

RECORDS UNIT

SPECIFIC DUTIES AND RESPONSIBILITIES:

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

1. Computer data entry.
2. File reports.
3. Shred documents
4. Organize and box reports for archive.
5. Number folders.
6. Transfer reports boxed for archive.
7. Answer phones
8. Film reports

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 on-the-job training as required by the Omaha Police Department.
- D. Must have a completed application on file.
- E. Basic computer skills.
- F. Ability to lift boxes of files.

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 0400 to 2000, Monday-Friday.
- 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.