

**Eugene Police Department
Volunteers in Policing Program
Volunteer Position Description**

Position: Crime Stoppers Assistant
Location: Eugene Police Department, 777 Pearl Street, Room 107
Supervisor: Sergeant Montes
Schedule: 3-4 hours/week, weekdays only
Commitment: Minimum commitment is one year of service
Objective: Assist with a variety of administrative duties relating to the Crime Stoppers program.

Description of Duties

- Monitor and manage crime stoppers tips; disseminate tips to proper individuals within the department
- Assist with preparing the “wanted person of the week”
- Ensure crime stopper information is available for patrol briefings
- Prior to the monthly crime stoppers board meetings, determine whether any arrests were made; accompany Sgt. Montes to board meetings
- Update EPD’s website with crime stoppers information that is provided to the media

Requirements

- Skills in listening and communicating
- Knowledge of business English, grammar, spelling and punctuation
- Ability to work with a high degree of accuracy and attention to detail
- Intermediate level of computer knowledge/experience
- Positive and supportive attitude with people of all backgrounds and abilities
- Capacity to work independently with limited close supervision
- Willingness to conform to quality control of work and accept feedback
- Ability to pass a police background check
- Commitment to comply with confidentiality requirements and police policies
- Supportive of EPD, its mission, and comfortable working within a police environment
- Minimum age: 21

Training and Preparation

- Orientation with the Volunteer Coordinator 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.