



Be the Source for the Force: VOLUNTEER!



Volunteers are currently needed at the Mesa Police Department (480/644-2073) for the following positions:

Basic Office Skills are Desperately Needed!

The Crime-Free Multi-Housing Unit is very much in need of office assistance, particularly on Mondays and Tuesdays. If you are able to fax information, answer telephones, and assist with other basic clerical duties, your help will buoy this extremely busy office, which is currently reduced from a staff of three to a staff of one!!! As Office Assistant, you will assist the Crime-Free Multi-Housing Coordinator with getting important information to multi-dwelling complexes participating in the Crime-Free Multi-Housing program and provide basic clerical assistance. You'll enjoy the fun personnel and the worthwhile, crime-lowering efforts involved in this program!

Desired Skills: Ability to answer telephones professionally; ability to operate a fax machine or become trained to do so; filing skills; pleasant, helpful demeanor.

Hours Needed: Day time hours—flexible on Mondays and/or Tuesdays.

Administrative Support Needed for Pawn Unit

If you love to dig into a high volume of work and whip it into shape, the Criminal Investigations Division's Pawn Unit is just the place for you! As a CID Assistant in this very busy area, your data entry skills and your ability to file and store police reports will be major assets. The ability to work alone for short periods of time once trained is needed, but most of the time you will work in a shared office with a terrific Police Investigator I, (who was our 2003 VIPS Supervisor of the Year!), and a great crew of detectives. Learn about the world of pawn shops and how they interact with police while you provide highly needed support in an enjoyable work environment!

Desired Skills: The ability to type 35 – 45 words per minute; basic data entry ability; accurate filing skills; ability to commit to either one (1) or two (2) days per week.

Hours Needed: Your choice of Monday and/or Friday; daytime hours.

Help Crime Victims Deal with the Trauma

One of the most rewarding volunteer positions you will ever encounter is that of Victim Assistance Crisis Intervention Volunteer. We will train you to assist victims of crime and circumstance in coping with the immediate aftermath of their ordeal. You will provide comfort, support and resource information to victims and/or their survivors on an on-call basis, after successfully completing our 30+-hour training. You will be able to see before you the difference that you make to people during the moments that they are most in need of help. Seeking two (2) shifts per month.

Special Requirement: Must be at least 21 years of age.

Desired Skills: A caring, patient, helpful demeanor; the ability to deal tactfully and sensitively with persons under extremely stressful circumstances; good interpersonal communication.

Hours Needed: You pick the shift! The Victim Assistance program operates daily.

Non-Technical Assistance with PD Computers

An enjoyment of physical work and the ability to follow simple instructions are all that you need to sink your teeth into this active position as our Information Systems Unit Assistant. We will train you to transport, install, and retrieve PC's from various locations around the buildings that comprise the Mesa Police Department. You must be able to climb over, under and around office equipment, lift up to 30 pounds, and successfully follow simple instructions on how to clear data from a PC hard drive. You may also set up the classroom for computer instruction or fill in for the Information Systems receptionist when needed. This is a great position for someone with vitality, enjoyment of interacting with a variety of persons, and even a mild interest in computers.

Desired Skills: The ability to lift up to 30 pounds; the ability to maneuver around a variety of office equipment; the ability to successfully follow instructions; patient, flexible personality.

Hours Needed: Hours flexible, day times Monday through Friday.

Office Support for Busy Information Systems Unit

Your basic office skills would be welcome in one of the department's busiest units—our Information Systems Unit, which is tasked with all of the police department's computer support and related responsibilities. As Office Assistant – Information Systems, your professional telephone demeanor, filing abilities, copying assistance, and help in updating manuals will be greatly appreciated. In addition, the office staff will train you to scan information from documents into computer files. You're sure to enjoy being a part of this friendly crew!

Desired Skills: Basic office skills; professional telephone demeanor; ability to operate a copy machine; filing skills; pleasant, helpful personality.

Hours Needed: Day time hours—very flexible: any week day, although Mondays, Wednesdays, and/or Fridays would be especially helpful.

Facts & Figures—Pull Stats from Crime Computer

Your **very basic typing** skills would prove extremely helpful to our Crime-Free Multi-Housing program, which assists apartment complexes (and other multi-resident communities) with lowering crime. As Office Assistant - Stats in this very busy office, you will locate police reports in the crime computer and pull needed information/statistics for use by participating Crime-Free Multi-Housing complexes—easy to become trained in and easy to do! You'll enjoy the fun personnel and the worthwhile, crime-lowering efforts involved in this program!

