

Eugene Police Department Volunteer Position Description

Position: Forensic Evidence Unit (FEU) Office Assistant
Location: 125 North Garfield
Supervision: Forensic Evidence Unit Employees
Commitment: Minimum of six hours per week (Monday through Friday, 8 am-4 pm) for six months
Objectives: To assist the FEU with day-to-day office and administrative tasks. The primary focus of this position is to assist with filing fingerprints cards. If all of the filing is caught up, there is potential for other duties, as described below.

Description of Duties:

- Filing adult arrest fingerprint cards
- Data entry into the lab database tracking system
- Entering and filing for developed file/latent prints
- Preparing and filing case files for developed file/latent prints
- Sorting and entering fingerprint card information into AIRS (Area Information Records System)
- Sending fingerprint arrest cards to Oregon State Police in Salem
- Maintain lab van supplies
- Case file purging per department criteria
- Retrieving and reviewing ten print to latent hits from AFIS (Automatic Fingerprint Identification System)
- Assisting in the lab processing with chemical and physical means (under supervision of an Analyst)
- Observing Forensic Analysts at minor crime scenes and autopsies
- Assisting with laboratory audits
- Creating victim elimination fingerprint kits

Qualifications:

- Skills in listening and communicating, by telephone and in-person
- 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

Requirements:

- Ability to pass a background check
- Must remain active in pursuing Forensic Science as a career (i.e. college degree, occupation, associations, readings, trainings)
- Must have college level lab science experience
- Commitment to comply with confidentiality requirements and policies governing police operations
- Must be available to serve a minimum of six hours/week for six months
- Minimum 18 years of age (must be a high school graduate)

Training and Job Preparation

- Orientation with the VIP Program Manager and on-the-job training with Forensic Evidence Unit employees.

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