

LAKE STEVENS POLICE VOLUNTEER (VIP)



LOCATION: Lake Stevens Police Department

DATE CLOSED: Open Continuously

SALARY: Volunteer Position

STATUS: Volunteer/Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under close initial direction until proficiency has been demonstrated, individuals classified as Police Volunteer will answer to and perform duties assigned under the Police Volunteer Coordinator and/or the Administrative Supervisor of the Lake Stevens Police Department.

The Police Department provides an opportunity for citizens to serve the community, learn and contribute to policing, and support police services by recruiting and developing a volunteer staff. The Police Volunteer supports full-time staff by providing necessary services in supporting roles in the Police Support Services, Administrative Division, crime prevention, and other patrol support functions.

The mission of the Police Volunteers is to assist the Support Services staff with handling of day to day operations. This includes but is not limited to, assisting front counter walk in traffic, answer and direct in coming phone calls, assist in fingerprinting of citizens, and other administrative duties. This does not preclude special duty assignments such as parade or crowd control duties, building maintenance duties, assisting in the locating or marking of abandoned vehicles, searching for missing subjects, vacation house watch patrol, and neighborhood watch program activities. Police Volunteers are prohibited from performing work that would normally be the exclusive responsibility of a regularly scheduled, full-time Police Staff.

The final authority governing all aspects of all Police Volunteers is the Police Chief, or his/her designee. Individuals when initially assigned to this classification will normally perform administrative duties and work directly with experienced support services staff while gaining proficiency and learning procedures.

The use of appropriate judgment independently and collectively is of utmost importance in performing the duties of a volunteer.

The Police Volunteer position is a voluntary position and the holder of this position may resign this position voluntarily at notice to the Volunteer Coordinator, Police Chief or his/her designee. The holding of this position likewise can be terminated at the discretion of the Police Chief or his/her designee without cause upon notice. Any deviations or violation of police or public trust will result in the termination of such volunteer position with the Lake Stevens Police Department. Any appeal of

such termination must be made within 15 days directly to the Police Chief or his/her designee. Each Volunteer will be responsible for recognizing the importance placed on volunteer staff activities in dealing with the public and for tactful and courteous treatment of citizens. At times volunteers will be responsible for the assigned police patrol car and other assigned equipment of the Police Department.

Work involves the potential for personal injury and individuals must be able to act without supervision and to exercise independent judgment and discretion in meeting emergencies.

Volunteer assignments are normally performed in accordance with departmental policies, rules, standard practice and established precedent, with matters requiring deviation normally referred to next higher command level for decision of direction.

Performance is reviewed on a continuous basis by departmental superiors through an appraisal of work methods, results achieved, reports, personal inspection and discussion.

QUALIFICATIONS:

- Must be at least 18 years of age and able to work legally in the United States.
- Have desire to help and serve the public.
- Have excellent communication and people skills.
- Must be willing to volunteer a minimum of 8 hours each month.
- Ability to physically and mentally perform tasks required for this job description.
- Successfully pass a thorough records and background check.

APPLICATION AND SELECTION PROCEDURE:

Applicants must complete and submit a City Volunteer Application. Those applicants who most closely meet the requirements of the position may be invited to take part in competitive oral interviews and/or competitive examination. Application packets are available on-line at <http://www.lakestevenswa.gov/index.aspx?nid=308>. Questions? Call (425)334-9537.

This City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, disability, or any other basis prohibited by federal, state, or local law.

**CITY OF LAKE STEVENS
POSITION DESCRIPTION**

POSITION TITLE:	Police Volunteer
DEPARTMENT:	Police
CLASSIFICATION:	Volunteer/Exempt
EFFECTIVE DATE:	June 1, 2016

POSITION PURPOSE:

The Police Volunteer supports full-time staff by providing necessary services in supporting roles in the Police Support Services, Administrative Division, crime prevention, and other patrol support functions. Examples of job duties may include supporting Support Services staff with the handing of day to day operations. This includes but is not limited to, assisting front counter walk in traffic, answer and direct in coming phone calls, assist in fingerprinting of citizens, and other administrative duties. This does not preclude special duty assignments such as parade or crowd control duties, building maintenance duties, assisting in the locating or marking of abandoned vehicles, searching for missing subjects, vacation house watch patrol, and neighborhood watch program activities. Police Volunteers are prohibited from performing work that would normally be the exclusive responsibility of a regularly scheduled, full-time Police Staff.

SUPERVISION RECEIVED:*

- o Works under the direct supervision of the Police Administrative Manager/Volunteer Coordinator.

SUPERVISION EXERCISED:*

- o None.