Desired Skills: Very basic computer skills; pleasant, helpful personality.

Hours Needed: Day time hours—flexible on Mondays and/or Tuesdays.

The Thrill of the Hunt (for great people)!

Do you truly enjoy talking to and interacting with people? Do you enjoy research and establishing contacts? Have you ever been told you that you have the ideal personality for marketing or public relations? Are you comfortable speaking before groups? If so, we may have the perfect volunteer position for you—as a Recruiting Specialist for our Volunteers in Police Service (V.I.P.S.) program! This flexible, varied position involves sharing information about our volunteer program with citizens in a variety of settings—events, volunteer and internship fairs, speaking engagements, etc.—as well as researching target audiences for volunteer recruitment and keeping records in a computer database regarding our volunteer recruitment efforts. (You may choose to work in our V.I.P.S. office in the Police Headquarters building or, if you wish, you may do a great deal of the work from home—whichever suits your schedule best.) Your help in finding the right people for our many volunteer positions would truly benefit our department and our community.

Desired Skills: Vivacious, energetic, outgoing personality; confident, comfortable public speaker; basic data entry skills.

Hours Needed: Very flexible hours—once trained, you may devise your own schedule!

Help us to spread the word about safety

Your dynamic public speaking ability and organizational skills will be major assets to our Crime Prevention Unit as you assist them with safety presentations, vehicle V.I.N. number etching, coordination of events, (such as the annual Getting Arizona Involved in Neighborhoods (G.A.I.N.) Kick-Off event), and preparation of materials. The variety of tasks that you will perform as a Neighborhood Watch Assistant will entail meeting numerous people, working with children and adults, and representing the department to the community. Your duties may involve a safety presentation to a group of children one day and assembling binders of information the next. You will also be part of a terrific group of employees who educate the public on crime prevention information and work with various department divisions and City divisions to meet public safety needs.

Desired Skills: Outgoing, customer service-oriented personality; strong public speaking skills; organizational abilities; flexible, helpful attitude.

Hours Needed: Great flexibility--hours vary according to assignment; some presentations or events occur during weekdays while others take place on evenings and weekends.

Patrol Substation Needs Your Office Skills

Do you have basic office skills that you would like to utilize in a patrol environment? If so, the Dobson substation (located on Dobson Road, between Baseline and Guadalupe Roads) would love to have your assistance as their Office Aide. Tasks would include answering telephones, data entry of patrol officers' log information, and basic related clerical tasks. The friendly staff in this busy substation will make it an enjoyable work environment to be a part of!

Desired Skills: Strong telephone skills with friendly phone personality; basic computer skills; helpful, flexible personality.

Hours Needed: Very flexible—you pick the times, between 8:00 A.M. and 5:00 P.M. Mondays through Fridays. Seeking six to eight hours per week, distributed however works best for you.

Take court-ordered and applicant fingerprints

As an Identification Services Volunteer you will be trained to take fingerprints for City of Mesa applicants and those ordered for citizens by the court for our Forensic Services Unit. While previous fingerprinting experience is desirable, it is not required. A customer service-oriented, flexible personality and willingness to learn are the most important characteristics for this position. Also, the ability to commit to a regular schedule and to report dependably as scheduled are *crucial* elements! You may be asked to perform routine I.D.-related tasks in addition to fingerprinting as needed.

Desired Skills: Ability to professionally interact with a variety of personalities and ages; ability to perform tasks with minimal direct supervision, once trained; flexible, helpful attitude.

Hours Needed: Ideally, we wish to have enough volunteer assistance to cover a Monday through Friday schedule, between 7:00 A.M. and 5:00 P.M. Four (4) or eight (8) hour shifts would be ideal and you can choose how many of these shifts (and their length) per week you wish to volunteer.

Organize training for our future 9-1-1 Operators

The Communications Unit seeks your organizational, computer, and clerical skills to support their training program for our future 9-1-1 Operators. Working in the Communications Unit in Central Mesa, you would be responsible for preparing classroom materials (such as copying training manuals, assembling books and training materials) and utilizing the computer (Microsoft Word, Excel, and Access) for collection, entry and organization of data. This **Communications Training Clerk** position requires an organized, detail-oriented, and self-motivated person who is a dependable team player that works well, once trained, with minimal supervision.

Desired Skills: Computer skills (preferably Microsoft Office); organizational ability; pleasant, helpful personality.

