

Volunteer Records

Section Duties

Monitor front window and assist public, answering phones, taking messages etc.

Insure copy and fax machine have paper

Insure there is plenty of large **yellow case envelopes** at our corner to process reports

File paperwork, etc, in shell before it becomes too hot (**remember to bring out any trash**)

Periodically check fax

Mail out juvenile reports/cites to Juvenile Justice Center

Enter pawn slips & citations (stay practiced in using computer) then mail out pawn copies to other agencies

File paperwork, arrest paperwork, into large black file cabinet

BLUE LIVESCAN F/P CARDS/FORMS go into gray filebox. Insure correct month/card goes into correct folder.

Print out reports for insurance companies

Shred paper from brown box under Fax machine

Insure yellow citation copies are in order, largest date on top

Tidy up break room when possible

End of shift write down hours

INSURE both phones are set for "CALL FORWARD" and close curtain.

Volunteer to be trained by Volunteer Canales