**VOLUNTEER POSITION DESCRIPTION**

**POSITION:** VIN Verification Volunteer

**RESPONSIBLE TO:** Community Service Officer (CSO)

**LOCATION:** Colorado Springs Police Department substations

**GENERAL DESCRIPTION:**

Under general supervision of CSO’s, volunteers provide VIN verification services to the general public, at each police substation.

**RESPONSIBILITIES:**

* Staff the VIN verification shifts at each substation
* Conduct VIN verifications using Form DR2698
* Ensure paperwork is processed appropriately

**TIME REQUIRED:**

* Two-hour shifts, ranging between 10:00 am – 2:00 pm, Mondays, Wednesdays, and Fridays

**TRAINING:**

* On-site VIN Verification

**QUALIFICATIONS:**

* Age 18 or older
* Successfully complete background check
* Ability to commit to shifts
* Basic computer skills
* Ability to work independently
* Have reliable transportation
* Physical requirement to lean forward/bend/stretch to accurately read VIN numbers on windshields or other vehicle locations

**REQUIRED PRE-SERVICE TRAININGS AND AGREEMENTS:**

* Authorized Use Policy (AUP)
* Security Awareness Training (SAT) Agreement
* Volunteer Agreement and Release of Liability
* Volunteer Ethics Agreement
* Criminal Justice Information System (CJIS) Training

**BENEFITS TO VOLUNTEER:**

* Civic engagement
* Support police department by providing this much-needed service