



***Reno Police Department***  
***"Your Police, Our Community"***

***Kathryn Nance***  
***Chief of Police***

Dear SAVE Candidate:

Thank you for your interest in our Senior Auxiliary Volunteer Effort (SAVE). The SAVE Program is an important part of our effort to provide excellent service to the Reno Community. Volunteers now perform many tasks previously assigned only to paid police personnel. Some of these tasks include enforcing handicapped parking violations, posting notices on abandoned vehicles, documenting graffiti locations, providing visible patrol in shopping malls, school and park areas. This collaboration allows paid personnel to concentrate on proactive enforcement and other crime prevention matters.

SAVE members are provided with a uniform, badge and other necessary equipment to perform a variety of tasks upon successful completion of a training period. You may work under the direction of Police Officers and experienced SAVE members depending on your assignment at the time. Your personal safety is paramount and as such, you will always be paired up with a partner and instructed to avoid confrontational situations.

You will be expected to work four 4-hour shifts and attend one 1-hour training session per month. As a member of SAVE, you must be able to communicate via email and cell phone. You'll always select your own work schedule, including shift hours and days. Patrol shift hours are 7:00am to 11:00am and 12:00pm to 4:00pm, Monday - Friday. Your extended travel plans, personal and health needs will, of course, take priority over SAVE assignments.

You can expect interesting new challenges in your role as a SAVE member and you'll become a valuable asset to our organization. Additionally, you'll have the opportunity to meet new friends who may have similar interests as yours. You'll also be providing an important service to your community as well.

We'll contact you once we've received and reviewed your application. Interviews are held at the Reno Police Department, located at 911 Kuenzli Street. If you have any questions regarding your application process, feel free to contact our SAVE office at the phone number or email address shown below. And, for more information about SAVE, please visit our website at [RenoPD.com/SAVE](http://RenoPD.com/SAVE)

Respectfully,

Chairman  
Senior Auxiliary Volunteer Effort  
Reno Police Department



**Reno Police Department**  
***Senior Auxiliary Volunteer Effort (SAVE)***  
**Personal History Statement Instructions**  
(Page 1)



**Instructions to the Applicant:**

The information you provide in the Personal History Statement will be used to assist in determining your suitability for membership in the SAVE Program. Your statement will be reviewed by SAVE Executive Board Members and a records check will be completed by the Reno Police Department.

The contents of this packet will be considered **confidential** and will be used only for background investigative purposes.

**There is one exception to the confidentiality of your background investigation. Should it be discovered that you are currently involved in criminal activity, or have committed an undiscovered felony, the law enforcement agency having jurisdiction WILL BE NOTIFIED.**

Any negative factor in your background will be evaluated in terms of the circumstances surrounding its occurrence, and consideration will be given regarding its relevance to this position.

All statements are subject to verification and your signature is required on pages 1 and 3 of this application.

Upon completing this application packet (pages 1, 2 and 3), you can return it to us via Email (take a clear photo of each page with your phone), via US Mail, or drop it off at the Reno Police Department (SAVE Office), 911 Kuenzli Street. You will be contacted at a later date once all the submitted documents have been reviewed.

Additional questions may be referred to the SAVE office at (775) 348-6925. Please leave a message and a SAVE member will return your call.

**I have read and completely understand the above information and agree to this process.**

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Applicant Signature

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Date

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Printed Name



**Reno Police Department**  
**Senior Auxiliary Volunteer Effort**  
**Personal History Statement/Application**  
(Page 2)



1. Name: (please print in ink): \_\_\_\_\_  
Last First Middle
2. List other names you have used or been known by.  
Include maiden, married, adopted, and nicknames: \_\_\_\_\_
3. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_ Height: \_\_\_\_ Sex: \_\_\_\_ Place of Birth: \_\_\_\_  
M/F City/State
4. Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ethnicity: \_\_\_\_\_ (Disclosure is voluntary)
5. Operation of a motor vehicle will be part of the position for which you have applied. An investigation of your driving history will be made through a records check. Please supply the following information:
- | Driver's License Number | Driver's License Expiration | State | Name as Printed on License |
|-------------------------|-----------------------------|-------|----------------------------|
|                         |                             |       |                            |
6. Home Address: \_\_\_\_\_  
Street City State Zip
7. List your mailing address **if different** from above:
- Mailing Address: \_\_\_\_\_  
Street City State Zip
8. How can we contact you: Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_
9. List place(s) of residence, if different than above, for the past ten (10) years, including address, city and State:  
\_\_\_\_\_  
\_\_\_\_\_
10. List places of employment for past ten (10) years (Attach additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_
11. List any identifying marks, i.e. tattoos, scars, etc.:  
\_\_\_\_\_  
\_\_\_\_\_
12. Have you ever been arrested/convicted of a crime? ☐ Yes ☐ No  
If yes, please provide details on a separate sheet of paper, even if you were not convicted.
13. Have you ever been convicted on a charge of domestic violence? ☐ Yes ☐ No
14. Do you have a Concealed Weapons Permit? ☐ Yes ☐ No
15. Do you have Military or Law Enforcement service? ☐ Yes ☐ No If yes, Branch: \_\_\_\_\_  
Type of Discharge: \_\_\_\_\_ Retired from Military? ☐ Yes ☐ No
16. How did you find out about SAVE? \_\_\_\_\_





*Senior Auxiliary Volunteer Effort*  
**S.A.V.E.**

*You're invited*



**Join us for our next SAVE Membership Meeting**

- **Date:** The 3<sup>rd</sup> Tuesday of each month (Except December)
- **Time:** 10:00am - 11:00am
- **Where:** National Automobile Museum
  - 1 Lake Drive, Reno NV 89501
  - Intersection of Mill Street and Lake Street
  - Free parking on Museum Drive
  - We meet in the Museum's theatre
- Be sure to introduce yourself to one of our officers at the front of the theatre
- Meet some current SAVE Members
- Get your questions answered

