

# **Murphy Police Department Volunteer Position Description**

- Position:** Crime Prevention Volunteer
- Location(s):** Murphy Police Department
- Supervision:** Crime Prevention Unit
- Objective(s):** Crime Watch, Business Crime Watch, Citizens Police Academy, Youth Citizens Police Academy, National Night Out, various community programs and projects
- Commitment:** TBA as needed by the Crime Prevention Unit

## **Description of Duties**

Volunteer will assist the Crime Prevention Unit with various community programs and projects including Crime Watch, Business Crime Watch, Citizens Police Academy, Youth Citizens Police Academy, Kid Print ID program and National Night Out.

## **Requirements**

- Knowledge of Windows based computer programs
- Must reside or work in Murphy.
- Minimum age requirement is 18.
- Ability to fingerprint citizens
- Must provide a minimum of 12 hours or hours every month.
- Ability to operate equipment such as telephone and copy machine.
- Ability to lift, carry and move items up to 20 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
- Participation in a fingerprint class
- On the job training
- Other individualized training as needed.