

Eugene Police Department Volunteer Position Description

Position: Squad Car Maintenance Team
Supervision: Carrie Chouinard, Volunteers in Policing Program Coordinator
Schedule: Teams of two operate Monday through Friday, 8am-noon and 1pm-5pm.
Commitment: Must commit to volunteer a minimum of one 4-hour shift/week, and 12 months of volunteer service.
Objective(s): Assist the Eugene Police Department by performing minor maintenance checks, cleaning, and shuttling police vehicles.

Description of Duties

- Perform minor maintenance checks.
- Ensure that lights are functioning properly.
- Check fluid levels.
- Perform vehicle trunk checks, and restock as needed.
- Shuttle vehicles needing repairs to and from Fleet Maintenance.
- Wash vehicles inside and out.
- Monitor, order, and restock the supply of motor oil, car washing supplies, flares, sterile water, first aid supplies, gloves, evidence tape, disinfectant, etc.
- Periodically seal the bio-hazard box, and assemble a new one. Contact Sani-Pac to pick up sealed boxes and drop off replacements.

Requirements

- Must be retired.
- Must have an Oregon Driver's License and a good driving record.
- Must pass a driving test administered by a Eugene Police Officer to qualify to drive department vehicles.
- Must have a schedule that is flexible enough to allow for attendance at team meetings and trainings.
- Must be able to send and receive e-mail from home.
- Positive and supportive attitude with people of all backgrounds and abilities.
- Capacity to work independently with limited close supervision.
- Must be supportive of the Eugene Police Department, its mission, and comfortable working within a police environment.
- Willingness to conform to quality control of work and accept feedback. Ability to take direction and follow instructions given by paid staff.
- Commitment to comply with confidentiality requirements and police policies.
- Willingness to ask questions and seek clarification if unsure of task.

Training and Preparation

- Orientation with the Volunteer Coordinator. On-the-job and other individualized training as needed.

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

Self-Screening Questionnaire
for Volunteer applicants interested in joining
the Eugene Police Department's Squad Car Maintenance Team

Your Name: _____ Date: _____

1. Yes No Could you operate a marked vehicle, using depth of field and peripheral vision; in congested traffic and in unsafe road conditions that can include fog, rain, ice and snow; while maintaining visual surveillance of your surroundings and finding unfamiliar locations simultaneously?

2. Yes No Can you remain on your feet for extended periods of time, walking and/or standing in a relatively fixed position?

3. Yes No Can you communicate effectively with people of all ages and backgrounds, giving/receiving information and directions?

4. Yes No Would you be able to read, learn and remember new and updated detailed, complex information (examples: changes in policy, procedure, etc.) and apply the information in a logical manner?

5. Yes No Could you kneel and or bend to complete minor vehicle maintenance such as: loosen/tighten lug nuts, change tire, check tire pressure, check fluid levels, change light bulbs and windshield wipers?

6. Yes No Could you lift up to 50 pounds (example: lift/hold tire past your waist to place in the trunk of a vehicle)?

7. Yes No Would you be able to access e-mail to send and receive information to communicate with Fleet Maintenance, team members and the team supervisor?

8. Yes No Would you be able to access Microsoft Word to enter and delete information in a document?

You should be able to answer "yes" to most of the above questions.
If you apply for Squad Car Maintenance Team, please return this complete form to Carrie Chouinard,
Volunteers in Policing Program, Eugene Police Department,
777 Pearl Street, Room 107, Eugene, OR 97401