



# El Paso County Sheriff's Office

*Sheriff Joseph J. Roybal*



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 are home schooled, stating your current educational status
- Birth Certificate or Proof of Birth (Baptism, Passport)
- College/University Diploma (Transcripts Attached)

If you have any questions or need further information, 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,

Hayley Suppes  
Volunteer Program Coordinator  
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Attachment: Application/Minimum Qualifications  
Personal Inquiry Waiver/Waiver



## Application Check List

**Before submitting the Cadet 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 Program.*
- ❖ Complete all areas applicable to you.
- ❖ Personal Inquiry 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 copies of all pertinent documents as stated in the Cadet Applicant letter.

- ❖ Questions, contact 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



**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 \_\_\_\_\_

**EMPLOYMENT:**



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

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**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 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 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, my 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 under the age of 18 years of age.**

I, \_\_\_\_\_, the parent of \_\_\_\_\_, allow my son/daughter the privilege of joining and participating in the El Paso County Sheriff's Office Cadet 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 \_\_\_\_.

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Signed 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 this 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 a 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 be fully 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 held confidential by federal and Colorado law. "Work product," as the term is defined by Colorado law, and matters pertinent to criminal and civil litigation are also Confidential Information. EPSO is within its discretion to withhold certain Confidential Information from public disclosure, per C.R.S. § 24-72-305(5). EPSO is commanded by law to withhold other types of Confidential Information indefinitely. The EPSO Legal Advisor may be consulted regarding the latter type of Confidential Information. Command-level sworn officers of 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 relating 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 be 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 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.

