

# **CRIME LAB**

## **SPECIFIC DUTIES AND RESPONSIBILITIES:**

The duties of the Volunteer may include, but are not necessarily limited to:

1. Enter data on various logs.
2. Accompany Technicians to selected crime scenes.
3. Enter arrest photos and data into computerized mug shot system.
4. File reports and fingerprint records and perform other file maintenance duties.
5. Other duties as assigned.

## **QUALIFICATIONS:**

The criteria for selection as a Volunteer is as follows:

- A. Must be 19 years of age or older, a U.S. citizen and pass a criminal history check.
- B. Must serve without pay or reimbursement for expenses.
- C. Must successfully complete the training course as required by the Omaha Police Department.
- D. Must have a laminated photo identification card, as approved by the Chief of Police.
- E. Must have a completed application on file.
- F. Must be able to maintain case confidentiality.

## **TRAINING:**

On-the-job training will expose volunteers to topics such as human relations and communication, courtesy, and assorted policies and procedures required for the successful operation of this program.

## **DUTY UNIFORMS:**

Volunteers shall dress appropriately and will prominently display their approved, laminated, photo identification card whenever they are on duty.

## **DUTY HOURS:**

- A. Volunteer duty hours may be scheduled between the hours of 0800 to 2200, Monday-Friday and must be coordinated with the Crime Lab Manager
- B. Volunteers may work no more than seven (7) hours per day. There is no minimum requirement per day or week for volunteer participation.
- C. Volunteers must maintain an hourly log
- D. Volunteers must fill out security access logs.