ESSENTIAL DUTIES AND RESPONSIBILITIES - *Essential duties and responsibilities may include, but are not limited to, the following:*

- o Greet of citizen at the front reception counter.
- o Assist the public in filling out written statements, applications, and other documents related to police services.
- o Direct citizens to get the help that they desire from other police personnel.
- o Direct citizens when necessary to other city services outside police duties.

* See "City of Lake Stevens, Administrative Organization" in the HR Policy and Procedures Manual.

- Fingerprinting of citizens for employment purposes and/or other application purposes as served by the Police Support Services.
- May assist with crowd control, parade set up, and searching for missing subjects, during a special event, emergency or call-out.
- May support station operations by answering phone calls, records entry, statistical reporting, and other administrative duties.
- Assist Police Support Services in identifying and marking of abandoned vehicles within the city of Lake Stevens.
- Assist in crime prevention or public education presentations to public functions.
- Other special duty assignments as directed by the Police Chief or his/her designee.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Please see the attached questionnaire for position specific physical requirements and typical working conditions. The physical demands and work environment characteristics described in the attached form are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. Traveling is required.

QUALIFICATIONS:

Education, Training and Experience Guidelines:

- High School diploma or G.E.D;
- Any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job, may be substituted for these qualifications. Examples of these skills include:

Knowledge of:

- The operation and understanding of personal computers in the office, printers, FAX machine, 2-way radio, fingerprint equipment; camera, animal capturing devices, copy machine and telephone;
- Microsoft Office Products.
- Excellent customer service skills in communications and relationships.

Ability to:

- Work in a team environment by assisting others, being adaptable to changing circumstances while being pleasant and professional;
- Organize, prioritize and multi-task;
- Safely operate City vehicles;

- Satisfactorily pass a screening process for the position of Police Volunteer position for the Lake Stevens Police Department. Including but not limited to an oral interview and a background check;
- Perform the duties of this position must be readily demonstrated to the Volunteer Coordinator and/or his designee;
- Possess and maintain a personal record free of any convictions or behavior that relate to moral turpitude;
- Receive instructions from Police Staff in the performance of the volunteer's duties and responsibilities;
- Read, interpret and properly apply laws applicable to law enforcement work;
- Express self clearly and concisely in speaking and writing and legibly in writing or printing;
- Maintain composure and self-control under adverse conditions, e.g., public harassment, ridicule, critical injuries, and death;
- Cope with situations firmly, courteously, tactfully and with respect for the rights of citizens;
- Establish and maintain effective working relationships with other employees;
- Perform duties and maintain personal conduct, attitude and appearance that conform to strict policies, procedures, and discipline and within a "chain of command" management system.

LICENSE OR CERTIFICATE REQUIREMENTS

- Valid Washington Driver's License with a driving record free of violations that relate to ability to learn the awareness, responsiveness and skill necessary to drive city owned cars safely. (Inclusive to driving assignments only).

Special Requirements:

- Minimum age of 18.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

VOLUNTEER ACKNOWLEDGEMENT

___/___/___
DATE

➔ PHYSICAL REQUIREMENTS

How much on-the-job time is spent on the following physical activities? Check the appropriate boxes below:

Activity	Amount of time (see descriptions at bottom of page)				
	Never	Seldom	Occasional	Frequent	Constant
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➔ Does this job require that weight be lifted or force be exerted? Check the appropriate boxes below:

Activity	Amount of time (see descriptions at bottom of page)				
	Never	Seldom	Occasional	Frequent	Constant
Lift, push, pull or carry					
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➔ Does this job have any special vision requirements? Check all that apply:

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

➔ Note the specific job duties that require the physical demands selected above:

Lifting boxes of paper
Clearly viewing a computer screen and citizens in the lobby

N: Never (not at all)	S: Seldom (0-10%)	O: Occasional (11-33% of the time)
	F: Frequent (34%-66% of the time)	C: Constant (67%-100% of the time)

WORK ENVIRONMENT

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below:

Environmental Conditions	Amount of time (see descriptions at bottom of page)				
	Never	Seldom	Occasional	Frequent	Constant
Wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➡ How much noise is typical for the work environment of this job? Check the appropriate level below:

- Very quiet conditions (examples: forest trail, isolation booth for hearing test)
- Quiet conditions (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud noise (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud noise (examples: jack hammer work, front row at rock concert)

➡ Note the specific job duties that are affected by the environmental conditions:

Participation in outside community event-Aquafest, National Night Out, Health and Safety Fair-these are outdoor events in which it may be raining or sunny.

QUESTIONNAIRE PREPARED BY:

Name: Steve Edin Date: 07/12/2016
 Title: H.R. Director

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	F: Frequent (34%-66% of the time)	C: Constant (67%-100% of the time)