**VOLUNTEER POSITION DESCRIPTION**

**POSITION:** Surveillance Camera Operator

**RESPONSIBLE TO:** Gold Hill Police Station - Investigations Sergeant

**LOCATION:** Gold Hill Police Station, 955 West Moreno Street

**GENERAL DESCRIPTION:**

Under the supervision of CSPD personnel, volunteers will work with current CSPD supervisors, officers assigned to designated patrol areas, and communications center personnel to staff camera surveillance of the downtown Colorado Springs area.

**RESPONSIBILITIES:**

* Successfully complete training modules
* Be familiar and competent with the operation of the surveillance camera system
* Ensure cameras are working properly and report problems to staff and IT
* Maneuver the pan/tilt/zoom cameras to best capture a significant event
* Demonstrate proficiency in camera operation to include storage of video footage
* Monitor cameras and report any event of significance to the supervisor
* Use radios and telephones for communication
* Log activities as required
* Following training, demonstrate proficiency with CSPD Policy and Procedures, Constitutional Rights involved in this program, and CAPS Volunteer Handbook and Policies

**TIME REQUIRED:**

* Two two-hour shifts per month during the following timeframes:
  + Wednesday: 6 pm – 8 pm; 8 pm – 10 pm; 10 pm – midnight
  + Thursday: Midnight – 3 am; 8 pm – 10 pm; 10 pm – midnight
  + Friday: Midnight – 3 am; 8 pm – 10 pm; 10 pm – midnight
  + Saturday: Midnight – 3 am; 8 pm – 10 pm; 10 pm – midnight
  + Sunday: Midnight – 3 am

**TRAINING:**

* 2 hours: Camera Operations, Constitutional Rights, and Radio Procedures Training classroom module
* 2 hours: 1:1 shadow training with camera operator
* 4 hours minimum: Downtown officer ride-along

**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

**QUALIFICATIONS:**

* Age 18 years or older
* Successfully complete an interview, background check, polygraph, and personality assessment
* High integrity
* Comfortable with technology
* Familiarity with downtown area helpful but not necessary
* Reliable transportation
* Positive attitude
* Good work ethic
* Ability to work independently
* Ability to sit for extended periods of time
* Ability to monitor multiple computer screens for extended periods of time