

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

Position: Property Crimes Unit: Used Merchandise Compliance Check Assistant
Supervisor: Detectives Randy Berger & Johann Schneider
Schedule: Compliance checks will be done on weekdays; shifts will vary depending on detectives' schedules. This is an episodic assignment.
Commitment: Minimum commitment is three months of service.
Objective: Assist the Property Crimes Unit with compliance checks of used merchandise retailers (ensuring that stores are complying with the used merchandise ordinance).

Description of Duties

- Ride with detective to used merchandise stores/pawn shops to conduct under cover compliance checks
- Attempt to sell property provided by detective to store employee
- Accurately describe to detective circumstances of sale, including description of employee who purchased the property

Requirements

- Skill in listening and communicating
- Must be comfortable in a pawn shop environment, role-playing as a customer and coming up with a credible story regarding the sale of property
- Willingness to show drivers license or other personal ID to store employee when selling property
- Willingness to be named in a police report
- Ability and willingness to testify in court, when necessary
- Ability to work with a high degree of accuracy and attention to detail
- Ability and willingness to follow instructions given by detective
- Positive and supportive attitude with people of all backgrounds and abilities
- 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 and its mission
- Minimum age: 21

Dress Code

- Casual attire/street clothes (wearing volunteer ID/volunteer uniform would not be appropriate)

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.