



El Paso County Sheriff's Office



Dear Cadet Applicant,

The El Paso County Sheriff's Office Cadet Program is an exciting and innovative method in which young people can learn about careers in Law Enforcement and Detentions. As you move through the application process, it is the hope of our office that you will find this program to be one of excitement, value, and purpose.

The Cadets and Cadet Recruits meet in the evening twice a month where training in all areas of service is provided by the Sheriff's Office. Training topics include community-oriented policing, crime prevention, crime scene investigation, patrol and detention procedures, report writing, traffic control, radio procedures, first aid, and the history of law enforcement. Additionally, members participate in numerous community events, community service, special functions, and ride-a-longs with deputies throughout the year.

Please complete the attached documents and return them to me as soon as possible so that I may start the next phase of the application process. You will need to allow a few weeks for the processing due to the necessary background and reference checks. Once the application has been received and approved, you will be contacted and invited to the next regularly scheduled meeting.

Attach a copy of the following documents to the application packet: (Do not attach original documents or papers.)

- High School diploma or state GED certificate
- Recent report card, if still in junior or senior high school. (Must maintain a C average.)
- A letter from your parents/guardian if you go to home school, stating your educational status.
- Birth certificate or proof of birth (Baptism, Passport).
- College/university diploma, **TRANSCRIPTS MUST BE ATTACHED.**

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 Cadet Program.

Sincerely,

Laurie Thomas
Volunteer Program Coordinator

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Attachment: Application/Minimum Requirements
 Personal Inquiry Waiver/Waiver of Liability
 Confidentiality Agreement



Office of the Sheriff

27 East Vermijo Ave. • Colorado Springs, CO 80903
719-520-7100
www.epcsheriffsoffice.com

Civil Process Unit

210 South Tejon St. • Colorado Springs, CO 80903
719-520-7144

Criminal Justice Center

2739 E. Las Vegas St. • Colorado Springs, CO 80906
719-390-2106



Application Check List

Before Submitting the Cadet/Explorer application, please make sure all of these items have been completed.

- Be honest on your application! *An arrest does not automatically prohibit acceptance into the Cadet/Explorer program.*
- Complete all areas applicable to you.
- Personal Injury Waiver
Sign in the presence of a Notary. If under 18 years of age, you and a parent or guardian must sign.
- Waiver of Liability
Sign in the presence of a Notary. If under 18 years of age, you and a parent or guardian must sign.
- Confidentiality Agreement
Complete and Sign
- 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)

Attach all copies of all pertinent documents as stated in the Cadet Applicant letter.

- Questions? Contact the Volunteer Program Coordinator at 719-520-7216
- Mail or Deliver completed application packet to:

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



EPSO CADET PROFILE APPLICATION

Please print clearly and complete all applicable areas

NAME: _____
Last First Middle Initial

Give any other names you have been known by (AKA) and state reasons: _____

ADDRESS: _____
Street City Zip

HOME PHONE: _____ WORK PHONE: _____ CELL: _____

E-MAIL ADDRESS: _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____ Country of Citizenship: _____

DO YOU POSSESS A CURRENT VALID DRIVER'S LICENSE? _____ Yes _____ No

DRIVER'S LICENSE NUMBER & STATE OF ISSUE: _____

SEX: _____ RACE: _____ HEIGHT: _____ WEIGHT: _____

EYE COLOR: _____ HAIR COLOR: _____

PERSON TO CONTACT IN CASE OF AN EMERGENCY

NAME: _____
Last First Middle Initial

ADDRESS: _____
Street City Zip

Home Phone Work Phone Cell Phone Relationship

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

If under the age of 18, please complete the following:

Father's Name _____

Address _____

Home Phone _____ Work Phone _____

Mother's Name _____

Address _____

Home Phone _____ Work Phone _____

**PERSONAL REFERENCES: PROVIDE TWO REFERENCES
DO NOT INCLUDE RELATIVES**

1. _____
Name Relationship

Address City Zip Home/Work Phone Number

2. _____
Name Relationship

Address City Zip Home/Work Phone Number

EDUCATION:

Middle/High School (Circle last year completed) 8 9 10 11 12 Diploma or GED
College: 1 2 3 4 _____

Name/Location of High School Attended _____

Name/Location of College Attended _____

Degrees or Special Courses of Training _____

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

ARREST INFORMATION:

Have you ever been arrested, charged, "questioned as an accused party," or convicted of a felony or misdemeanor, including court martial and military charges? (Omit traffic violations; include alcohol-related charges).

