



## VOLUNTEER POLICE CHAPLAIN PROGRAM APPLICATION

### **PLEASE READ ALL INSTRUCTIONS CAREFULLY**

1. The City of Virginia Beach and the Virginia Beach Police Department does not discriminate on the basis of race, color, sex, religion, national origin, genetics, disability, age, pregnancy and childbirth, and military status. The City also prohibits all forms of discrimination based on sexual orientation and gender identity.
2. The Virginia Beach Chaplain Program is comprised of people from various faith backgrounds to serve all members of our community. In accordance with the City of Virginia Beach Policies of inclusion, our program is primarily a Ministry of Presence. Chaplains provide care and solace to Police Officers, their families, and the community we serve.
3. We encourage interested parties to contact Officer Allen Perry at (757) 385-2742, [alperry@vbgov.com](mailto:alperry@vbgov.com), for additional information about the program and training.
4. Please completely fill out the required forms listed below. Incomplete applications will delay the process. You are welcome to attach additional information, but the minimum documents are the Application, the Release of Information, and the PD150V Criminal History Record Request. Submit your application to:

Virginia Beach Police Volunteer Coordinator  
Office of the Deputy Chief of Operations  
2405 Courthouse Drive, Bldg. 11  
Virginia Beach, Virginia 23456  
Attn: Police Chaplain Liaison

5. Omissions or falsification of information submitted may result in rejection of your application.
6. This application will be used to conduct your background investigation. Employers, relatives, neighbors, and other associates may be interviewed in this process. The final investigation report will be used by the Virginia Beach Police Department Chaplain Selection Committee and the Chief of Police or his/her designee to assist in the evaluation of candidate suitability for Police Chaplain.
7. Past criminal involvement will not necessarily disqualify a candidate. Neither will negative employment or negative financial history. Such issues are required to be disclosed and will be reviewed on a case-by-case basis, and extenuating circumstances will be taken into consideration.
8. Questions can be directed to Chaplain Liaison, Officer Allen Perry at (757) 385-2742, [alperry@vbgov.com](mailto:alperry@vbgov.com).
9. **Forms**

CHECKLIST	REQUIRED DOCUMENTS
	Police Chaplain Program Application
	PD-15 – Civilian Volunteer Application
	PD-150V – Criminal Record Information Request

CHECKLIST	OPTIONAL DOCUMENTS (not required, but can attach to application)
	Resume with cover letter of interest
	Letters of reference from clergy, employer, friend, etc.
	Documentation of applicable Professional Licensure, ie, Pastoral Counselors, Licensed Clinical Social Workers, etc.
	Documentation of Ordination, licensure, commissioning, or appointment documentation

**PERSONAL HISTORY QUESTIONNAIRE**  
**VBPD – VOLUNTEER POLICE CHAPLAIN PROGRAM**

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

Other Names Used: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Religious Affiliation: ☐ Church ☐ Temple ☐ Congregation

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Congregation Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Name of Religious Leader: \_\_\_\_\_ Phone: \_\_\_\_\_

**ARREST RECORD INFORMATION**

Have you ever been charged or arrested for any criminal offense (as a juvenile and/or an adult)?

☐ Yes ☐ No

If you respond yes to the question above, please list offenses and/or pending charges below. If additional space is required, the back of this application can be used.

DATE	NAME OF COURT	OFFENSE	DISPOSITION

Use this area if additional space is needed to explain the above information:

Have you illegally possessed marijuana or a derivative **within the last 12 months**, anabolic steroids within the last 3 years, heroin, cocaine, or other narcotic, or any hallucinogenic drugs (LSD, PCP, etc.) **within the last 10 years**?

☐ Yes ☐ No If yes, explain:

### MISCELLANEOUS BACKGROUND INFORMATION

Chaplains must be able to be certified through the Virginia State Police Criminal Justice Information Services (CJIS) course, which requires US Citizenship or lawful residency for 10 years.

Are you a U.S. citizen? ☐ Yes ☐ No

### VEHICLE USAGE

As volunteers with the Program, Chaplains may be in the position to drive City cars. Should you be selected for the Chaplain Program and wish to be permitted to operate City cars, you will be required to complete a driver safety course. Not having a license does not disqualify you from the program.

### REFERENCES

Provide a minimum of three references other than relatives. A member of your religious group and a current employment supervisor are preferred. A Background Investigator may contact them to verify the information you have provided.

Name	Street Address	City	State	Zip Code	Phone # (with area code)

### OTHER INFORMATION

Please provide any additional information that you believe will help assess your qualifications for the role of Volunteer Police Chaplain with the Virginia Beach Police Department. Include details that may explain or clarify the information you submitted in your application.

**READ CAREFULLY BEFORE SIGNING**

I hereby swear and affirm that all answers are complete, true, and accurately recorded in this and all other documents submitted in consideration of my application for Virginia Beach Police Chaplain. I understand that providing false, misleading, and/or incomplete information is grounds for exclusion from the selection process or discharge if discovered after appointment.

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