

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

Position: Subpoena Service Team
Supervision: Lindy Smith, VIP Program Manager and admin support staff
Location: Eugene Police Headquarters, 300 Country Club Road
Schedule: Shifts are available business hours, Mondays, Wednesdays and Fridays
Commitment: Minimum of two 5-hour shifts per month for one year of service
Objective: Assist the Court Liaison Unit by locating subjects and serving subpoenas

Duties

- Volunteers use law enforcement computer programs, reports, and resources to locate the individuals to whom subpoenas must be served.
- Team members then contact the designated recipients to determine the best way to facilitate subpoena service.
- Driving in teams of two, volunteers serve subpoenas to victims or witnesses at home, school, or place of employment.
- Volunteers are equipped with uniforms, police radio, and cell phones.
- All subpoenas are pre-screened; subpoena delivery that could put a volunteer's personal safety at risk are routed to an officer for service.

Requirements

- Age 50+ and fully retired
- Valid Oregon Driver's License and good driving record
- Possess strong interpersonal and communication skills, including skills in listening and communicating in person and over the phone
- Schedule flexibility allows for attendance at trainings/meetings
- Basic to intermediate level of computer knowledge/experience
- Adept with email correspondence
- Commitment to comply with confidentiality requirements and police policies
- Be supportive of Eugene Police, its mission, and comfortable working within a police environment

Training

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

Dress Code

- Team members are issued volunteer uniforms to wear on duty

**For additional information, contact Lindy Smith, Volunteers in Policing Program Manager
at (541) 682-5355 or LSmith@eugene-or.gov.**