

**VOLUNTEERS IN POLICING**  
Tempe Police Department  
Volunteer Positions

**A.I.D. SPEAKERS BUREAU PRESENTER:** Volunteers will give presentations on disaster preparedness (Disaster...Then What?) to Neighborhood Watch and other community groups upon request. These presentations, which are part of the Assistance In Disaster program, will be scheduled by the **Scheduling Coordinator**.

**A.I.D. REPORTING CENTER TEAM:** Volunteers will develop and implement sites for Reporting Centers to be used as locations for registering/deploying volunteers in case of disaster. **R.C. Chairperson** will lead this team

**A.I.D. FIRST RESPONDER ASSISTANT:** Volunteers will, in case of disaster, assist first responders with perimeter control, evacuation, traffic control, searching, and other duties.

**ALARM COORDINATOR ASSISTANT:** Volunteer will provide Alarm Coordinator with clerical assistance in implementing alarm ordinance.

**BAIT VEHICLE COORDINATOR:** Volunteer will assist auto theft detectives with placing bait vehicles and with maintaining the property in the vehicles.

**CITIZENS POLICE ACADEMY ASSISTANT:** Volunteer will assist with preparations, supplies and other support to ensure effective classes.

**COLD HOMICIDE CASE RESEARCHER:** Volunteer will assist Homicide detective working on cold cases with research, organization and maintenance of files.

**CRIME ANALYSIS INTERN:** Volunteer will assist Crime Analyst with various statistical reviews/reports.

**CRIME-FREE MULTI-HOUSING ASST. I:** Volunteer will assist Crime-Free Multi-Housing Coordinator with all phases of program, such as registration for training sessions, sending out reminder cards, and distributing information at events.

**CRIME-FREE MULTI-HOUSING ASST. II:** Volunteer will assist with data entry, correspondence, maintaining databases, and other duties to assist the CFMH Coordinator.

**DATA ENTRY CLERK – PROPERTY:** Volunteer will enter property disposition updates in Property tracking module

**DUI VAN DRIVER:** Volunteer will drive DUI van and assist w/processing those detained.

**INTERNAL AFFAIRS TRACKER ASSISTANT:** Volunteer will assist with data entry into I A Tracker program.

**INTERNS:** Various internships are available each semester, depending on need.

**INVESTIGATIONS DATA ENTRY CLERK:** Volunteer will assist SIB with data entry, as well filing and scanning.

**K-9 TRAINING ASSISTANT:** Volunteer will act as decoy to assist in the training and development of canines and handlers.

**L.E.S.I. (Law Enforcement Spanish Interpreters):** Volunteers will serve as Spanish interpreters for officers/detectives. The scheduling, training and leadership of LESI will be the responsibility of the **LESI Team Leader**.

**LIBRARIAN:** Volunteer(s) will assume responsibility for police library coordination.

**LOBBY RECEPTIONIST:** Volunteer serve as receptionist at the front lobby desk during evening fingerprint hours.

**MOBILE COMMAND VEHICLE OPERATOR:** Volunteer will drive van to specified location, set up, operate, and demonstrate van features.

**MOTORIST SERVICE AIDE:** Volunteer will use a marked vehicle equipped with necessary supplies in order to respond to stranded motorist or scenes where flares or cones might be needed & also give citations for fire lane and handicapped parking violations.

**MOTORIST SERVICE EQUIPMENT MANAGER:** Volunteer will check in/out equipment and uniforms for Motorist Service Aides, as well as insure fleet is in good repair & supplied w/necessary equipment

**MOTORIST SERVICE RECORDS MANAGER:** Volunteer will set up training and duty schedule for Motorist Service Aides.

**MOTORIST SERVICE TEAM LEADER:** Volunteer will provide supervision and direction for assigned Motorist Service team

**MOUNTED PATROL ASSISTANT:** Volunteer will assist in the care of horses (i.e.; feed horses, clean stables, etc.)

**NEIGHBORHOOD WATCH QUADRANT LIAISON:** Volunteer will direct the activities of the Neighborhood Watch program in a quadrant of the city.

**OPERATION NOTIFICATION LIAISON:** Volunteer will contact businesses to update information for Operation Notification and distribute crime prevention information.

**PHOTO VIEWING OFFICE MANAGER:** Volunteer will administer photo radar/red light viewing sessions and properly document results, dismissing or referring cases as appropriate.

**PHOTOGRAPHER/VIDEOGRAPHER:** Volunteer will take photos/videos of volunteers for bulletin board, marketing and promotional pieces, as well as other projects as needed.

**PIPE BAND MEMBER:** Volunteer will perform in police Pipe Band, representing P.D. in public events/parades. Scheduling performances and supervision will be the responsibility of the **PIPE MAJOR**.

**PUBLIC RELATIONS ASST.:** Volunteer will write stories for Roll Call Newsletter and assist Public Relations Officer with interviews, scripts for StreetBeat TV show, and other assignments.

**RANGE ASSISTANT:** Volunteer will assist with mechanical and technical aspects of firearms training

**RECORDS ASSISTANT:** Volunteer will assist with filing, data entry, scanning documents, posting dispositions, etc.

**SPECIAL PROJECT/EVENT ASSISTANT:** Volunteer will assist with special projects and events, such as Fiesta Bowl, McGruff, conference registration, and crime prevention booths.

**SUPPLY/EQUIPMENT MANAGER—MAIN OR SUBSTATION:** Volunteer will ensure that all necessary equipment and supplies are available, i.e. patrol cars equipped with blankets, first aid kit, flares, etc. & fuel.

**TOUR GUIDES:** Volunteer will conduct tours of the Police Dept. (main station and substation).

**TRAFFIC DATA ENTRY CLERK:** Volunteer will assist with data entry in bureau for SEMS and other systems

**VACATION WATCH PATROL RECORDS CLERK:** Volunteer will update & purge vacation watch/extra patrol cards from the box in the north side briefing room.

**V.I.P EXECUTIVE ASSISTANT:** Volunteer will assist Volunteer Coordinator in various volunteer management functions, especially special projects and events and promotional items.

**V.I.P NEWSLETTER EDITOR:** Volunteer will create and publish monthly newsletter for members of V.I.P. program

**V.I.P. RECORDS MGR.:** Volunteer will enter each volunteer's hours in the computer each month and provide a summary report, as well as maintain other records and provide other statistical reports

**V.I.P. SECRETARY:** Volunteer will perform general office duties for V.I.P. Coordinator.

**V.I.P. EVALUATION SPECIALIST:** Volunteer will track volunteer evaluations and send notices to appropriate supervisors

**WARRANT DETAIL ADMIN. ASSISTANT:** Volunteer will process and organize incoming and outgoing criminal warrants.

4/2/04