



CITY OF ARLINGTON
238 N. Olympic Ave.
Arlington, WA 98223
(360) 403-3421



POLICE VOLUNTEER

Classification: Volunteer, FLSA Exempt
Salary: Non-paid position

Application Period: Continuous

Qualifications:

- Must be at least 18 years of age and able to work legally in the United States.
- Have desire to help and serve the public.
- Have excellent communication and people skills.
- Must be willing to volunteer a minimum of 10 hours each month.
- Ability to physically and mentally perform tasks required for this job description.
- Successfully pass a thorough records and background check.

Application and Selection Process:

- Applicants must submit a completed City of Arlington Police Volunteers Application to:
City of Arlington
Human Resources
238 N. Olympic Ave.
Arlington, WA 98223
- Applications which are faxed or emailed will not be accepted.
- Applicants who most closely meet the requirements of the position may be invited to take part in an interview and/or testing.

**ACCOMMODATION TO PARTICIPATE IN THE APPLICATION OR SELECTION PROCESS
WILL BE MADE UPON REQUEST. EQUAL OPPORTUNITY EMPLOYER.**



Title: Police Volunteer

FLSA: Volunteer

Reports To: Volunteer Coordinator/Administrative Commander

DEFINITION

Under close initial direction until proficiency has been demonstrated, individuals classified as Police Volunteer will answer to and perform duties assigned under the Police Volunteer Coordinator and/or the Administrative Commander of the Arlington Police Department.

The Police Department provides an opportunity for citizens to serve the community, learn and contribute to policing, and support police services by recruiting and developing a volunteer staff. The Police Volunteer supports full-time staff by providing necessary services in supporting roles in the Police Support Services, Administrative Division, crime prevention, and other patrol support functions.

The mission of the Police Volunteers is to assist the Support Services staff with handling of day to day operations. This includes but is not limited to, assisting front counter walk in traffic, answer and direct in coming phone calls, assist in fingerprinting of citizens, and other administrative duties. This does not preclude special duty assignments such as parade or crowd control duties, building maintenance duties, assisting in the locating or marking of abandoned vehicles, searching for missing subjects, house watch patrol, and neighborhood watch program activities. Police Volunteers are prohibited from performing work that would normally be the exclusive responsibility of a regularly scheduled, full-time Police Staff.

The final authority governing all aspects of all Police Volunteers is the Police Chief, or his/her designee. Individuals when initially assigned to this classification will normally perform administrative duties and work directly with experienced support services staff while gaining proficiency and learning procedures.

The use of appropriate judgment independently and collectively is of utmost importance in performing the duties of a volunteer.

The Police Volunteer position is a voluntary position and the holder of this position may resign this position voluntarily at notice to the Volunteer Coordinator, Police Chief or his/her designee. The holding of this position likewise can be terminated at the discretion of the Police Chief or his/her designee without cause upon notice. Any deviations or violation of police or public trust will result in the termination of such volunteer position with the Arlington Police Department. Any appeal of such termination must be made within 15 days directly to the Police Chief or his/her designee. Each Volunteer will be responsible for recognizing the importance placed on volunteer staff activities in dealing with the public and for tactful and courteous treatment of citizens. At times volunteers will be responsible for the assigned police patrol car and other assigned equipment of the Police Department.

Work involves the potential for personal injury and individuals must be able to act without supervision and to exercise independent judgment and discretion in meeting emergencies.

Volunteer assignments are normally performed in accordance with departmental policies, rules, standard practice and established precedent, with matters requiring deviation normally referred to next higher command level for decision of direction.

Performance is reviewed on a continuous basis by departmental superiors through an appraisal of work methods, results achieved, reports, personal inspection and discussion.

JOB LOCATION AND EQUIPMENT UTILIZED

The Police Volunteer works in various office and outdoor settings, including significant time inside the Police Department building and also spent traveling in a police vehicle. Work is performed in all weather conditions including rain, wind, snow and heat. Work is often dangerous or under emergency circumstances requiring some physical activity and exertion. The outside working conditions include dirt, thick vegetation, water and streets. Physical demands include standing, walking and sitting for extended periods of time, may be required to hear and discriminate between different sounds, discriminate between colors, run, stoop, bend, crawl, climb ladders and steep inclines, carry and/or push heavy objects, taste, smell and any other physical movement in the performance of voluntary public safety duties.