Hours Needed: Two to four hours per week, *whenever you like, once trained*; training should only take from four to eight hours, but they must be day time hours.

Do you enjoy helping children and office tasks, too?

The Center Against Family Violence needs your versatility if you enjoy spending time with children and utilizing your clerical skills. As a **Center Against Family Violence Assistant**, you will supervise children of varying ages who come to the Center either as victims themselves or accompanying parents who are victims. Your patience, tact and warm personality will be key elements in lessening the trauma of their circumstances. Also, your clerical skills and attention to detail will be extremely helpful to the busy Center staff. Clerical tasks will be very diverse, from performing telephone follow-up with victims to creating monthly Victim Assistance schedules to stocking supplies.

Desired Skills: A genuine enjoyment of interacting positively with children; good clerical skills; computer skills are helpful, but not necessary; a flexible, helpful personality; behavioral health experience helpful, but not necessary.

Hours Needed: Needed Monday through Friday, your choice of day(s), either from 8:00 A.M. through 1:00 P.M. or from noon to 5:00 P.M.

Help to remove impaired drivers from the road!

If you are concerned about the tragedies caused by impaired drivers on the roadways or preparing for a career as a police officer, you may be interested in becoming a **DUI Van Assistant**. This volunteer position involves driving the Department's DUI Van to designated locations and staffing the vehicle throughout an assigned shift. You will provide support to officers processing DUI suspects by recording information, photographing and fingerprinting suspects, taking charge of evidence, calling taxicabs, etc.

Desired Skills: Ability to drive very large vehicle required; ability to deal professionally with intoxicated and/or upset persons; ability to lift and set up six-foot table; attention to detail in recording data manually; ability to work late at night.

Hours Needed: Night hours, usually from 7:00 P.M. until the following morning (from 2:00 A.M. to 5:00 A.M. typically), on Friday and Saturday nights.

Varied Office Position in Traffic Division

If you have an interest in traffic issues—from helping felony D.U.I. cases to prosecution to how the Photo Safety office works, your office skills would be very useful in this shared volunteer position among various units of the Traffic Division. As Office Assistant, you may be called upon to prepare felony D.U.I. case files one day, verify police dispatch times with tow slips on another day, and assemble packets or file for Photo Safety yet another day! Your assistance would be a great help to the various units that comprise the Traffic Division and would be shared among each unit on an as-needed basis. This varied, interesting position will give you an “insider’s” look into the traffic safety issues faced by the community and an opportunity at helping to resolve them.

Desired Skills: Basic office skills, including computer, accurate filing, and organizational skills; pleasant, helpful personality with desire to learn multiple office tasks.

Hours Needed: Very flexible weekday, day time hours—subject to your schedule and the needs of the Traffic Division’s various units.

Preserve the Rights of the Disabled

If you wish to help ensure that parking spaces designated for the disabled remain available to them, please join our Disabled Parking Enforcement team! You will patrol public parking spaces at malls, stores, apartment complexes and other businesses for vehicles not legally parked in spaces reserved for the disabled and write citations for violators. If a violator chooses to challenge your citation through the court system, you will be called upon to testify in court.

Desired Skills: Ability to deal tactfully and professionally with persons in potentially emotional circumstances; ability to utilize own means of transportation to patrol public parking lots; ability to accurately and legibly complete parking citations.

Hours Needed: Any time.

Very Special Opportunity!

Help to Administer our Victim Assistance Program

Our Victim Assistance program is seeking an enthusiastic, motivated individual to support the program and its volunteers. This Volunteer Coordinator Assistant must have a high school diploma or higher, computer experience (Microsoft Excel experience particularly helpful), and solid interpersonal skills. Also helpful, but not required, are previous volunteer experience of any variety, experience working with schedules, and/or some type of experience working with the law enforcement and/or behavioral health fields. This very special volunteer position will be essential to program operations and key to the effective flow of communication between volunteers and program staff. Its tasks include interacting with Victim Assistance volunteers, maintaining and filling monthly volunteer schedules, distributing meeting notices and other correspondence, and supporting program staff as needed. It requires a sound interest in bettering the circumstances of crime victims and a commitment to the program in terms of reliability and dedication.

Desired Skills: In addition to the above-noted experience, also seeking time-management and organizational skills; a positive attitude; and self-motivation.

Hours Needed: This position will require **5 to 10 hours per week**, which can be distributed however you prefer over the weekdays of your choice between 8:30 A.M. and 4:30 P.M.