

**BEXAR COUNTY SHERIFF'S OFFICE  
"SHERIFF'S CITIZENS ACADEMY"**



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**SHERIFF'S CITIZENS ACADEMY  
CHAIN OF COMMAND**

**Javier Salazar  
Sheriff**

**Don Tijerina  
Chief Deputy**

**Ronald D. Bennett  
Assistant Chief Deputy  
Law Enforcement Bureau**

**James Serrato  
Assistant Chief Deputy  
Chief of Staff**

**Bobby Hogeland  
Assistant Chief Deputy  
Adult Detention Bureau**

**Roy Fletcher  
Deputy Chief Patrol Division**

**Tom Roach  
Captain Patrol Division**

**Elizabeth Gonzalez  
Sergeant Patrol Division Community Services Unit  
Supervisor**

**Inocencio Badillo  
Deputy Sheriff Patrol Division Community Services Unit  
Coordinator**

**Manuel Marquez  
Deputy Sheriff Patrol Division Community Services Unit  
Coordinator**

# BEXAR COUNTY SHERIFF'S OFFICE

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Dear Applicant:

Thank you for your interest in joining the Bexar County Sheriff's Office Citizens Sheriff's Academy.

This application packet contains all the necessary documents you will need to begin the process of joining the Citizens Sheriff's Academy. Please complete and sign all of the following paperwork and return it to the Citizens Sheriff's Academy office. You will receive confirmation once we have received your application. Please keep in mind that due to the sensitive and confidential nature of law enforcement work, the process is thorough, and can take two to three weeks to complete.

Applications can be turned in via:

**Postal Service or in person:**

Bexar County Sheriff's Office  
c/o: Citizens Academy  
200 N. Comal  
San Antonio, Texas 78207

Bexar County Sheriff's Office  
Citizens Academy Office  
1450 Gillette Blvd.  
San Antonio, Texas 78224

**Email:**

[sheriffscitizenacademy@bexar.org](mailto:sheriffscitizenacademy@bexar.org)

**FAX:**

210-335-6488

The following is a checklist of all materials required to successfully complete an application. If at any time you have questions, please do not hesitate to contact us.

Application Paperwork Checklist
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- Completed Citizens Sheriff's Academy Application
- Release and Waiver
- Personal Information
- Clearance Check and ID Request form
- Copy of Driver's License or Government ID

Please note:

- Applicants must be **21** years or older to apply. Applicants may also be disqualified, after review, at the discretion of the Sheriff's Citizens Academy Coordinator(s).
- There is **NO** appeal process for disqualification from the Citizens Sheriff's Academy Application Program.

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Please print legibly or type

*If you have any questions, please contact us. The Bexar County Sheriff's Office appreciates your interest in Service, and salutes your spirit of volunteerism! Applications take 2-4 weeks to be processed. Incomplete applications will not be processed.*

### PERSONAL INFORMATION

Full Name (First, Middle, Last):

\_\_\_\_\_

Are you over 21?

Are you a US Citizen?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Yes: \_\_\_\_\_ No: \_\_\_\_\_

(If you are not a citizen, please provide us with a copy of your work Visa.)

Home Address:

City:

Zip Code:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number:

Alternate Phone #:

\_\_\_\_\_

\_\_\_\_\_

Email Address (required):

\_\_\_\_\_

Previous Addresses (last 5 years)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

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Personal References

*Family members or employers may not be used as references.  
Please make sure contact information is accurate.*

Name:	Phone Number:	Email:	Relationship:
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**Current Employment**

Most recent employer:	Occupation:	Employment Dates:	
_____	_____	_____	
Contact Name:	Title:	Phone:	Email:
_____	_____	_____	_____

**Employment for the past seven (4) years:**

*Attach a separate sheet if necessary. Please make sure information is accurate.*

Company Name:	Contact Phone:	Supervisor:	Contact Email:	Dates Employed:
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

**Education Background**

Highest level of education completed:		
School:	Year:	Course of Study/ Degree:
_____		

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**Applicant Profile**

Why do you want to participate?

What skills and qualifications can you bring?

Do you have a License to Carry Handgun Permit? Yes \_\_\_\_\_ No \_\_\_\_\_

It is the policy of this Sheriff's Citizens Academy that no weapons will be allowed during any Sheriff's Office activity.

Have you been convicted of a Misdemeanor or a Felony Offense? Yes \_\_\_\_\_ No \_\_\_\_\_, If yes what offense?

