

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

**Position:** Property Crimes Detective Assistant  
**Supervisor:** Detective Randy Berger and Senior Administrative Specialist Donna Isadore  
**Schedule:** Weekdays, minimum 2-4 hours/week, schedule is flexible  
**Commitment:** Minimum commitment is six months of service  
**Objective:** Assist the Property Crimes Unit by entering transaction data from metal recyclers into the BWI database (BWI is Business Watch International, a used merchandise dealer's automatic reporting database)

**Description of Duties**

- Enter transaction data from metal recyclers into the BWI database
- Notify supervising detectives of frequent sellers or unusual activity
- Confirm sellers identifying information with other databases (i.e. AIRS, DMV)

**Requirements**

- Basic/intermediate level of computer knowledge/experience
- Keyboarding experience
- Ability to work with a high degree of accuracy and attention to detail
- Willingness to conform to quality control of work and accept feedback
- Skill in listening and communicating
- Positive and supportive attitude with people of all backgrounds and abilities
- Ability to pass a police background check
- Commitment to comply with confidentiality requirements and police policies
- Supportive of EPD and its mission
- Minimum age: 21

**Training and Preparation**

- 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).**