Uses computers in the office, printers, FAX machine, 2-way radio, fingerprint equipment; camera, animal capturing devices, copy machine and telephone. Some duties such as specifically approved assignments may be allowed to be conducted at the home of a volunteer but only through the approval of the Police Chief or his/her designee and only on a single basis only.

EXAMPLES OF WORK PERFORMED:

This is a non-inclusive list of examples of work that could be performed by Police Volunteers:

- a. Greeting of citizens at the front reception counter.
- b. Assist the public in filling out written statements, applications, and other documents related to police services.
- c. Direct citizens to get the help that they desire from other police personnel.
- d. Direct citizens when necessary to other city services outside police duties.
- e. Fingerprinting of citizens for employment purposes and/or other application purposes as served by the Police Support Services.
- f. Supplemental services of crowd control, parade set up, and searching for missing subjects, during a special event, emergency or call-out.
- g. Supplemental for station operations. Answering of phone calls, records entry, statistical reporting, and other administrative duties.
- h. Assist Police Support Services in identifying and marking of abandoned vehicles within the city of Arlington.
- i. Assisting in crime prevention or public education presentations to public functions.
- j. Other special duty assignments as directed by the Police Chief or his/her designee.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Satisfactorily pass a screening process for the position of Police Volunteer position for the Arlington Police Department. Including but not limited to an oral interview and a background check.
2. The ability to perform the duties of this position must be readily demonstrated to the Volunteer Coordinator and/or his designee.
3. Possession of a State of Washington Drivers License. (Inclusive to driving assignments only).
4. A driving record free of violations that relate to ability to learn the awareness, responsiveness and skill necessary to drive police cars safely. (Inclusive to driving assignments only).
5. Possess and maintain a personal record free of any convictions or behavior that relate to moral turpitude.
6. Ability to receive instructions from Police Staff in the performance of the volunteer's duties and responsibilities.
7. Ability to read, interpret and properly apply laws applicable to law enforcement work.
8. Must have good customer service skills in communications and relationships.
9. Ability to express self clearly and concisely in speaking and writing and legibly in writing or printing.
10. Ability to maintain composure and self-control under adverse conditions, e.g., public harassment, ridicule, critical injuries, and death.
11. Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of citizens.
12. Ability to establish and maintain effective working relationships with other employees.
13. Ability to perform duties and maintain personal conduct, attitude and appearance that conform to strict policies, procedures, and discipline and within a "chain of command" management system.
14. Ability to maintain a balanced perspective about life in general notwithstanding a continuous exposure to the criminal element of society.
15. Ability to maintain and improve knowledge, technical skills, physical and mental fitness that meets or exceeds the mission of the department.

PHYSICAL TRAITS

Satisfactorily demonstrate that volunteer is able to perform such duties are imposed upon them, physically, emotionally, sensory or mentally.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover the volunteer needs of the Arlington Police Department.

ARLINGTON POLICE DEPARTMENT
110 E. Third Street
Arlington, WA 98223
(360) 403-3400



FOR INTERNAL USE ONLY:

POLICE VOLUNTEERS APPLICATION

The Arlington Police Department is in the process of establishing a Police Volunteers program that provides opportunities for the civilians to partner with the police department in providing services to the citizens of Arlington.

The purpose of the program is to enable the Police Department to take advantage of the extraordinary reserve of knowledge, talent, and skill possessed by volunteers within our community and to capitalize on these abilities to augment Police services. The intent is also to provide a program which involves residents interested in local law enforcement the opportunity to perform work of value to the community.

This application is designed to give applicants an opportunity to share their background, experience, interests, and skills, enabling the Arlington Police Department to make the best possible choice for a Police Volunteer.

The City of Arlington does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, disability, or any other basis prohibited by federal, state or local law.

