



Redmond Police Department
Volunteer Program

Job Description

Title: Business Watch Support Representative
(must work as a part of a Two Person Team)

Function: To support the Crime Prevention Facilitator and Officers in promoting business watch programs in the business community.

Duties: Disseminate Business Watch material and information as directed by the Crime Prevention Facilitator or Sector Lieutenant

Complete Business Report Form, as directed by Crime Prevention Facilitator

When applicable, provide identified police report forms to business community.
i.e.: Fraudulent Check Crime Report

Assist with special projects as assigned by Crime Prevention Facilitator

Qualifications: Ability to work as a part of a team
Ability to receive and follow directions
Ability to handle multiple tasks
Ability to deal courteously with the public
Ability to maintain confidentiality
Knowledge of the Redmond City business districts
Dependable

Time Commitment: As directed by the Crime Prevention Facilitator
With a minimum of one year commitment

Reports To: Crime Prevention Facilitator

3/16/99