

Eugene Police Department Volunteer Position Description

Position: **Bicycle Registration Assistant**
Supervisor: Crime Prevention Specialist (CPS) Steven Chambers
Schedule: Shifts will be based on bicycle registration event scheduling which will take place during business hours on weekdays and weekends.
Commitment: Minimum commitment is six months of service.
Objective: Provide bicycle registration program support.

Description of Duties

- Attend community events at schools, parks and bike paths to assist CPS Steven Chambers with bicycle registrations.
- Ride with the CPS Chambers or meet him at the event.
- Locate bicycle serial numbers.
- May provide back-up to CPS Chambers by running computer checks on serial numbers to ensure that bicycles are not stolen.
- Assist citizens with filling out bicycle registration forms.
- Issue bicycle registration stickers.
- Enter information from bicycle registration forms into a Microsoft Access database.

Requirements

- Basic/intermediate level of computer knowledge/experience.
- Keyboarding experience.
- Ability to complete basic Law Enforcement Data System (LEDS) certification.
- Ability to work with a high degree of accuracy and attention to detail.
- Ability to work outdoors in varied weather conditions.
- Ability to lift a bicycle and flip it over to locate the serial number.
- Ability to pass a background check.
- Minimum age for this assignment: 21 years.
- Commitment to comply with confidentiality requirements and policies governing police operations.
- Positive and supportive attitude with people of all backgrounds and abilities.
- Supportive of the philosophy of the Eugene Police Department and comfortable working within a public safety environment which sometimes involves people-related emergencies and crisis/conflict management.

Training and Preparation

- Orientation with the Volunteer Coordinator or designee and on-the-job training.

For additional information, contact Carrie Chouinard, Volunteers in Policing Program Coordinator at (541) 682-5355 or carrie.f.chouinard@ci.eugene.or.us.