



CITY OF PITTSFIELD  
POLICE DEPARTMENT  
POLICE HEADQUARTERS- 39 ALLEN STREET, PITTSFIELD MA 01201  
(413) 448-9700 fax: (413) 448-9733

PITTSFIELD POLICE DEPARTMENT  
WESTSIDE COMMUNITY OUTREACH OFFICE  
Program Volunteer Requirements and Expectations

**WHAT?**

The Pittsfield Police Department, together with our Westside Community Partners, are seeking volunteers to assist us with our public safety efforts. Selected volunteers will work closely with members of the Pittsfield Police Department to enhance delivery of services in the City's Westside Community. Selected volunteers will receive specific training once chosen and vetted.

**WHO IS ELIGIBLE?**

The Westside Community Outreach Office Program Volunteer position is open to anyone eighteen years of age or older whom lives or works in Pittsfield, MA and who passes a preliminary background investigation (No felony convictions, no convictions for violent crime, and no convictions for drug offenses in the past 3 years)

**WHERE?**

The program is located at 314 Columbus Avenue in Pittsfield MA., 2<sup>nd</sup> floor.

**DUTIES?**

- Understand the Police Department's organizational structure and be able to refer a resident to the correct *Division or Unit*.
- Be able to assist a resident with completing a written *Intake Form*.
- Be able to assist a resident with completing a *Crash Report*.
- Be able to assist a resident with completing a *Hit and Run Report*.
- Be able to assist a resident with completing a *Records Request Form*.
- Be able to assist a resident with completing an *Online Report*.
- Have the ability to take a complete phone or in person message and pass it on to the appropriate officer.
- Provide residents with blank complaint forms and explain the *Citizen Complaint process*.
- Assist with distributing Department forms and other literature.

Central Berkshire Habitat for Humanity Staff at 314 Columbus Avenue, Pittsfield, MA 01201  
413) 442-3181. Office Hours M-F 8:00 am – 4:30 pm

**"DEDICATED TO EXCELLENCE"**



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**PITTSFIELD POLICE DEPARTMENT  
WESTSIDE COMMUNITY OUTREACH OFFICE**  
Program Volunteer Application

NAME: \_\_\_\_\_

ADDRESS: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

DATE OF BIRTH: \_\_\_ / \_\_\_ / \_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PHONE:(Primary) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Secondary) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**RELEASE OF INFORMATION AND STATEMENT OF CONSENT**

All applicants will be subjected to a background check. The following is a list of offenses that may disqualify you from participating in our program:

- ❖ Felony Offenses
- ❖ Weapons Violations
- ❖ Assault Offenses
- ❖ Violations of the Domestic Abuse Law, and
- ❖ Drug Offenses within the last three (3) years

All decisions regarding selection are at the discretion of the Program Staff. All decisions are FINAL.

I, \_\_\_\_\_, do hereby consent to the background investigation and Criminal History Record check of myself, by and to a duly authorized representative of the Pittsfield, Massachusetts Police Department. I understand that all information will be kept confidential. I also understand that should any statement I have made prove to be false, misleading, or erroneous, it may result in rejection of my application or discharge from the Community Outreach Office program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Return this completed and signed application form to:  
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