



APPLICATION
VIRGINIA BEACH POLICE DEPARTMENT
VOLUNTEER POLICE CHAPLAIN PROGRAM



READ ALL INSTRUCTIONS CAREFULLY

1. The City of Virginia Beach and the Virginia Beach Police Department does not discriminate on the basis of race, color, sex, religion, national origin, genetics, disability, age, pregnancy and childbirth, and military status. The City also prohibits all forms of discrimination based on sexual orientation and gender identity.
2. The Virginia Beach Chaplain Program is comprised of people from various faith backgrounds to serve all members of our community. In accordance with City of Virginia Beach Policies of inclusion, our program is primarily a Ministry of Presence. Chaplains provide care and solace to Police Officers, their families, and the community we serve.
3. We encourage interested parties to contact Captain Theresa Orr at (757) 385-4997, TOrr@vbgov.com for additional information about the program and training.
4. Please completely fill out the required forms. Incomplete applications will delay the process. You are welcome to attach additional information, but the minimum documents are the Application, the Release of Information and the PD150V Criminal History Record Request. Submit your application to:

Virginia Beach Police Volunteer Coordinator
Office of the Deputy Chief of Operations
2509 Princess Anne Road, Bldg. 11
Virginia Beach, Virginia 23456
Attn: Police Chaplain Liaison

CHECKLIST	
The following documents are required for a completed package.	
<input type="checkbox"/>	Police Chaplain Program Application
<input type="checkbox"/>	Signed Release of Information
<input type="checkbox"/>	PD-150V Criminal Record Information Request
You may also attach the below, but it is not required.	
<input type="checkbox"/>	Resume with cover letter of interest
<input type="checkbox"/>	Letters of reference from clergy, employer, friend, etc.
<input type="checkbox"/>	Documentation of applicable Professional Licensure ie Pastoral Counselors, Licensed Clinical Social Workers, etc
<input type="checkbox"/>	Documentation of Ordination, licensure, commissioning or appointment documentation

5. Omissions or falsification of information submitted may result in rejection of your application.
6. This application will be used to conduct your background investigation. Employers, relatives, neighbors, and other associates may be interviewed in this process. The final investigation report will be used by the Virginia Beach Police Department Chaplain Selection Committee and the Chief of Police or his/her designee to assist in the evaluation of candidate suitability for Police Chaplain.
7. Past criminal involvement will not necessarily disqualify a candidate. Neither will negative employment or negative financial history. Such issues are required to be disclosed and will be reviewed on a case-by-case basis and extenuating circumstances will be taken into consideration.
8. Questions can be directed to Chaplain Liaison, Captain Theresa Orr, at (757) 385-4997, or at TOrr@vbgov.com, or the Police Chaplain Email at vbpdchaplain@vbgov.com.



**PERSONAL HISTORY QUESTIONNAIRE
VIRGINIA BEACH POLICE DEPARTMENT
VOLUNTEER POLICE CHAPLAIN PROGRAM**



Legal Full Name: _____

Other Names Used: _____ Date of Birth: ____ / ____ / ____

Address: _____
 (Street, Apt #) (City) (State) (Zip)

Telephone Numbers: _____
 (Home) (Work) (Cell)

E-Mail Address: _____

Religious Affiliation: _____
 _____ Phone: _____
 (Church/Temple)

Congregation Address: _____
 (Street) (City) (State) (Zip)

Name of Religious Leader: _____ Phone: _____

As volunteers with the Program, Chaplains may be in the position to drive City cars. Should you be selected for the Chaplain Program and wish to be permitted to operate City cars, you will be required to complete a driver safety course. Not having a license does not disqualify you from the program.

ARREST RECORD INFORMATION			
Have you ever been charged or arrested for any criminal offense (as a juvenile and/or an adult)?			
Date	City & State	Charge(s)	Disposition
Use this area if additional space is needed to explain the above information:			

MISCELLANEOUS BACKGROUND INFORMATION
Chaplains must be able to be certified through the Virginia State Police Criminal Justice Information Services (CJIS) course, which requires US Citizenship or lawful residency for 10 years. Are you a US Citizen?

REFERENCES

Provide a minimum of three references other than relatives. A member of your religious group and a current employment supervisor are preferred. A Background Investigator may contact them to verify information you have provided.

Name	Street Address	City	State	Zip Code	Phone # w/area code

Have you illegally possessed marijuana or a derivative **within the last 12 months**; anabolic steroids within the last 3 years; heroin, cocaine, or other narcotic, or any hallucinogenic drugs (LSD, PCP, etc.) **within the last 10 years**?

Yes No If yes, explain below.

OTHER INFORMATION

Furnish any additional information you feel will be of value in assessing your qualifications to become a Volunteer Police Chaplain with the Virginia Beach Police Department. Include information you feel will explain or clarify information you provided in your application. **Note: The field will expand as you begin typing.**

READ CAREFULLY BEFORE SIGNING

I hereby swear and affirm that all answers are complete, true, and accurately recorded in this and all other documents submitted in consideration of my application for Virginia Beach Police Chaplain. I understand that providing false, misleading, and/or incomplete information is grounds for exclusion from the selection process, or discharge if discovered after appointment.

Signature: _____

Date: _____