

EL PASO COUNTY SHERIFF'S OFFICE VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Citizen's Advisory Council Member

SUMMARY OF FUNCTIONS: Citizen's Advisory Council (CAC) members provide feedback on programs and issues in the Sheriff's Office, such as presentations to the County Commissioners, budget proposals, policy and procedure reviews. CAC members also volunteer in activities which enhance the Sheriff's Office.

<u>ESSENTIAL JOB FUNCTIONS:</u>	<u>FREQUENCY</u>
1. As an informed citizen, talk to friends, neighbors and co-workers from a position of knowledge.	Frequent
2. Provide feedback to the Sheriff regarding community interests and opinions.	Frequent
3. Contribute to tasks and requests from the Sheriff, his staff and the community.	Frequent
4. Generate reports to benefit the Sheriff's Office.	Occasional
5. Represent the Sheriff's Office in community relations.	Frequent
6. Participate on hiring and promotional boards for the Office.	Occasional
7. Participate in internal and external surveys.	Occasional
8. Participate in budget reviews.	Occasional
9. Attend monthly meetings, meeting the requirement to attend 50% of the meetings held throughout the year.	Frequent

OTHER JOB FUNCTIONS:

Other duties as they are requested.

QUALIFICATIONS:

CAC members must:

- be graduates of the Sheriff's Office Citizens' Academy
- be a law-abiding citizen with good intent
- must successfully pass a background check and reference check
- be a minimum of 18 years of age

LICENSES OR CERTIFICATES:

None

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Public Information Officer

Supervises: None

WORKING CONDITIONS:

Meetings are held in the Office of the Sheriff.