

Sample

**Volunteers
In
Policing**
Tempe Police Department

JOB DESCRIPTION

- JOB TITLE:** Photo Viewing Office Manager
- PURPOSE:** To facilitate and document photo radar/photo red light citation viewings and to maintain records associated with that process..
- DESCRIPTION:** Volunteer will assess whether the subjects are the persons depicted in the citation photos, process the citations for dismissal, reissue or court referral and complete the appropriate documentation.
Volunteer will review and maintain or shred citations as appropriate.
- QUALIFICATIONS:** High degree of integrity
Able to interact positively with the public.
Able to exercise good judgement.
Possess good organizational skills.
Possess basic computer skills.
Able to pass a polygraph test.
Be dependable.
- TRAINING:** With a photo viewing representative/officer as necessary to learn the job.
- TIME COMMITMENT:** One or two designated four-hour shifts weekly.
- RESPONSIBLE TO:** Traffic Sergeant