NAME: _____ **TODAY'S DATE:** _____
Last, First, Middle

ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

DATE OF BIRTH: _____ **PLACE OF BIRTH:** _____

TELEPHONE: HOME: () _____ **WORK:** () _____

EMAIL: _____

IN CASE OF AN EMERGENCY PLEASE CONTACT: _____ **PHONE:** _____

DO YOU POSSESS A VALID DRIVER'S LICENSE? YES NO

HAVE YOU BEEN CONVICTED OF A FELONY OR A MISDEMEANOR CRIME OTHER THAN MINOR TRAFFIC OFFENSES? YES NO

IF YES, PLEASE EXPLAIN: _____

ARE YOU CURRENTLY CERTIFIED IN CPR? YES NO **FIRST AID?** YES NO

DO YOU HAVE ANY MEDICAL CONDITIONS THAT SHOULD BE TAKEN INTO CONSIDERATION IN ARRANGING VOLUNTEER ASSIGNMENTS? YES NO

IF YES PLEASE EXPLAIN: _____

AVAILABILITY? LONG TERM SHORT TERM SPECIAL PROJECT

CIRCLE THE DAYS YOU CAN BE AVAILABLE FOR VOLUNTEER WORK:
SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

SPECIALIZED SKILLS AND ADDITIONAL INFORMATION: (Attach additional pages if more space is needed)

IN WHAT PARTICULAR AREAS OF VOLUNTEER WORK ARE YOU INTERESTED?

WHAT GENERAL SKILLS/ EXPERIENCE/ EDUCATION WOULD YOU LIKE TO SHARE IN YOUR VOLUNTEER WORK?

REFERENCES (Do not list relatives)

NAME: ADDRESS: PHONE:

NAME: ADDRESS: PHONE:

NAME: ADDRESS: PHONE:

* *SEE SUPPLEMENTAL QUESTIONNAIRE*

NOTICE TO VOLUNTEERS

Volunteers are not City of Arlington employees. Injury compensation is provided through the Department of Labor & Industries. Volunteer service is considered to be creditable work experience. The data furnished on this form is furnished voluntarily and will be used to contact, interview and place volunteers.

SIGNATURE IS REQUIRED

To the best of my knowledge, the information herein is true and complete. I understand that falsification of this application is grounds for dismissal as a police volunteer. Further, I give permission for an authorized representative of the City to conduct a criminal background check to include (but not limited to): Criminal History Check (NCIC/WASIS), Driver's License check (DOL), local police database check (RMS), ACCURINT check, and any personal reference checks to inquire of individuals about my ability to perform all aspects of the volunteer position for which I am being considered and I release the City of Arlington and those individuals/institutions that provide information from any liability that may arise from the provision of this information.

As a volunteer of the Arlington Police Department, I am fully aware that the work associated with being a Police Volunteer involves certain risks of physical injury or death. Being fully informed as to these risks and in consideration of my being allowed to participate in the Police Volunteers Program, I hereby assume all risk of injury, damage and harm to myself arising from such activities or use of City facilities. I also hereby individually and on behalf of my heirs, executors and assignees, release and hold harmless the City of Arlington, its officials, employees and agents and waive any right of recovery that I might have to bring a claim or a lawsuit against them for any personal injury, death or other consequences occurring to me arising out of my volunteer activities.

I give my permission to have my photo taken and used for clerical and publicity purposes by the Police Department. I authorize any necessary emergency medical treatment that might be required for me in the event of physical injury and/or accident to me while participating in this program.

The above declaration is true and correct and made subject to the penalty of perjury under the laws of the State of Washington. Signed at _____, Washington, this _____ day of _____, 20____.

SIGNATURE: _____ DATE: _____

POLICE VOLUNTEER

“SUPPLEMENTAL QUESTIONNAIRE”

- 1. Why do you want to be a volunteer for the Arlington Police Department?**
- 2. Do you have any experience in volunteering? (If so, describe.)**
- 3. What type of time commitment do you have for this Police Volunteer position in this program?**
- 4. As a Police Volunteer, do you feel that you can effectively honor privacy laws that involve the dissemination of personal information from police records?**



ARLINGTON POLICE DEPARTMENT

VOLUNTEER CONFIDENTIALITY

Arlington Police Volunteers have access to the Police Department and will sometimes hear or see information which is confidential in nature. Police Volunteers are expected to maintain that confidentiality. Any violation of this confidentiality is a violation of department policy and state law and could result in jeopardizing an on-going investigation.

