



## VOLUNTEER POSITION DESCRIPTION

**DATE:** August 16, 2011

**JOB TITLE:** Citizens On Patrol Volunteer

**DEPARTMENT:** Sheriff's Office

**JOB SITE:** Unincorporated Kitsap County

### **JOB SUMMARY:**

Patrol and monitor parking areas located on public and private property within the unincorporated areas of the county and take appropriate enforcement action. Patrol assigned areas providing Sheriff's Office presence to enhance public safety. Volunteers act as the eyes and ears of law enforcement reporting suspicious activities without exposing themselves to risk. Volunteers are responsible for documentation/paperwork.

### **JOB DUTIES:**

Work in teams of two. Patrol public and private parking areas inspecting vehicles for valid disabled parking placards or plates. Take enforcement action as appropriate. Distribute educational materials regarding disabled parking regulations. Contact business owners to ensure compliance with disabled parking space requirements. Enforce other parking-prohibited regulations. Conduct home vacation checks. Process vehicles abandoned on county roads for removal. Perform junk vehicle inspections to enable property owners to dispose of vehicles. Operate speed monitoring radar to enhance road safety. Assist law enforcement with traffic control at collisions. Support a variety of community events.

### **SKILLS AND QUALIFICATIONS:**

Must be able to drive and possess a valid driver's license with an excellent driving record. Must have the ability to handle stressful situations and deal with the public in sometimes-hostile circumstances. Requires the ability to speak and write clearly. Must be able to demonstrate good judgment and problem solving abilities. Must be able to get in and out of patrol vehicles unassisted and frequently, move safely through parking lots with good situational awareness, and view the interior of any vehicle parked in a disabled parking space. Must be able to walk safely on uneven ground while conducting home vacation checks, junk vehicle inspections, and other duties. Must be comfortable with computer use and have access to e-mail. Must be able to hear well enough to communicate by police radio. Requires the ability and stamina to be able to stand for long periods of time when assisting with traffic control. Must be at least 21 years of age and a resident of Kitsap County or the surrounding area. Strong interpersonal skills and a desire to interact with the public are essential.

### **BACKGROUND CONSIDERATIONS:**

Only qualified candidates will be accepted into the COP program. **Must have no felony convictions** and be willing and able to successfully pass a background examination including a polygraph examination. As part of the background examination, candidates will be screened for criminal history, work history, credit history, driving history, positive references and truthfulness. Misdemeanor crimes within the past five years are likely to disqualify a candidate. Since COP volunteers drive county vehicles a good driving record is required.

### **RESPONSIBLE TO:**

Community Resource Officer

### **TIME COMMITMENT:**

Volunteers commit to a **minimum of 16 hours per month and a two-hour monthly training/meeting for a minimum of one year.** (Please note: Those working full time or serving on active military duty may find it difficult to meet these time commitments.)

**For more information on this or other volunteer positions in Kitsap County contact the Volunteer Services Coordinator at 337-4650, e-mail [rpirtle@co.kitsap.wa.us](mailto:rpirtle@co.kitsap.wa.us) or apply at [www.kitsapgov.com/volunteer/volapp.htm](http://www.kitsapgov.com/volunteer/volapp.htm)**