

EL PASO COUNTY SEARCH AND RESCUE PROSPECTIVE MEMBER APPLICATION



Dear EPCSAR Applicant,

Thank you for your interest in El Paso County Search and Rescue. EPCSAR is a non-profit 501(c)(3) corporation dedicated to saving lives through mountain rescue and safety education.

EPCSAR is made up entirely of professionals who volunteer their time and energy to serve their community and people in need. The team's greatest resource is its members, and we are always looking for dedicated people who will help us to fulfill our mission.

The process for becoming a new member of the team begins with the attached application forms. Please carefully follow the instructions on the next page while completing the forms. Submit the forms to the address shown on the instruction page. Be aware that because we serve the public in a position of trust and due to the sensitivity of information with which the applicant may work, it is a requirement of EPCSAR and the El Paso County Sheriff's Office to perform a background check, a criminal history check, and personal reference checks on each applicant.

If you have any questions or need assistance, please contact us using the information below. Thank you again for your interest in the team.

Alyssa Karpa (Recruiting Committee Chair) El Paso County Search and Rescue 3950 Interpark Drive Colorado Springs, CO 80907 Email: membership@epcsar.org

Hayley Suppes (Volunteer Program Coordinator) El Paso County Sheriff's Office 27 East Vermijo Avenue Colorado Springs, CO 80903 Phone: 719-520-7216





Rev: 14 Sep 2023

Application Instructions and Checklist

- 1. Verify that you meet the following requirements:
 - a. Information provided by the applicant verbally or in written form must be complete, accurate, and truthful.
 - b. Applicant must be 21 years of age or older.
 - c. Applicant must have no felony convictions.
 - d. Applicant must have no misdemeanor convictions in the past three years.
 - e. Applicant must be off any type of probation or parole for three years.
 - f. Applicant must not have had any arrests in the last three years.
 - g. Applicant must not have been incarcerated or held in a detention facility in the last three years.
 - h. Applicant must report any criminal record, CCIC/NCIC, or CBI, regardless of how long ago it occurred
 - Applicant must submit to a background check, a criminal history check, and personal reference check.
- 2. If you are a current or past member of a SAR team, fire department, public safety, or other rescue service, please provide a letter of recommendation or service from the organization in which you served
- 3. Fill out ALL forms completely and accurately. Incomplete applications will not be considered.
- 4. Please type or print legibly. There are five forms:
 - a. Volunteer Profile Application (Sheriff's Office)
 - b. Release of Information Agreement (Sheriff's Office; must be notarized)
 - c. Confidentiality Agreement (Sheriff's Office)
 - d. EPCSAR Membership Application (EPCSAR)
 - e. EPCSAR Personal Inquiry Waiver (EPCSAR; must be notarized)
- 5. Sign all forms where indicated. Signatures on the Sheriff's Office Release of Information Agreement and the EPCSAR Personal Inquiry Waiver must be notarized.
- 6. Attach a copy of the FRONT and BACK of your valid Driver's license or other photo identification if you do not have a Driver's license.
- 7. Attach a copy of any other information you would like considered with your application (Examples: resume, certifications, recommendations, etc.).
- 8. Contact the EPCSAR representative noted on the cover letter if you have any questions, concerns, or need assistance.
- 9. Mail or drop off the completed forms listed above, as well as any attachments, before October 1 to:

El Paso County Sheriff's Office Volunteer Coordinator 27 East Vermijo Avenue Colorado Springs, CO 80903

Thank you for applying to El Paso County Search and Rescue.





