

# **Murphy Police Department Volunteer Position Description**

**Position:** Criminal Investigations Support

**Location(s):** Murphy Police Department

**Supervision:** Criminal Investigations Division

**Objective(s):** Volunteer responsible prepping case files for the District Attorney's Office, data entry, research, clerical duties and answering the telephone for CID personnel

**Commitment:** 12 hours per month (or as needed)

## **Description of Duties**

Volunteer will be responsible prepping case files for the District Attorney's Office, data entry, research, clerical duties and answering the telephone for CID personnel.

## **Requirements**

- Minimum age requirement is 18.
- Must provide a minimum of 12 hours every month.
- Knowledge of Windows based computer software.
- Knowledge of ICS/IBRS software.
- Ability to lift, carry and move items up to 10 pounds.
- Positive and supportive attitude with people of all backgrounds and abilities.
- Capacity to work independently with limited close supervision.
- Graduation from the department's Citizens' Police Academy is highly recommended, but not required.
- Must be supportive of MPD, its mission, and comfortable working within a police environment.
- Willingness to conform to quality control of work and accept feedback.
- Ability to take direction and follow instructions given by paid staff.
- Commitment to comply with confidentiality requirements and police policies.
- Willingness to ask questions and seek clarification if unsure of task.

## **Training and Preparation**

- Participation in a 8-hour orientation class
- IBRS/ICS training
- Other individualized training as needed.