

VISTO OFFICE HOURS:
M-F 8AM-5PM
PHONE: (323) 940-3773

Los Angeles County Probation Department

VOLUNTEERS IN SERVICE TO OTHERS

(Please Read Carefully)

Instructions for completing the VISTO application:

- Please be sure to complete all fields on the VISTO application.
- Your application will be considered incomplete if it does not contain one or more of the following items.
 1. Social Security number
 2. Driver's License/California Identification number
 3. 1 x1 **color** photo (copies will not be accepted)
 4. Program location and/or name.
- Applications that do not contain original signatures will not be processed (facsimile will not be accepted).
- Badges will be sent to the location that you specify on the application in the program location field. It must be a Probation Area office, camp or juvenile hall.
- Please be advised that the entire application process may take up to 4-6 weeks to be complete.
- Applicants must attend a VISTO orientation prior to service.

Minimum Requirements:

- Applicants must be at least 21 years or older to volunteer in the juvenile camps/halls and at least 18 years old for field offices.

***Note:** Please be assured that any applications considered incomplete will be returned to the applicant (**no exceptions**).

LOS ANGELES COUNTY PROBATION DEPARTMENT VOLUNTEER ENROLLMENT-BACKGROUND CHECK

PLEASE PRINT

Date: _____

Name: _____

Address: _____
(Street) (Apt. No.) (City) (Zip)

Home Phone: (____) - _____ Work Phone: (____) - _____

Social Security# _____ CDL/CAL ID# _____

SEX	ETHNICITY	DATE OR BIRTH / /	HEIGHT	WEIGHT	HAIR COLOR	EYE COLOR

Referred by: _____

Education (Grade level completed): _____

School Presently Attending: _____ Internship

Special training, skills or major area of study: _____

Language(s) other than English: _____

Prefer working with:(circle one) Adults Juveniles Both

Days Available: (Please circle) Sun Mon Tues Wed Thurs Fri Sat

Occupation: _____ Employer: _____

EMERGENCY INFORMATION

Are you on any medication we should be aware of in case of an Emergency? _____

Emergency Contact: _____ Relationship _____

Address: _____
(Street) (Apt. No.) (City) (Zip)

Phone: (____) - _____

Signature _____ Date: _____

For Office Use Only

I.D. Issued: Yes ___ No ___ Date of Issue: _____ Issued By: _____

Date Cleared: _____ Disqualified TERMINATION DATE _____



PAUL HIGA
Chief Probation Officer

**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**
9150 EAST IMPERIAL HIGHWAY, DOWNEY, CALIFORNIA 90242
(562) 940-2513



VOLUNTEER ELEGIBILITY CHECKLIST

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 1. Do you have any felony convictions within the past ten (10) years? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you been convicted for use/possession or admitted to use/possession of any controlled substance within the past five (5) years? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you have any convictions with elements of violence (assault, battery, mayhem, etc.) within the past five (5) years? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you have any convictions relating to the discharge of weapons within the past five (5) years? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you have any convictions relating to the use of weapons? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you have any convictions/admissions for falsification of public records, including employment records? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever been convicted for crimes against property within the past two (2) years? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you ever been convicted for any sex offenses? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Have you ever been convicted for crimes against children? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 10. Are you presently on probation, formal or informal, or diversion? (Must be off probation at least one (1) year before completion of this application) | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Do you have more than five (5) vehicle code citations/moving violations, convictions, or at fault accidents in the past five (5) years? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Have you ever been convicted of driving under the influence (DUI)? (No more than one (1) in the past five (5) years) | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Do you have any failures to appear in the past five (5) years? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Have you ever been convicted for any hit and run accidents in the last five (5) years? | <input type="checkbox"/> | <input type="checkbox"/> |

If you have answered "Yes" to any of the above questions, you are not eligible to Volunteer with VISTO at this time.