_____ Yes _____ No If yes, complete the following:

Charges	City & State	Date	Disposition of Case
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If you were convicted, what was the nature of your crime(s)? _____

Date(s) of conviction(s): _____

Are you on Probation or Parole? _____ Yes _____ No

Current status of conviction(s) _____

Have you ever been incarcerated in a correctional/detention facility?

1. If yes, give facility name and location: _____

2. Date and length of incarceration: _____

3. Date of release and current status: _____



PERSONAL INQUIRY WAIVER
(To Be Read and Signed by All Applicants)

I hereby certify that all the information and statements provided are true and to the best of my knowledge. I authorize the El Paso County Sheriff's Office to investigate my background history as well as complete a criminal history. I also give my permission for the El Paso County Sheriff's Office to contact any person or persons affiliated with groups or organizations with whom I am currently or have been associated with in the past. I also authorize the El Paso County Sheriff's Office to contact any references I have provided as well as any other individuals they deem necessary to determine my qualifications and fitness for the volunteer position I am seeking.

I respectfully request and authorize you to furnish the El Paso County Sheriff's Office and 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 to furnish the information described above to third parties in the course of fulfilling its official responsibilities. *I further understand that I waive any 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 hereby release you and all your duly authorized agents, both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, me heirs, or my assigns because of compliance with this authorization and request to release information, or any attempt to comply with it.

If accepted, I agree to adhere to the rules and regulations of the El Paso County Sheriff's Office and Detention Facilities, which include the confidentiality of information.

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

Applicant's Signature _____ Date _____

Parent's Signature (if Applicant is a Minor) _____ Date _____

STATE OF _____

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____, 20_____

My commission expires: _____

Signature of Notary Public



**EL PASO COUNTY SHERIFF'S OFFICE
WAIVER OF LIABILITY**

(Please complete the following if Cadet/Explorer applicant is under the age of 18)

THE STATE OF: _____

COUNTY OF: _____

I, _____, the parent of _____, allow my son/daughter the privilege of joining and participating in the El Paso County Sheriff's Office Cadet/Explorer program. I, understanding that participation in the program can involve inherent dangers, do hereby agree to assume the risks attendant to such activity. Moreover, I the undersigned, binding my heirs, executors, administrators and assigns, do hereby release the County of El Paso, the El Paso County Sheriff's Office, agents and employees, in both their official and personal capacities, from any and all liability, claims, suits, demands or causes of action which may arise from my receiving training at the El Paso County Sheriff's Office.

It is further agreed that the execution of this release shall not constitute a waiver by the County of El Paso and its employees of the defense of governmental immunity, where applicable, or any other defense.

Parent's or Legal Guardian's Signature: _____

Signature of applicant: _____

Address: _____

Signed this _____ day of _____, 20_____.

Subscribed and sworn to before me this _____ day of _____, 20_____.

My commission expires: _____

Signature of Notary Public

CONFIDENTIALITY AGREEMENT

I. Parties

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

II. Recitals

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

- a. 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 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 fully be 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 help confidential by federal and Colorado law. "Work product," as the term is defined Colorado law, and matters pertinent to criminal and civil litigation are also Confidential Information. EPSO is within its discretion to withhold other types of Confidential Information from public disclosure, per C.R.S. § 24-72-305(5). EPSO is commanded by law to withhold other type of Confidential Information indefinitely. The EPSO Legal Advisor may be consulted regarding the latter type of Confidential Information. Command-level sworn officers of the 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. Confidential Information. Volunteer has received or will receive from EPSO certain information related 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 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. Re-classification. Nothing in this Agreement shall be interpreted as preventing EPSO from re-classifying information as Confidential Information that had originally been de-classified.
5. Return of materials. Upon the 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. Termination. 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. Jurisdiction, 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 and 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 of 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. Headings. 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. Rights of third parties. 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.

<p>For VOLUNTEER:</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Printed name, address, and telephone number</p> <p>_____</p> <p>Date</p>	<p>For EPSO:</p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Printed name</p> <p>_____</p> <p>Rank and area of assignment</p> <p>_____</p> <p>Date</p>
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