

## **Eugene Police Department Volunteer Position Description**

**Position:** Property Control Unit Assistant  
**Location:** 125 North Garfield  
**Supervision:** Police Property Specialists  
**Schedule:** Two 4-hour shifts weekdays, 8am-5pm  
**Commitment:** Minimum commitment of six months of service.  
**Objective:** To assist the Property Control Unit with day-to-day office and administrative tasks.

### **Description of Duties**

- Process District Attorney's Office Case Management e-mails/requests for disposition to officers.
- Assist with purging property.
- Assist in purging drugs.
- Assist with auction transport.
- Assist with moving property/evidence.
- Assist with cleaning cage/warehouse.

### **Qualifications**

- Extensive computer skills.
- Area Information Records System (AIRS) access.
- Skills in listening and communicating, by telephone and in-person.
- Positive and supportive attitude with people of all backgrounds and abilities
- Supportive of philosophy of the Eugene Police and comfortable working within a public safety environment which sometimes involves people-related emergencies and crisis/conflict management.

### **Requirements**

- Computer experience including Microsoft Word, e-mail, data entry, ability to learn AIRS.
- Ability to pass a background check.
- Commitment to comply with confidentiality requirements and policies governing police operations.
- Minimum age: 18

### **Training and Job Preparation**

- Orientation with the Volunteer Coordinator and Police Property Specialists, along with 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](mailto:carrie.f.chouinard@ci.eugene.or.us).**