

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

Position: Image Retrieval Team
Supervisor: Jason Petersen, Forensic Evidence Unit Supervisor
Location: Eugene Police Headquarters, 300 Country Club Road
Commitment: One 4-hour shift/week for a minimum of one year
Schedule: This two-person team works on Mondays, Wednesdays, and Fridays
Objective: Assist officers and detectives by retrieving surveillance videos from businesses

Background

As technology improves and video surveillance systems become more affordable, there are increasing numbers of crimes captured on video. However, officers and detectives are frequently so busy with their caseloads that they do not have time to retrieve the video before it is deleted or recorded over. The Image Retrieval Team was formed in early 2009 to assist with timely retrievals in response to increasing availability of surveillance video. Since their formation, the team has received over 2,000 requests for video retrieval. The volunteers operate with partners to retrieve video and lodge it into evidence.

Duties

- Review email and case information pertaining to image retrieval requests.
- Contact local businesses to determine whether surveillance video is available
- Schedule appointments with businesses to retrieve video.
- Follow specific protocol to lodge video into evidence at the Evidence Control Unit.
- Update activity reports and email officers/detectives information on retrieved videos.

Requirements

- Strong interpersonal skills, including listening and communicating in person and over the phone
- Intermediate level of computer knowledge/experience (email, Word, Excel)
- Ability to work with a high degree of accuracy and attention to detail
- Capacity to work independently with limited close supervision
- Available Mondays, Wednesdays, or Fridays for a 4-hour shift between 8am and 5pm
- Commitment to comply with confidentiality requirements and police policies
- Be supportive of Eugene Police, its mission, and comfortable working within a police environment
- Ability to pass a background check
- Possess an Oregon Driver's License, have a good driving record and pass an EPD-administered driving test to qualify to drive department vehicles
- Minimum age to apply for this assignment is 21

Training

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

Dress Code

- Team members are issued 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.**