

Murphy Police Department Volunteer Position Description

Position: Support Operations Volunteer – Communications – Police Dept

Location(s): Police Department - Communications Center

Supervision: Communications Supervisor

Objective(s): Data Entry, Answer Phones, Dispatch Units

Commitment: 12 hours per month (or as needed)

Description of Duties

Data entry – will require computer skills
Ability to audit files; compare information from various sources
Communicate with others via telephone, public safety radio system or written letters to maintain existing database and dispatch police, fire and EMS units

Requirements for Volunteering for the MPD

- Knowledge of Windows based computer software.
- Knowledge of IBRS/ICS software.
- Knowledge of basic dispatching principles
- Minimum age requirement is 18
- Must provide a minimum of 12 hours per month
- Ability to operate equipment such as telephone and copy machine
- 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 the 8-hour orientation class
- Participation in the basic telecommunications school
- Other individualized training as needed