Rev: 27 Jul 2023

Personal Inquiry Waiver

Full Name:			
Social Security Number:			
Home Address:			
Driver's License Number:	State Issued:	Date of Birth:	Sex:
I fully understand that EI Paso County applicants who are being considered to, an investigation of military, police	for membership. This inv	estigation may include,	=
I hereby authorize any person who is release any information to El Paso Co including but not limited to military, proposideration of my application.	ounty Search and Rescue p	ertaining to the backgr	ound investigation
I further agree to release and hold ha Officers, Agents and Employees from disclosure of such information to EI P and Rescue in consideration of my ap	any and all liability of clai aso County Search and Re	ms which I may have ar	rising out of the
This authorization for the release of in hereof. Any release of claim or liabilit			
A photocopy reproduction of this sign original. You may retain this form in y		intents and purposes a	as valid as the
Applicant's Signature		Date	_
Subscribed and sworn to before me t	his day of	20	_
My commission expires S	signature of Notary Public		







El Paso County Sheriff's Office



Dear Volunteer Applicant,

Thank you for inquiring about the volunteer opportunities with the El Paso County Sheriff's Office. It is with discretion that I make every attempt to match the applicant's skills and interests with available volunteer positions within this office. Due to the sensitivity of the information with which the applicant will be working, it is a procedural requirement of the Sheriff's Office to perform background, criminal history, and personal reference checks on the suitability of all new volunteers.

Attached you will find the General Volunteer Application, Release of Information Agreement and Confidentiality Agreement. Your signature on the Release of Information Agreement must be witnessed by a Notary Public prior to submitting your paperwork for processing. complete the forms and return them to me at 27 East Vermijo Avenue, Colorado Springs, CO 80903. Due to the necessary background and reference checks, please allow 4-6 week for processing.

If you have any questions or need further information, please feel free to call me at (719) 520-7216. Again, thank you for your interest in the El Paso County Sheriff's Office Volunteer Program.

Sincerely,

Hayley Suppes

Hayley Suppes

Volunteer Program Coordinator

/lt

Minimum Requirements Attachment:

Application Check List

General Volunteer Application

Release of Information Confidentiality Agreement





El Paso County Sheriff's Office Minimum Requirements for Volunteers

- 1. Must be honest on the El Paso County Sheriff's Office Student Intern Application.
- 2. Must be at least 18 years of age, 21 for some positions.
- 3. Must have **no** felony convictions.
- 4. Must have no misdemeanor convictions in the last 3 years.
- 5. Must be off any type of probation or parole for 3 years.
- 6. Must not have had any arrests in the last 3 years.
- 7. Must not have been incarcerated **or** held in a detention facility for 3 years.
- 8. Must not have a close relative incarcerated at one of the El Paso County Detention Facilities
- 9. All interns will have a CCIC/NCIC background checks performed.
- 10. Truth verification examinations must be passed when required for any position that has access to inmate records, employee information, or if volunteer supervisor deems appropriate.
- 11. Reference checks (minimum of 2).
- 12. Interview with Volunteer Coordinator or Volunteer Supervisor.



Volunteer Application Check List

Before submitting the Volunteer Application, please make sure all these items have been completed.

- ❖ Be honest on your application! *An arrest does not automatically prohibit acceptance into the Student Intern Program.*
- Complete all areas applicable to you.
- * Release of Information Agreement
 - Sign in the presence of a Notary.
- ❖ Attach a copy of the FRONT and BACK of your valid **Driver's License** (or other photo identification if you do not have a valid Driver's License).
- Questions, please contact the Volunteer Program Coordinator at 719-520-7216.
- ❖ Email, mail or deliver completed Student Intern application packet to:

El Paso County Sheriff's Office Volunteer Program Coordinator 27 East Vermijo Avenue Colorado Springs, Colorado 80903

Thank you for your interest in the El Paso County Sheriff's Office Volunteer Program!



VOLUNTEER PROFILE APPLICATIONPlease print clearly and complete all applicable areas.