Are you fluent in any foreign languages? Yes \_\_\_\_ No \_\_\_\_

If yes, which? \_\_\_\_\_

If yes, would you be interested in assisting with translation? Yes \_\_\_\_ No \_\_\_\_

**Availability**

Would you be interested in our Volunteer Corps (V-Corps) Program? Some volunteers come in several times a week, and some come in a few times a year. Please tell us what kind of time commitment you are looking for. Yes \_\_\_\_\_ No \_\_\_\_\_

By signing, I do hereby certify that all information contained in this application is correct and accurate to the best of my knowledge. If accepted, I understand I may be privy to confidential information and promise to respect and maintain that confidentiality.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed name:** \_\_\_\_\_

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### RELEASE AND WAIVER OF LIABILITY FOR CITIZENS ACADEMY CADETS & VOLUNTEERS

The purpose of this waiver is to establish an understanding between the Bexar County Sheriff's Office, the Bexar County Sheriff's Office Community Services Unit, Citizens Academy Applicants, and volunteers regarding liability issues.

I voluntarily request to attend the Bexar County Sheriff's Citizens Academy. I certify that I am in good mental and physical condition and I understand the inherent risks associated with student training and acting as a volunteer participant, including the risk of physical injury or death. I understand that these risks may include, but are not limited to, slips and falls; physical activity and exertion; muscle and ligament strains, pulls, and tears; contusions, broken bones, strains, sprains, bruises, concussions; heart-related illnesses (abnormal heart events, abnormalities of blood pressure or cardiac arrest, stroke), shortness of breath, faintness, nausea, dizziness and death; assault and battery; and cuts and punctures from debris, glass, nails, hypodermic needles, wire, rocks, concrete, cans, and other sharp objects. I further understand that I risk aggravating any preexisting physical condition I may have in the performance of these services.

I understand that while being a Citizens Sheriff's Academy Student or volunteer, services will be at the direction of the Bexar County Sheriff, the Sheriff's Administration, Supervisory Personnel, Program/ Unit Coordinators, Sworn Officers and sheriff's employees, I am nevertheless not an employee of the Bexar County Sheriff's Office and County of Bexar within the meaning of the Texas Workers' Compensation Act at the time of my performance of these volunteer services. I acknowledge that the volunteering of time and/or services does not constitute employment for purposes of the Texas Workers' Compensation Act and I further acknowledge that I am not entitled to benefits of said Act. I further understand that I am a volunteer and that no employee/employer or master/servant relationship is created between myself and the County of Bexar or the Bexar County Sheriff's Office and that I will receive no compensation of any kind for my participation as a volunteer and that there is no promise of paid employment of future paid employment. There is no employment contract or other contracts either verbal or written of hire between me and the County of Bexar, and/ or Bexar County Sheriff's Office.

In consideration of the Bexar County Sheriff's Office allowing me to participate as a student or a volunteer, I agree not to sue and forever release, waive, and discharge the County of Bexar, Bexar County Sheriff's Office, and its respective employees, agents, representatives, officers, directors, and any associated or sponsoring agencies and entities (hereinafter referred collectively as "Releases") from any and all liability to me or my personal representatives, assigns, heirs, children, dependents, spouse, and relatives from any and all claims, causes of action, losses, judgments, liens, costs, demands, or damages that are caused by or arise from any injury (including death) to me or my property related to my volunteer services. I assume all risks associated with my participation as a Citizens Academy student or volunteer. I understand that the performance of all these volunteer services may be hazardous, and I specifically waive any liability for injuries that may result from the negligence or carelessness of fellow volunteers, Bexar County Sheriff's Officers, other Sheriff's employees, or the public.

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I understand that the County of Bexar or the Bexar County Sheriff's Office shall not be responsible for loss or theft of personal property, or damage to personal property directly or indirectly caused by the County of Bexar, the Bexar County Sheriff's Office, its employees, Volunteer Program, Law Enforcement Officers, other volunteers, or the public.

I understand that my participation as a volunteer in these activities is purely and solely voluntary and that I am not an employee, contractor, or representative of the County of Bexar, Bexar County Sheriff's Office. I further acknowledge that I am not, and will not function as, a Peace Officer or Reserve Peace Officer (unless assigned as a Reserve Peace Officer after meeting all required certifications under the guidelines of TECOLE), of any level, or a firefighter, emergency medical technician, or civil defense worker. By virtue of my volunteer status, I shall have no powers or abilities greater than those of a private citizen to enforce the laws of the State of Texas.

