



COUNTY of LOS ANGELES  
PROBATION DEPARTMENT

9150 East Imperial Highway, Downey, CA 90242  
"VOLUNTEERS IN SERVICE TO OTHERS"

## VISTO PROGRAM APPLICATION

**WELCOME** on behalf of Chief Probation Officer Jerry E. Powers and the County of Los Angeles Probation Department. Volunteers are valued by the Department as partners in our work to rebuild the lives of youth and their families. Probation youth are entrusted to us by the County of Los Angeles Superior Court and their care and support is governed by federal and state laws and regulations. As a volunteer, you will undergo a unique application process to ensure compliance and safety. Your cooperation to complete the process is appreciated, as it protects both our children and our volunteers. Please follow the instruction below to begin our work together.

### VOLUNTEER PROGRAM APPLICATION INSTRUCTION

#### PLEASE READ CAREFULLY

Volunteers must be 21 years of age when serving in a juvenile institution or a residential camp. Volunteer service in a field office has an 18 years of age requirement. You must be a citizen of the USA or possess a valid USA Work Permit. Applicants with outstanding warrants are disallowed. There are four stages in the application procedure that must be successfully completed before you begin your service.

#### **1 Application Completion**

Only the application available on the website is accepted:  
<http://probation.lacounty.gov/jobs.asp>  
Print legibly in black ink completing all fields and affix signature. **Only original documents with original signatures can be processed.**

**Traditional Volunteer Groups:** Applications should be submitted to your group program manager. **Non-Affiliated Individuals:** Contact the **Community Relations Office at 562-940-3695** to locate a Volunteer Information Session scheduled in your area. You will be placed with a program that meets your interest and skill.

#### **2 Fingerprint & Photo Session**

Upon receipt of your application, a fingerprinting appointment will be scheduled for you to begin your processing. **You must bring a valid photo identification with you to your appointment i.e., driver license, State-issued identification card, passport or work permit.** This service is provided free of charge by the Department Human Resources Office and must be completed at Probation Headquarters located at 9150 E. Imperial Highway in Downey, CA 90242.

#### **3 Background Investigation**

Following fingerprinting, your background is reviewed by the Department's Professional Standards Division who grants **clearance for volunteers to serve with oversight provided by probation personnel.**

You will be notified that you have been cleared to work when your program manager calls to set up a mandatory orientation session.

Denial of clearance decisions are final and are not subject to appeal.

#### **4 Volunteer Orientation**

**A Volunteer Orientation Session is mandatory subsequent to your clearance.** During the orientation you will be informed of pertinent rules and regulations governing contact with youth and their families, complete legal forms and agreements and have an opportunity to make inquiry and receive clarification regarding the terms and conditions of your role as a volunteer.

At the conclusion of the orientation, you will be presented your official Probation Department ID Card.

**CONTACT US** [VISTO@probation.lacounty.gov](mailto:VISTO@probation.lacounty.gov)

GENERAL INQUIRY: Call 562 940 3695  
FAITH-BASED COMMUNITY ORGANIZATIONS: Call 562 940 2532  
OPERATION READ: Call 562 940 3773  
COLLEGE INTERN PROGRAM: Call 562 658 1803



## "VOLUNTEERS IN SERVICE TO OTHERS" VISTO PROGRAM APPLICATION ELIGIBILITY CHECKLIST

1. Have you, as a juvenile or adult, **ever** a) been detained by law enforcement; b) been arrested including cases dismissed, fined, convicted, imprisoned; c) been placed on probation, had a suspended sentence; or d) forfeited bail in connection with any offense (misdemeanor or felony) in any criminal, civil or military court of law? *Include any current investigations or pending charges.*    No    Yes:

**IF YES—provide the following information for each offense. Use a separate sheet if needed.**

Age <small>(at time of action)</small>	Date	Police Department or Court	Charge	Disposition

2. Have you been convicted for use/possession or admitted to use/possession of any controlled substance within the past 5 years?..... No    Yes
3. Do you have any convictions with elements of violence (assault, battery, mayhem, etc.) within the last 5 years?.... No    Yes
4. Do you have any convictions relating to the discharge of weapons?..... No    Yes
5. Do you have any convictions relating to the possession of any weapon(s)?..... No    Yes
6. Do you have any convictions or admissions of theft?..... No    Yes
7. Do you have any convictions or admissions for falsification of public records, including employment records?..... No    Yes
8. Have you ever been convicted for crimes against property within the last 2 years?..... No    Yes
9. Have you ever been convicted for any sex offense?..... No    Yes
10. Have you ever been convicted for crimes against children?..... No    Yes
11. Are you presently on probation, formal or informal, or diversion? (Probation must be terminated 1 year before completion of this application.)..... No    Yes
12. Do you have more than 5 vehicle code citations/moving violations, convictions, or at-fault accidents in the last 5 years?..... No    Yes
13. Have you been convicted of driving under the influence (DUI) in the last 5 years?..... No    Yes
14. Do you have any outstanding failures to appear?..... No    Yes
15. Have you been convicted for any hit and run accident in the last 5 years?..... No    Yes
16. Have you ever forfeited bail in connection with any offense (except traffic tickets involving faulty equipment, parking, hand or traffic signals or speeding) in any criminal, civil or military court of law (including any convictions that were dismissed and all current investigation or pending charges?..... No    Yes
17. Do you have any outstanding vehicle violations that have been referred to collections?..... No    Yes

**INCOMPLETE APPLICATIONS CANNOT BE PROCESSED**

**I hereby certify that all statements made in connection with this application for volunteer work are true and complete.** I understand that any false statement(s) of material facts or omissions may subject me to disqualification or dismissal. I hereby authorize the County of Los Angeles Probation Department to obtain a record of my criminal convictions from the California Department of Justice or any other agency that maintains records of criminal convictions.

\_\_\_\_\_  
 PRINT Name

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 DATE