

Eugene Police Department Volunteer Position Description

Position: **Image Retrieval Team**
Location: EPD Property Crimes Unit, 777 Pearl Street, Room 107
Supervision: Lieutenant Rex Barrong
Commitment: 4-6 hours/week for a minimum of one year
Schedule: Monday-Friday, 8 am-5pm
Objective: Assist the Investigations Division by retrieving surveillance videos from local businesses.

Description of Duties

- The Financial and Property Crimes Units face ever increasing case loads that require video and photo evidence to be seized in cases where checks and credit cards are used at local stores. Detectives don't have the capacity to work small cases with low dollar values. When cases that initially didn't have a large enough dollar value reach the minimum dollar value, and the detectives attempt to retrieve the original video relating to the crime, it is often no longer available because it has been taped over.
- The Image Retrieval Team:
 - ✓ Contacts local businesses to determine whether surveillance/photos are available
 - ✓ Schedules appointments with businesses and retrieve DVDs
 - ✓ Lodges DVDs into evidence

Requirements

- Skills in listening and communicating in person and over the phone
- Basic to intermediate level of computer knowledge/experience
- Ability to work with a high degree of accuracy and attention to detail
- Capacity to work independently with limited close supervision
- Willingness to conform to quality control of work and accept feedback
- Ability to take direction and follow instructions given by paid staff
- Ability and willingness to testify in court when necessary
- Ability to pass a background check
- Commitment to comply with confidentiality requirements and police policies
- Be positive and supportive attitude with people of all backgrounds and abilities
- Be supportive of the Eugene Police Department, its mission, and comfortable working within a police environment
- Possess an Oregon Driver's License and have a good driving record
- Pass an EPD-administered driving test to qualify to drive department vehicles
- Minimum age to apply for this assignment is 21

Dress Code

- Business casual (Image Retrieval Team uniform shirt will be issued)

Training and Preparation

- Orientation with the VIP Program Manager or designee and on-the-job training

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