

## **POLICE VOLUNTEER**

### **PURPOSE**

The Police Volunteer program is designed to offer members of the community an opportunity to contribute to local law enforcement efforts and gain an appreciation for the challenges and rewards of police work. Under the direction and supervision of experienced police personnel, volunteers will provide critical support across various functions, complementing the efforts of sworn officers and civilian staff.

### **WORKING CONDITIONS**

Work may be conducted both in a police station and in the field. Might frequently be required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. May occasionally lift and/or move up to 40 pounds. Work involves irregular, often non-scheduled, hours during the day and evenings, and on weekdays, weekends, and holidays. Some appointments and events would require some short-distance travel to other City department locations.

### **DISTINGUISHING CHARACTERISTICS**

This is a volunteer position intended as an educational and community service experience. In addition to serving a support role within the Police Department, this classification is exposed to a wide variety of law enforcement duties and will have different opportunities, based on level of interest, to support community policing efforts and activities. Must have a record free of any felony or misdemeanor involving moral turpitude and from an excessive number of citations for traffic violations.

**ESSENTIAL JOB FUNCTIONS** - The following duties are performed under the supervision of police department staff. Additional duties may be assigned based on departmental needs.

Positively represent and engage with our community members.

Perform clerical duties such as filing, data entry, and managing correspondence.

Provide information and assistance during department-sponsored events.

Support the division by delivering documents and assisting with community watch programs.

Receive training in various department operations to better support staff and community outreach programs.

Conduct inventory and maintenance checks of department equipment as needed.

Have a working knowledge of City and Police functions.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge and Abilities:**

Knowledge of Basic English grammar and mathematics including completion of forms.

Ability to communicate tactfully and effectively with the public including persons who are irate or difficult to deal with; understand and carry out oral and written directions; appear for work on time; accurately perform clerical work; use of common office software including Microsoft Office; provide outstanding customer service (internally and externally); quickly learn the policies procedures and performance standards pertaining to work; learn to operate automated police information systems; evaluate situations and prioritize workload; develop and maintain effective working relationships with those contacted in the course of work.

### **Education/Experience:**

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Satisfactory completion of high school or the equivalent is preferred. Experience in volunteer networking, organizing or coordinating is desirable. Enrollment in Police Administration or Criminal Justice courses is highly desirable.

### **OTHER REQUIREMENTS**

Possesses a valid California Driver's License if requesting duties that require the operation of a motor vehicle.

Citizen or legal resident of the United States.

18 years or older.

The candidate shall be of sound physical and medical condition and in good overall health. Conduct themselves in a professional manner and are expected to maintain a high standard of conduct.

The candidate must successfully complete a background investigation as a condition of initial employment with Dixon Police Department. The investigator will contact previous employers, school officials, friends, and family during the course of the investigation.

Spanish speaking ability is highly desirable, but not required.

Volunteers are individuals who perform service to the City without promise, expectation, or receipt of compensation. Volunteering is a wonderful way to gain experience.

All volunteers shall be provided with orientation and training necessary to perform their assigned duties.