _____ Place of Birth:_____
   M/F City/State
4. Today's Date: _____/_____/_____ Ethnicity: _____ (Disclosure is voluntary)
5. Operation of a motor vehicle will be part of the position for which you have applied. An investigation of your driving history will be made through a records check. Please supply the following information:

   _____ _____ _____ _____
   Driver's License Number | Driver's License Expiration | State | Name as Printed on License
6. Home Address: _____ _____ _____ _____
   Street City State Zip
7. List your mailing address **if different** from above:

   Mailing Address: _____ _____ _____ _____
   Street City State Zip
8. How can we contact you: Home phone: _____ Cell phone: _____

   Email Address: _____
9. List place(s) of residence, if different than above, for the past ten (10) years, including address, city and State:

   _____
10. List places of employment for past ten (10) years (Attach additional sheets if necessary):

    _____
11. List any identifying marks, i.e. tattoos, scars, etc.:

    _____
12. Have you ever been arrested/convicted of a crime? [ ] Yes [ ] No
    If yes, please provide details on a separate sheet of paper, even if you were not convicted.
13. Have you ever been convicted on a charge of domestic violence? [ ] Yes [ ] No
14. Do you have a Concealed Weapons Permit? [ ] Yes [ ] No
15. Do you have Military or Law Enforcement service? [ ] Yes [ ] No If yes, Branch: _____

    Type of Discharge: _____ Retired from Military? [ ] Yes [ ] No
16. How did you find out about SAVE? _____

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Senior Auxiliary Volunteer Effort
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AUTHORIZATION TO RELEASE INFORMATION

As a candidate for security clearance with the Reno Police Department, I am required to furnish information for use in determining my qualifications and suitability. I realize that the Reno Police Department will not release the information provided to them to any person, including myself. However, information may be released to another law enforcement agency pursuant to NRS 239B, Disclosure of Person Information to Government Agencies. The information submitted to these agencies is confidential and will be used only for investigating my suitability for participation in the programs previously identified.

Toward this end, I authorize release of any and all information that you may have concerning me, including information of a confidential or privileged nature. I hereby authorize all of my previous employers, physicians, and professionals who may have treated me, friends, acquaintances, credit reporting services, public agencies and all others to furnish to the Reno Police Department and all information they may have concerning me.

I hereby release you, your organization, or others from liability or damage, which may result from furnishing the information requested. I further authorize that a photocopy of this form shall be for all intents and purposes as valid as the original. I authorize you to retain a copy of this form for your files.

CERTIFICATION AND PENALTY

I hereby declare that all statements and information provided to the Reno Police Department in the Personal history statement as well as any other statements and information provided for my pre-employment (volunteer) background investigation or any other phase of my security clearance screening, are true and complete to the best of my knowledge and belief. I understand that any misstatement of material fact, willful omission of the material fact, or willful deception will be cause for disqualification and rejection as a candidate for security clearance without appeal. I further understand that these aforementioned misstatements, omissions, or deceptions are also grounds for termination after the security clearance, without notice and without any right of appeal.

SECURITY CLEARANCE INVESTIGATION DISCOVERY WAIVER

As a candidate to the Reno Police Department, I recognize that an employing law enforcement agency has a legal as well as moral obligation to take every reasonable effort to ensure that persons provided security clearance by them as police officers or in other positions conform to the highest standards.

Therefore, I release and hold harmless the Reno Police Department, and their officers, agents, or assigns, now and in the future, from any claim or damages in law of equity on behalf of myself, my heirs and assigns, for their refusal to make available any organization(s) which may have supplied information in the course of this investigation, as well as the substance of the information supplied.

I hereby, waive my right, now and in the future, to examine, review and otherwise discover the contents of this investigation and all related documents thereto.

I hereby grant permission to the Police Department to conduct an inquiry into my background to determine my suitability for appointments.

Dated this _____day of _____, 20_____

Date of Birth: _____ Social Security Number: _____

_____ _____
Signature of person waiving rights Name Printed

_____ _____
Signature of person who witnesses the above signature Name Printed