As further consideration for my being allowed to participate as a student or volunteer, the undersigned agrees, jointly and severally, to defend, indemnify, and hold harmless the Releases from and against any and all liabilities, claims, liens, actions, causes of action, costs or expenses of any nature whatsoever (including, without limitation, interest, penalties, reasonable attorney's fees and disbursements) arising from any damage, loss or injury (including death) to the Releases while participating as a student or volunteer regardless of the cause or causes of such damage, loss, or injury (including death).

I hereby acknowledge that I have carefully read this Release and Waiver of Liability and that I fully understand its contents, I am over the age of 18 years old, and I am signing this Release and Waiver of Liability voluntarily and intend for it to be legally binding.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address/ City/ State/ Zip Code

\_\_\_\_\_  
Phone number/ Email address

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date Signed

Sworn and subscribed by this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
Notary Public in and for Bexar County, Texas

\_\_\_\_\_  
My Commission Expires



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### CERTIFICATION, AUTHORIZATION, & WAIVER REGARDING BACKGROUND INVESTIGATION

#### Certification

I certify that all statements in my application, resume, and any other document I have submitted for a position of Citizens Sheriff's Academy Student and/or Volunteer with the Bexar County Sheriff's Office are true, complete and correct to the best of my knowledge and belief. I further certify that all oral statements I have made or caused to be made to any representatives of the Bexar County Sheriff's Office are true, complete and correct to the best of my knowledge and belief. I understand and agree that ALL statements may be investigated.

I understand that any falsification or omission of information discovered at any time during the selection process or during subsequent volunteering, may bar me from consideration for a position of volunteering or, if I have been selected, cause my dismissal from the Bexar County Sheriff's Office Citizens Academy and/or Volunteer Program.

#### Authorization

I hereby authorize the Bexar County Sheriff's Office and its designee, during the application process or during the course of any subsequent Citizens Sheriff's Academy or volunteering with the Bexar County Sheriff's Office, to obtain information from any source as to my education, experience, qualifications, driving record, criminal history, or any other aspect of my background, as such information relates to the position for which I am being considered, or in which I may be volunteering already. In order to facilitate a search for information, I hereby confirm the following:

Full Legal Name First, Middle, Last (Print)

\_\_\_\_\_

Other name (s) used \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Please list any other current driver's license from another state.

License # \_\_\_\_\_ State: \_\_\_\_\_

#### Waiver

I release and waive any claim or cause of action against any person responding to any inquiries authorized herein, and against the Bexar County Sheriff's Office or its designee in making such inquiries.

A photocopy or fax of this certification, authorization, and waiver shall be as valid as the original and may be used in its stead.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**CLEARANCE CHECK AND ID REQUEST**

Last Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Suffix: (Sr., Jr., II, III, etc.) \_\_\_\_\_

Date of Birth: (MM/DD/YYYY) \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Gender: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Glasses        Yes \_\_\_ No \_\_\_        Contact lenses    Yes \_\_\_ No \_\_\_

Mustache      Yes \_\_\_ No \_\_\_        Beard            Yes \_\_\_ No \_\_\_

*ID/Sheriff's Office Personnel only. Please provide Badge Number when action completed.*

Badge Number	Action
_____	Criminal History
_____	Clearance (NCIC & TCIC
_____	Motor Vehicle Clearance
_____	Records check (for BCSO & SID #'s)
_____	Assigned SID#
_____	Assigned Photo#
_____	Computer Entry
_____	Print & Index

Name: \_\_\_\_\_ Badge #: \_\_\_\_\_ Date completed: \_\_\_\_\_

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### STATEMENT OF POLICY RELATED TO FIREARMS AND WEAPONS

It is the policy of the Bexar County Sheriff's Office Community Services Unit to maintain an environment that is safe for all persons, including the Deputy Sheriff's, civilian personnel, and community. To achieve these objectives, the Bexar County Sheriff's Office Community Services Unit is committed to a strong stand against firearms and weapons on the Bexar County Sheriff's Office property, during all related Community Services Unit activities to include "Ride along" and off property related activities.

It is the Bexar County Sheriff's Office Community Services Unit policy to maintain a firearms and weapons free work place and prohibit the possession of firearms and weapons regardless of any license or permit that an individual may have which would otherwise authorize the individual to carry firearms or weapons. The Bexar County Sheriff's Office Community Services Unit will strictly enforce this policy.