OATH OF CONFIDENTIALITY

- 1. The undersigned will access Arlington Police Department records only necessary to perform job duties.**
- 2. The undersigned agrees not to divulge, publish or otherwise make known to anyone except criminal justice employees, orally or in writing, any information gained through access to Arlington Police Department records.**
- 3. It is understood and agreed upon that the foregoing conditions DO NOT cease at such time as the undersigned is no longer a volunteer with the Arlington Police Department. The undersigned is permanently bound by said regulations on confidentiality.**
- 4. Violations of conditions 1 through 3 may subject the undersigned to disciplinary action which may include termination of volunteer status, civil action and/or criminal prosecution.**

Signature of Volunteer

Date

Printed Name of Volunteer



AGREEMENT REGARDING INDIVIDUAL VOLUNTEER SERVICE WITH THE CITY OF ARLINGTON

I _____ hereby volunteer my services to perform only the services as outlined in the attached scope of volunteer work for the City of Arlington department of _____. I understand I will not be compensated for my work but I volunteer to do so in a responsible manner. If I decide to discontinue my volunteer service I will notify the Human Resources Department.

Further, I hereby certify that I am capable of performing the duties as outlined in the attached scope of volunteer work (check which applies) () without accommodation or () with the following accommodations:

In consideration of the City of Arlington giving me permission to perform these volunteer services, I agree to the following terms (initial each):

1. _____ I understand that I am not to appear for volunteer service under the influence of any drugs or alcohol.
2. _____ I will abide by all of City of Arlington policies regarding personal conduct while performing volunteer services.
3. _____ I agree not to go beyond the scope of volunteer work agreed to without authorization.
4. Should an injury occur during the scope of my service, I understand that:
_____ The City of Arlington has included my hours of volunteer service in the Washington State Department of Labor and Industries coverage for volunteer workers (once a timesheet is submitted to the City of Arlington).
_____ I understand that I am to report any on-the-job injury or illness, no matter how minor, to the City of Arlington employee supervising my volunteer services.
5. Depending on the scope of volunteer work, the following policies may apply:
(Please initial the policies reviewed)
_____ Driving
_____ Accident Prevention Program
_____ Machinery/Equipment Operation
_____ Workplace Harassment
_____ Alcohol, Drugs & Intoxicants
_____ Internet & Other Workplace Communication Systems

6. _____ I acknowledge that I have been trained on the above initialed policies and understand them and/or have had the opportunity to ask any questions.
7. _____ I consent to a representative of the City of Arlington performing a background check into my history in accordance with RCW 43.43.830–839 and waive any right of privacy I may have in such information for the limited purpose of the City of Arlington considering it for determining my suitability as a volunteer.
8. _____ I understand that I or the City of Arlington may terminate this agreement at any time without cause, that I am volunteering my services at will and may be asked to discontinue such without prior notice or reason.
9. _____ I am fully aware that the work associated with being a Volunteer involves certain risks of physical injury or death. Being fully informed as to these risks and in consideration of my being allowed to participate in the Volunteer Program, I hereby assume all risk of injury, damage and harm to myself arising from such activities or use of City of Arlington facilities. I also hereby individually and on behalf of my heirs, executors and assignees, release and hold harmless the City of Arlington, its officials, employees and agents and waive any right of recovery that I might have to bring a claim or a lawsuit against them for any personal injury, death or other consequences occurring to me arising out of my volunteer activities, except for those caused by the sole negligence of the City of Arlington.
10. _____ I give permission for photos/videos taken of myself during volunteer activities to be used for publicity purposes, without recompense.

This agreement will be in effect for the duration of my volunteer services beginning this date.

Dated this _____ day of _____, 20_____.

Volunteer's Signature

Address

Phone Number

Parent/Legal Guardian