Language	ServicesAdmin	<u>X</u> Other <u>Reintegra</u>	Wildland FirePatrol Cha tion & RecoveryProperty Custo	odian Assistant
NAME: Last		First	Middle Initial	<u> </u>
	ames you have bee		I state reasons:	
ADDRESS:				
St	reet	City	Zip	
HOME PHONE:		WORK PHONE:	CELL:	
E-MAIL ADDRE	ESS:			
DATE OF BIRTI	H:	PLACE OI	F BIRTH:	
SOCIAL SECUR	AITY NUMBER:_	C	Country of Citizenship:	
DO YOU POSSE	ESS A CURRENT	VALID DRIVER'S LIG	CENSE?Yes	No
DRIVER'S LICE	NSE NUMBER &	z STATE OF ISSUE:		
SEX:	RACE	HEIGHT:	WEIGHT:	
1	EYE COLOR: _	HAIF	R COLOR:	_
	PERSON TO	CONTACT IN CASE	E OF AN EMERGENCY	
NAME				
Last		First	Middle Initial	
ADDRESS:				
St	reet	City	Zip	
Home Phone	Work I	Phone Cell P	Phone Relati	ionship

Attach a copy of the FRONT and BACK of your valid Driver's License (or other photo identification if you do not have a valid Driver's License)

REFERENCES: LIST TWO <u>PERSONAL</u> REFERENCES <u>DO NOT INCLUDE RELATIVES</u>

1Name			Relationship	
ranic			Relationship	
Address	City	Zip	Home/Work Phone 1	Number
2.				
Name			Relationship	
Address	City	Zip	Home/Work Phone I	Number
EDUCATION				
High School (Circle las	st year completed)	6 7 8	3 9 10 11 12 Diploma College: 1 2 3 4	or GED
Name/Location of High	n School Attended			
Name/Location of Colle	ege Attended			
Degrees or Special Cou	rses of Training _			
Foreign Languages (sp	eak, read, write) F	Please spe	cify	
Describe your hobbies,	interests, and skill	s		
EMPLOYMENT:				
Current Employer:				
Address:Street			City	Zip
Employment Contact: _			Phone:	
Current responsibilities	: :			

VOLUNTEERISM:

List previous or present volunteer experie	ence:		
List the volunteer position(s) you are inte El Paso County Sheriff's Office:			
Are you in anyway related to or associate	d with anyone who i Yes		Paso County?
If yes, please name the person(s) and exp	lain your relationship	o:	
Have you ever used marijuana? marijuana?			
Have you ever used any illegal drugs? used and when was the last time you used	Yes I the drugs?	No If yes, v	what drug(s) have you
Are you interested in doing volunteer wor Facilities?			Paso County Detention
If yes, indicate which organization you w	ish to represent:		
Are you requesting access to any certain i	inmate(s) confined to		Detention Facility?
If yes, for what purpose			
Have you had any previous experience w	orking with inmates?	Yes	No
Where and when?			
Do you have any medical or physical limposition you are seeking to fill?	itations that might ne	ecessitate special acc No	ommodations for the
If yes, please explain:			
Upon a mutually agreeable volunteer assi Office for one of the following timeframe			
When are you available to begin voluntee	ering?		
Number of hours per week	Days available	Time of day	ý

NOTE: AN ARREST DOES NOT AUTOMATICALLY PROHIBIT VOLUNTEER ACCEPTANCE INTO A VOLUNTEER POSITION. (Please review Minimum Requirements)

ARREST INFORMATION

			party", or convicted of a felony or traffic violations, not DUIs).
_	Yes	No If yes, cor	mplete the following:
	or Parole?		
•	ncarcerated in a correctiony name and location:		y?
2. Date and length o	f incarceration:		
3. Date of release an	d current status:		
(The successful comp		YesNo on examination is a	KAMINATION? qualification to work in certain areas



El Paso County Sheriff's Office RELEASE OF INFORMATION AGREEMENT



STATE OF	_
COUNTY OF	

TO WHOM IT MAY CONCERN: Please carefully read this authorization to release information about you, then sign and date it in ink.

This release will be utilized and provided to third-party agencies in order to conduct a background investigation pursuant to your request for employment. Please be advised that this release will be in effect for two years from the date signed.

