Date of request _______________  Unit/Squad: Patrol - Detectives - Records – CSO  
(Circle One)

Contact Person: ___________________________ Phone: ___________________________

Brief description of the work to be performed: (Give both the goal of the job and examples of activities to be performed.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Qualifications sought: (Include both skills and attributes needed to perform the work and any items that might disqualify an applicant.)

________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________

Number of volunteers requested for project: ______ Operation plan filed? Yes/No

Work area: _______________ Timeframe: On-going or short-term  
(Circle one)

Equipment needed: _____________________________________________________________

Hours preferred: ______ to _______ Flexible to availability of volunteer? Yes/No

Needed: (Include shift, days of week, and hours) _____________________________________

Upon availability: Yes/No Specific date: (Include month/day) _________________________

Proposed start date: ___________ Estimated end date: ___________

Who will supervise the volunteer(s) assigned to your Project? ________________________

Please return this completed form to Lt. Brent Gainer for review and assignment.