**VOLUNTEER POSITION DESCRIPTION**

**POSITION:** Crime Prevention Volunteer

**RESPONSIBLE TO:** Crime Prevention Officer

**LOCATION:** Falcon Division

**GENERAL DESCRIPTION:**

The Crime Prevention Volunteer liaises between CSPD patrol and apartment complex management to address issues arising at apartment complexes throughout the City.

**RESPONSIBILITIES:**

* Handles incoming calls to the apartment hotline
* Conducts community outreach to property owners and managers
* Observes Crime Prevention Through Environmental Design (CPTED) security assessments of rental properties with Crime Prevention Officer
* Maintains database, program records, and case reports

**TIME REQUIRED:**

* 4 hours per week
* Monday – Friday, 9:00 am – 4:00 pm

**TRAINING:**

* On the job training with Crime Prevention Officers

**QUALIFICATIONS:**

* Ability to effectively present information and respond to common inquiries or complaints from residents, residential and business owners, and property management
* Ability to write routine correspondence using correct grammar, terminology, and sentence structure
* Ability to work independently
* Critical thinking

**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:**

* The opportunity to interact with community members desiring safer neighborhoods
* Helping with the department’s mission of crime prevention through community education