I hereby authorize any Deputy Sheriff or other authorized representative of El Paso County Sheriff's Office bearing this release, or a copy of it, within **two** years of its date, to obtain copies of any information in your files concerning me, or information pertaining to my employment.

I consent to your release of **any and all public and private information** that you may have concerning me, including but not limited to documents concerning my work record, my background and reputation, my military service records, my financial and credit records, my criminal history record, including any arrest records, any information contained in any investigatory files, performance evaluations, complaints or grievances filed by or against me, the records or recollections of attorneys at law or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, all medical, physical, and mental records or reports, including all information of a confidential or privileged nature and photocopies of the same, education, academic achievement, attendance, athletics, personal history, background investigations, polygraph examination, any and all internal affairs investigations and disciplinary action, **including any files which are deemed to be confidential, and/or sealed.**

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records or your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of this agency regardless of any agreement I have made with you previously on the contrary.

I respectfully request and authorize you to furnish the El Paso County Sheriff's Office any and all information that you may have concerning me. This information is to be used to assist the Office in determining my qualifications and fitness for the position I am seeking with the El Paso County Sheriff's Office. This release is executed with the full knowledge and understanding that the information is for official use of the El Paso County Sheriff's Office.

Consent is granted for the El Paso County Sheriff's Office (EPSO) to furnish the information described above and subsequently provided to EPSO to third parties in the course of fulfilling its official responsibilities. I further understand that I waive my right or opportunity to read or review any information provided in the background investigation report prepared by the El Paso County Sheriff's Office.

I understand that I have the right to receive a copy of this authorization and acknowledge that I have received a copy.

NOTE: A PHOTOCOPY REPRODUCTION OF THIS SIGNED REQUEST SHALL BE FOR ALL INTENTS AND PURPOSES AS VALID AS THE ORIGINAL. YOU MAY RETAIN THIS FORM FOR YOUR FILES.

PRINT NAME

APPLICANTS SIGNATURE

DATE

Subscribed and sworn before me this _____ day of _____ 20___.

My commission expires: _____

NOTARY SIGNATURE

CONFIDENTIALITY AGREEMENT

I. Parties

	This Agreement is between the El Paso County Sheriff's Office (EPSO) and	
(Volunte	per).	

II. Recitals

The parties to this Agreement enter into it with the following understanding:

- EPSO is a criminal justice agency with all commensurate responsibility that the term entails.
- b. Being an authorized volunteer with EPSO is a valuable circumstance to both Volunteer and EPSO.
- c. Volunteer is an authorized volunteer with EPSO. Such a status carries with it responsibility. Volunteer has passed a background check as a part of the process of becoming an authorized volunteer. As an authorized volunteer, Volunteer acknowledges that he or she is subject to EPSO chain of command. Authorized volunteers also may handle confidential information in the course of their service to EPSO.
- d. "Confidential Information" is a term with vast meaning that cannot be fully defined within the scope of this Agreement. The scope of this term is defined by Colorado and federal law. "Confidential Information" includes, but is not limited to, information concerning law enforcement investigations in progress. Such law enforcement investigations do not necessarily have to be those of EPSO; they can be investigations of other agencies, as well. Confidential Information also includes, but is not limited to, social security numbers, driver's license numbers, other information that can be used to facilitate identity theft if it fell into the wrong hands, child abuse records, sexual assault records, and other information required to be held confidential by federal and Colorado law. "Work product," as the term is defined by Colorado law, and matters pertinent to criminal and civil litigation are also Confidential Information. EPSO is within its discretion to withhold certain Confidential Information from public disclosure, per C.RS. § 24-72-305(5). EPSO is commanded by law to withhold other types of Confidential Information. Command-level sworn officers of EPSO make the determination as to whether any information is Confidential Information. When in doubt, the confidentiality of any information is assumed until a command-level officer makes a decision on the issue.