### DEFINITIONS

- (a) Firearm: A weapon, a pistol or rifle, whether loaded or unloaded, capable of firing a projectile and using an explosive as a propellant.
- (b) Weapons: An instrument of attack or defense.
- (c) Office: All permanent facilities, all mobile facilities, all leased facilities, and any facility designated as an office by the Bexar County Sheriff's Office.
- (d) Parking lot: Although the parking lots of the Bexar County Sheriff's Offices are considered public parking, it is recommended that Firearms and Weapons not be left inside the vehicle. Any items left unattended within the vehicle are not the responsibility of the Bexar County Sheriff's Office.
- (e) Bexar County Sheriff's Office vehicle: All Bexar County Sheriff's Office-owned vehicles, all Bexar County Sheriff's Office -leased vehicles, all Bexar County Sheriff's Office -rental vehicles.
- (f) Bexar County Sheriff's Office Community Services Unit sponsored events to include but not limited to: Cellular On Patrol Programs, Ride A Long Programs, Bexar County Sheriff's Explorer Program, Magic of Christmas, Family Assistance, Neighbors On Watch, and Sheriff's Citizens Academy .
- (g) Search: To examine in order to find something concealed.
- (h) Sites: Any and all locations where the Bexar County Sheriff's Office Community Services Unit conducts business.

### SIGNS

- (a) At each entrance to offices, parking lots, and project sites, a sign shall be posted in a location that is conspicuous to all who could enter an office, parking lot, or project site.
- (b) Signs shall have wording or pictogram that prohibits firearms and weapons. Signs shall be of the quality that they will not fade due to the elements.

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REVISION DATE: July 13, 2017

### COMMUNICATION OF POLICY

(a) Each volunteer of the Bexar County Sheriff's Office Community Services Unit shall receive a copy of this policy and shall sign a copy of the acknowledgment. Volunteers who were admitted into the Bexar County Sheriff's Office Community Services Unit Programs before the effective date of this policy shall also receive a copy of this policy and shall sign a copy of the acknowledgment. A copy of the signed acknowledgment shall be maintained in each volunteer's personnel file.

(b) A copy of this policy shall be attached to each volunteer's program, and shall become a part of its volunteer's file. The Bexar County Sheriff's Office Community Services Unit program coordinator shall be responsible for communicating this policy to its volunteer applicants.

### PROHIBITED CONDUCT

(a) The transportation of firearms or weapons in Bexar County Sheriff's Office vehicles is prohibited. This includes but is not limited to, (1) when conducting Community Services Unit business, (2) at all times in Bexar County Sheriff's Office-owned or leased vehicles.

(b) The carrying of permitted and non-permitted firearms while at Community Services Unit offices, sponsored events, and event sites.

(c) The carrying of weapons while at Community Services Unit offices, parking lots, sponsored events, and event sites.

### SEARCH

(a) The Bexar County Sheriff's Office is frequently engaged in work where the owner reserves the right to search all vehicles prior to entering the event site and all persons and their personal effects.

(b) The Bexar County Sheriff's Office reserves the right to conduct reasonable, unannounced searches of company premises and personal searches of volunteers and others while entering, on, or leaving the Bexar County Sheriff's Office premises, including, but not limited to, personal effects, and vehicles.

(c) Individuals refusing to allow an inspection will not be detained or forced to submit to the inspection. Refusal violates Community Services Unit policy and constitutes voluntary termination of the volunteer relationship. Volunteers who refuse to allow an inspection will not be permitted on the Bexar County Sheriff's Office premises.

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DISCIPLINE

(a) Violations of any portion of this policy will subject the volunteer to disciplinary action up to and including termination from the Community Services Unit program.

(b) Violations by a Community Services Unit Program volunteer on any portion of this policy will constitute insubordination and serious misconduct that will mandate the Community Services Program Coordinator to immediate removal of the volunteer from the premises, and barring future access to any Bexar County Sheriff's Office premises.

I hereby acknowledge that I have carefully read this Firearms and Weapons Policy for Volunteers, that I fully understand its contents, that I am over the age of 18 years old, and that I am signing this Firearms and Weapons Policy for Volunteers voluntarily and intend for it to be legally binding.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address/ City/ State/ Zip Code

\_\_\_\_\_  
Phone number/ Email address

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date Signed

Sworn and subscribed by this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
Notary Public in and for Bexar County, Texas

\_\_\_\_\_  
My Commission Expires