



*ACCREDITED LAW ENFORCEMENT AGENCY*

**COUNTY OF ALBEMARLE  
Police Department**

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Charlottesville, Virginia 22902  
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## Volunteer Opportunity in Police Service (VIPS)

Volunteer support is needed to fill the position of Volunteer Coordinator of the Albemarle County Police Department's VIPS Program. Applicants for this position will be required to pass a background investigation and successfully complete a personal interview process. The duties of the position are listed below and are expected to require approximately 20 hours a week.

### **Volunteer Coordinator Duties and Responsibilities:**

- Assist the VIPS Administrator manage the recruitment, assignment and administration processes associated with the Albemarle County Police Department's (ACPD) VIPS Program.
- Assist Division Commanders and other police supervisors to document their needs for volunteer support.
- Make initial contact with citizens seeking to volunteer with the VIPS Program. Conduct preliminary interviews with potential volunteers to ascertain the skills and experience of each applicant and to determine the applicant's interest and suitability for VIPS volunteer work.
- Participate, with the VIPS Administrator, in the formal interview of applicants. This interview includes providing a detailed explanation of the ACPD VIPS program, relative general orders, duties and responsibilities of VIPS volunteers.
- Obtain signed release forms authorizing the department access to credit information, law enforcement records, and a general release for other pertinent personal information. Forward the complete applicant file to the responsible party to conduct the official background check.
- Upon completion of the background check, compile the VIPS applicant file; forward the file to the TPDU Lieutenant for approval. Upon approval, schedule the volunteer candidate to interview with the officer that would be the volunteer's supervisor. Upon successful completion of this interview, the candidate will enter the ACPD VIPS Program.
- Assist volunteers in obtaining the appropriate police identification and, if requested by VIPS's supervisor, access to department computers and email accounts.

-Update and maintain VIPS database containing personal contact information and other required data. Update and maintain recruitment, participation and performance records for all active VIPS.

-Monitor the monthly time reports, provided by the VIPS, to ascertain the number of hours volunteered. Contact individuals who performed no volunteer work for long periods of time to determine their desire to continue in the VIPS Program.

-Provide VIPS Opportunity Emails to all VIPS throughout the year on various temporary assignments to support police officials.

-Design and coordinate an annual VIPS Awards Ceremony; providing the Administrative Assistant to the Colonel the required information for VIPS to receive the Albemarle County Police Service Awards for hours completed, as well as obtain the award certificates for the President's Volunteer Service and Call to Service Awards.

For further information, contact Lt. Mike Wagner 434-972-4023