

*Sample*

**Volunteers  
In  
Policing**

**JOB DESCRIPTION**

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Tempe Police Department

- JOB TITLE:** OPERATION NOTIFICATION LIAISON
- PURPOSE:** To obtain updates from current members and enlist new businesses in the Operation Notification Program and enter information into database; also be knowledgeable of crime prevention programs and Alarm Ordinance.
- DESCRIPTION:** Volunteer will perform any or all of the following duties: visit businesses in the City of Tempe and obtain responsible party information. Provide information and answer general questions about Operation Notification Program. Distribute brochures or information on crime prevention and other programs (Business Security surveys and Alarm Ordinances). Accurately enter data from Operation Notification records into database.
- QUALIFICATIONS:** Excellent oral communication skills  
Ability to interact positively with public  
Legible writing  
Data entry skills  
Organizational skills  
Current driver's license  
Ability to work with minimal supervision
- TRAINING:** Two hours training on Crime Prevention Programs and contents of Crime Prevention Manual. Visit a minimum of six businesses with a Crime Prevention employee. Training on entering data into database.
- TIME COMMITMENT:** One four-hour shift per week; flexible between 9:00 a.m. and 6:00 p.m., Monday – Friday. Possible Saturdays
- RESPONSIBLE TO:** Crime Prevention Officer