

# DATA REVIEW CENTER

## **SPECIFIC DUTIES AND RESPONSIBILITIES:**

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

1. Make copies and packets for the Prosecutor's Office.
2. Pull traffic tickets appearing on error listing for correction.
3. District Court filing work.
4. Look up data numbers on computer and update information as needed.
5. File reports in date, category and priority order.
6. Retrieve data numbers from Bureau of Vital Statistics list - create entry.
7. Special projects – FBI rap sheets; fingerprint classifications; adult abuse confidential printouts.

## **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 completed application on file.
- E. Ability to type 30 wpm.
- F. Basic computer skills.
- G. Comfortable communicating over the telephone.

## **TRAINING:**

On-the-job training will expose the volunteer 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. Duty hours are generally between the hours of 0700 to 2200, Monday-Friday. Weekend hours may be coordinated with the Office Supervisor.
- 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.