

EL PASO COUNTY SHERIFF'S OFFICE VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Sheriff's Citizen Patrol

SUMMARY OF FUNCTIONS: The Sheriff's Citizen Patrol is a citizen-based program that allows residents of El Paso County the ability to volunteer within their community performing law enforcement related duties that do not require a sworn officer.

<u>ESSENTIAL JOB FUNCTIONS:</u>	<u>FREQUENCY</u>
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| 1. Assists at accident scenes. May assist in helping stranded motorists, traffic control, speed monitoring, and reports. May assist deputies with impounding abandoned vehicles. | Frequent |
| 2. Assists with parking complaints, to include reporting and tagging of abandoned vehicles. Will assess parking violations, but will not issue summons. | Frequent |
| 3. Attends neighborhood watch & community meetings. May conduct vacation checks on homes and business information updates. | Frequent |
| 4. Assists with residential and business alarms via remote observation and reporting from vehicle. | Frequent |

OTHER JOB FUNCTIONS:

Performs other duties as assigned.

QUALIFICATIONS

- High School diploma or equivalent.
- Must be 21 years of age and a United States Citizen.
- Must be honest, truthful, trustworthy and possess a high degree of personal integrity.
- Ability to safely operate a patrol vehicle in stressful situations and inclement weather.
- Ability to write clear, concise, and complete departmental reports.
- Ability to communicate with the public and other agencies in a professional and courteous manner.
- Must possess good judgment and common sense and make competent decisions under stressful conditions.
- Must successfully pass a fingerprint-based background investigation, truth verification examination, online Criminal Justice Information training, and health screening.
- Ability to exert up to 10 pounds of force frequently to carry, push, pull, or move objects; ability to climb, crawl, stoop, kneel, crouch, reach, handle, feel, finger, talk, smell, hear, and see (20/20 correctable, depth perception, and near and far acuity).
- Must possess a valid driver's license.
- Must be able to handle sensitive and confidential information.
- Must successfully complete on-the-job training requirements.
- Ability to perform the essential functions of the job.

LICENSES OR CERTIFICATES:

None.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Lieutenant/Sergeant, Patrol Unit
Sheriff's Citizen Patrol Coordinator

Supervises: None

WORKING CONDITIONS:

Work performed primarily on county roads and/or in the office. Duties may require driving a marked vehicle and participating in indoor/outdoor activities with members of the public. Work may involve evening and/or weekend functions.