

# POLICE SUPPLY

## **SPECIFIC DUTIES AND RESPONSIBILITIES:**

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

1. Assist in filling supply orders and restocking shelves.
2. Data entry.
3. Answer phones.
4. 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 on-the-job training as required by the Omaha Police Department.
- D. Must have a completed volunteer application on file.
- E. Basic computer and keyboard skills.
- F. Ability to lift up to 30 pounds.
- G. Ability to file alphabetically and numerically

## **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 limited to between the hours of 0600 to 1730, 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.