With the above understanding, and for the valuable consideration expressed within this Agreement, the parties agree to the following:

III. Agreement

- 1. <u>Confidential Information</u>. Volunteer has received or will receive from EPSO certain information relating to the business and operations of EPSO. Such information is referred to herein as "Confidential Information". Subject to the terms and limitations of this Agreement, all Confidential Information is acknowledged to be confidential, proprietary, and protected by EPSO and federal and/or state law.
- 2. No disclosure without consent of EPSO. Volunteer will use every reasonable effort to keep Confidential Information secret and confidential. Confidential Information will not be disclosed to third parties or used for Volunteer's purposes not related to service with EPSO without the express approval of a command-level, sworn EPSO officer. Such disclosures or uses shall include, but not be limited to, disclosure to the media and publication in books, magazines, periodicals, or any other form of information distributed to the public, whether the medium be print, film, video, electronic media, or otherwise. This clause shall not be interpreted to apply to disclosures to criminal justice agencies in the normal course of EPSO business.
- 3. Exceptions. Notwithstanding the foregoing, any information that meets any of the following criteria shall not be deemed to be Confidential Information.
 - a. Any information that EPSO has already released to—and that has been published by—the media, except as
 otherwise stated in this Agreement.
- 4. <u>Re-classification</u>. Nothing in this Agreement shall be interpreted as preventing EPSO from re-classifying information as Confidential Information that had originally been de-classified.
- Return of materials. Upon request by EPSO, Volunteer shall return all materials provided to Volunteer by or on behalf of EPSO and any notes, documents, copies, or other materials prepared by Volunteer with respect to such Confidential Information.

IV. Liquidated remedies.

6. <u>Termination</u>. The remedy available to EPSO upon Volunteer's breach of this agreement shall be the termination of Volunteer's service with EPSO, at EPSO's discretion.

V. Jurisdiction, venue, and applicable law.

- 7. <u>Jurisdiction</u>, venue, applicable law, and negation of non-judicial remedy. The law governing this agreement shall be the laws of the State of Colorado. The parties agree that jurisdiction of any dispute that may arise hereunder shall lie in the appropriate District or County Court of El Paso County, Colorado. Any provision of this Agreement, whether or not incorporated herein by reference, which provides for arbitration by any extra-judicial body or person or which is otherwise in conflict with said laws, rules, and regulations shall be considered null and void. Nothing contained in any provision incorporated herein by referencing which purports to negate this or any other special provision in whole or in part shall be valid or enforceable or available in any action at law whether by way of complaint, defense, or otherwise. Any provision rendered null and void by the operation of this provision shall not invalidate the remainder of this Agreement to the extent that this agreement is capable of execution.
- 8. Governmental immunity. The parties here to understand and agree that the liability of El Paso County, and the El Paso County Sheriff's Office, and their departments, offices agencies, boards, commissions, officials, and employees are controlled and limited by the provisions of C.R.S. § 24-10-101 et seq. Any provision of this Agreement, whether or not incorporated herein by reference, shall be controlled, limited, and otherwise modified so as to limit any liability of the County or the Sheriff's Office to the above-cited laws.

VI. Other terms.

- 9. No guarantee of continued service. Nothing in this agreement shall be construed as a right to, or a guarantee of, Volunteer's continued service as an authorized volunteer of EPSO. EPSO reserves the right to modify or terminate Volunteer's status at any time, for any reason, or for no reason at all. Any remedies available under this contract shall survive such termination.
- 10. <u>Headings</u>. The headings used in this agreement are merely for convenience. They shall not be used to in any manner to interpret this agreement.
- 11. Severability. To the extent that this Agreement may be executed and performance of the obligations of the parties may be accomplished within the intent of this Agreement, the terms of this Agreement are severable. Should any term or provision of this Agreement be declared invalid or become inoperative for any reason, such invalidity or failure shall not affect the validity of any other term or provision, to the extent that this Agreement remains capable of execution. The waiver of any breach of a term hereof shall not be construed as a waiver of any other term or the same term upon subsequent breach.
- 12. <u>Rights of third parties</u>. This Agreement is not and shall not be deemed to confer upon or grant to any third party any right to claim damages or to bring any type of proceeding against either Volunteer, the El Paso County Sheriff's Office, or El Paso County because of any breach hereof or because of any terms, covenants, agreements or conditions contained herein.
- 13. Entire understanding. This Agreement contains the entire understanding between the parties, and no modification, amendment, novation, or other alteration to this Agreement shall be valid or of any force or effect unless mutually agreed to by the parties in writing as an addendum to this Agreement. At the time of the execution of this Agreement, there are no other terms, conditions, requirements or obligations affecting this Agreement which are not specifically set forth herein.

