

Bergen County Sheriff's Office



Senior Greeter Volunteer Program Application

Name: _____

Senior Greeter Volunteer Rules

Senior Greeter's shall be required to learn and obey the following rules. Violating these rules shall be subject to disciplinary action and/or dismissal.

Parking

Senior Greeter parking is available only in the large parking garage behind one County Plaza. You will be issued a parking pass for entry to the parking garage. Senior Greeters should refrain from parking in reserved spaces.

Entrance

During assigned hours of work, seniors must use the front entrance of the Justice Center. The Sheriff's Office is located on the second floor of this building.

Punctuality and Attendance

Seniors are required to punctually report for work and assigned duties. All Senior Greeters are to report to Sheriff's Office, 2nd Floor, Community Outreach Unit, O John Calabrese, daily to sign in and out of the sign in book. If you believe you may be arriving late, contact your immediate supervisor in a timely manner.

Appearance

Seniors shall maintain a neat, well-groomed appearance, with attire that is appropriate for and acceptable for the conditions of their work environment. Jeans, t-shirts, sweats, or warm-ups are prohibited; only casual business attire is to be worn. Bergen County Sheriff's Greeter vest MUST be worn at all times. Supervisors may allow some casual attire during certain situations. General appearance shall be in compliance with the standards of a Sheriff's Officer.

Conduct

Seniors shall not engage in unbecoming conduct which tends to bring discredit on the Bergen County Sheriff's Office.

Courtesy

Senior Greeters shall not use profane or intentionally insulting or degrading language or actions toward any other member of the Department or the Justice Center, or to any citizen. Senior Greeters shall be courteous and tactful in the performance of their duties and shall promptly respond to all reasonable requests for assistance. Senior Greeters shall refer to sworn staff members by their appropriate rank and last name.

Confidentiality

Senior Greeters shall treat the official business of the Department and the Justice Center as confidential and shall disseminate information regarding departmental business or operations only as permitted by supervisory staff.

Chain of Command

At no time should a Senior Greeter request a meeting with the command staff. If any problems should arise all senior greeters should speak directly to their immediate supervisor.

Identification

Identification issued thru the Bergen County Sheriff's Office must be worn during your work assignment hours.

Assignments

Court Street: 2 senior greeters

Hudson Street: 2 senior greeters

In the event there are more than 2 senior volunteer greeters at these assignments the remaining greeters will be assigned as rovers throughout the Bergen County Justice Center.

Signature: _____ **Date:** _____

BERGEN COUNTY SHERIFF'S OFFICE
SENIOR GREETERS PROGRAM APPLICATION

**INSERT
PHOTO
HERE**

**Please Provide a Current
Headshot Photo
2 ½ X 2 ½**



Office of the Bergen County Sheriff
Bergen County Justice Center
Hackensack, N.J. 07601
(201) 646-2200
www.bcsd.us

Last Name: _____ First Name: _____

Address: _____ Apartment/Floor: _____

City: _____ State: _____ Zip: _____

D.O.B.: _____ Social Security Number: _____

Telephone Number: _____ E-Mail Address: _____

Driver's License Number: _____ State: _____

Emergency Contact Person: _____

Relationship: _____ Phone Number: _____

Have you ever served in the military?

YES or **NO**

If yes please give details:

Have you ever been convicted of a crime that has been expunged by the court?

YES or **NO**

If yes, give details of each conviction and disposition below. A conviction will not necessarily preclude you from consideration unless such conviction(s) relate adversely to the position sought:

Present Employer: _____

Employer's Address: _____

Job Title: _____ Telephone Number: _____

How long have you been employed there? _____

If you are not currently employed, please list your previous employer(s):

Please list the days and hours you are available to work:

Days:

Hours:

Please list two references:

Name: _____ Address: _____

Phone #: _____ Relationship to you: _____

Name: _____ Address: _____

Phone#: _____ Relationship to you: _____

I, the undersigned hereby:

- Understand that as a condition of volunteering a criminal background check will be done. Please be advised that volunteering is contingent upon a clean background check.
- Understand that all information requested will be confidential and that an investigation into my background will be necessary.
- Understand and agree to abide by all regulations and confidentiality.
- Acknowledge that, to the best of my ability, all the information on this form is true.

Applicant Signature: _____ **Date:** _____

NEW JERSEY STATE POLICE-STATE BUREAU OF IDENTIFICATION

REQUEST FOR CRIMINAL HISTORY AND DMV RECORD INFORMATION

PURPOSE OF REQUEST: VOLUNTEER GREETER

PLEASE CONDUCT A NAME SEARCH FOR THE FOLLOWING INDIVIDUAL:

NAME: _____ SSN# _____

DOB: _____ SEX: _____ RACE: _____

I HEREBY AUTHORIZE A CRIMINAL BACKGROUND SEARCH FOR THE PURPOSES OF VOLUNTEERING AS A GREETER.

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY: DO NOT FILL OUT BELOW THIS BOX

RECORDS REQUESTED:

- PRIOR COURT HISTORY
- DETAIL HISTORY
- III/FBI & ALL OTHER STATES
- ACES/FACTS

NEW JERSEY DMV REQUEST
(*Please also attach a copy of license to application)

Driver's License # _____

OPERATOR: _____
DATE: _____
_____ No match found

AUTHORIZED PERSON MAKING REQUEST:

Name

Signature

Date

<p>Please mail completed form and current photo to: Bergen County Sheriff's Office Community Outreach Unit 10 Main Street Hackensack, NJ 07601</p>
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