COUNTY OF LOS ANGELES PROBATION DEPARTMENT

9150 EAST IMPERIAL HIGHWAY, DOWNEY, CALIFORNIA 90242
(562) 940-2513

PAUL HIGA
Chief Probation Officer

CONFIDENTIALITY OF CORI INFORMATION

Criminal Offender Record Information (CORI) is information that is recorded as a result of an arrest, detention or other initiation of criminal proceedings including any consequent proceedings related thereto. As a volunteer of the Probation Department, during the legitimate course of your duties, you may have access to CORI relative to persons referred for probation services. The Probation Department has a policy of protecting the confidentiality of Criminal Offender Record Information.

Copies of longhand drafts of court reports, official case notes and miscellaneous case data are confidential probation records. These documents should be retained in the case file and are not to be removed or copied outside your normal required duties. You are required to protect these confidential records against disclosure to all individuals who do not have a right-to-know or need-to-know the information.

The use of any information in probation files or the use of any information to make non-probationary contact with probationers or their relatives, which has not been expressly approved by the Probation Department, is considered to be a breach of confidentiality, inappropriate, and unauthorized. Any volunteer engaging in such activities is in violation of the Probation Department's confidentiality policy and will be subject to appropriate disciplinary action and/or criminal action pursuant to Section 11142 of the Penal Code.

Signature

Name (Print)

Volunteer
Classification

Date

V.I.S.T.O.

Volunteers In Service To Others

Guideline For Volunteering

Probation Camps and Juvenile Halls operate with a number of rules and regulations in order to maintain safety and security for both minors and staff.

It is important that volunteers are aware of these rules so that they do not interfere with institutional security, and possibly put themselves, or others at risk.

The following are basic guidelines, but may vary from location to location.

I. Contraband

Contraband is anything that is not allowed inside an institution for security reasons, such as:

- a) Personal items in red or blue. Since certain colors signify gang affiliation, it is best if you bring only white or clear colored items. (Examples: toothbrush, toothpaste, comb, and deodorant)
- b) Cigarettes, matches/lighters, or drugs.
- c) Candy or sodas with sugar and caffeine.
- d) Ink pens, and unless authorized, pencils.
- e) Any personal care items that contain glass parts such as, roll-on deodorants.
- f) Magazines, such as Low Rider, that may have gang connotations and inappropriate material.
- g) Never give money to probationers.
- h) Personal cell phones.

II. Dress Code

Volunteers are not allowed to:

- a) Dress in any way other than in a business-like manner.
- b) Wear short pants or skirts.
- c) Wear sleeveless or low-cut blouses.
- d) Wear excessive jewelry.
- e) Wear any clothing with any inappropriate logos, including any related to alcohol or drugs.
- f) Wear clothing considered gang style.

Note: Any volunteers not dressed according to the above specifications may be sent home.

Valuables

All volunteers must secure purses, backpacks and other valuables before entering the institution, although there is no place inside to secure such items and are therefore better left outside the institution.

Note: Personal items such as backpacks and purses are subject to security check upon entering a Institution without prior notice.

Personal information

For your own safety, volunteers are not to reveal any personal information about yourselves to probationers. This includes, but is not limited to: telephone number, address, work, school, or home, or the neighborhood in which they are located, and the kind of car you drive, etc.

Personal Favors for Minors

Volunteers are not to agree to mail letters, make phone calls, or communicate messages to other units within the institution such communication must be monitored by staff.

III. Confidentiality

A) Verbal Information

Conversations with minors are to remain confidential except in the following instances:

- a) The minor discusses committing suicide.
- b) The minor talks about going AWOL.
- c) Information is given that could threaten institutional security, such as planned disturbances, gang riots, or harm to staff.
- d) A minor reveals that child abuse has occurred or is currently occurring in the home. It is required by law that child abuse is reported.

The above information must be reported by staff. Even if there is doubt as to the legitimacy of the information, it is best to be safe and report it.

B) Written Information

- a) Files may not be removed from a Probation facility. Contents of Probation files may not be copied and taken home, be used as part of a school assignment or for any other personal use.
- b) If a volunteer comes in contact with information regarding a person they know, they must notify their supervisor and refrain from handling that case.
- c) Volunteers who are given access to computer files must not use this information for purposes outside of the facility. Computers may not be used to access records

By signing below you have read and agree with the above guidelines for volunteering.

Signature

Date