For VOLUNTEER:	For EPSO:
Signature	Signature
	Printed name
Printed name, address, and telephone number	Rank and area of assignment
Date	Date



EL PASO COUNTY SEARCH AND RESCUEPROSPECTIVE MEMBER APPLICATION



Have you read through the FAQ and Membership pages on our website?	☐ Yes	
Are you aware and have you discussed the physical, financial, psychological, and time demands of participation on a SAR team with your significant other, family, and employer?	□ Yes	1
Please describe any current or previous volunteer experience.		
The Candidate Member training program will run from February 5 to May 1. Classes are held weekly on Monday and Wednesday evening and Saturday morning. Will you be able to attend all classes?	☐ Yes	
Please explain any conflicts you might have with the training schedule.		
On an annual basis, all members are required to attend a minimum of: 50% field trainings, 50% classroom trainings, and 20% missions. We average 170 missions per year and train four times per month. This requirement begins upon completion of the candidate member training. The average member spends over 35 hours per month on SAR activities. Will you be able to meet this time commitment?	☐ Yes	
Members must purchase and maintain required personal equipment. If purchased new, gear costs can be substantial. Are you willing and able to acquire the necessary personal equipment?	☐ Yes	□ 1
If not or you are uncertain, please explain:		

8.	Please describe any life events that you anticipate in the next six to twelve months (next) which could interfere with training and participation:	ew job, r 	new
9.	We expect a minimum three-year commitment on the team. Will you be able to commit to this?	☐ Yes	□ No
10.	Please describe your experience leading or working within a team.		
11.	Do you have any medical certifications, technical skills, or hobbies that would benefit (hiking, climbing, outdoor experience, EMT/Paramedic, IT, mechanic, fundraising, UA		
12.	Are you a current or past member of a SAR team, fire department, or another rescue service? Is so, please describe and provide time frame of service:	□ Yes	□ No
13.	Please describe your fitness routine.		
14.	As an EPCSAR member, you are not allowed to use illegal drugs or legal marijuana under any circumstances. Do you understand this and can you abide by this requirement?	□ Yes	□ No

15.		cipation in EPCSAR training, missions, and events can be physically and emotion feel that you could effectively function in the following situations:	ally taxing	g. Do
	a.	Perform strenuous activity in the field while carrying 35+ lbs in steep and hazardous terrain for periods of six to twelve hours?	□ Yes	□ No
	b.	Assisting individuals, including children, in distress who may have significant physical injuries and/or are very emotionally distraught, combative, or deceased?	□ Yes	□ No
	C.	Function in very stressful, fast moving, complex situations requiring strong multitasking, communication, and interpersonal skills?	□ Yes	□ No
	d.	All of the above, simultaneously?	☐ Yes	□ No
		If you answered NO to questions a through d, please explain:		
	e.	Do you have a fear of heights that would prevent you from rappelling or working next to a cliff face while tied into a safety line?	☐ Yes	□ No
	f.	Have you ever personally encountered problems hiking above treeline, such as feeling the effects of altitude?	☐ Yes	□ No
	g.	Do you have any concerns that could possibly affect you in a remote wilderness environment for up to twelve hours?	☐ Yes	□ No
		If you answered YES to questions e through g, please explain:		
16.	Is the	ere anything else you would like us to consider?		