

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>
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 the reporting and tagging of abandoned vehicles. Will assess parking violations, but will not issue summons.	Frequent
4. Attends neighborhood watch & community meetings. May conduct vacation checks on homes and business information updates.	Frequent
5. Assists with residential alarms via remote observation and reporting from vehicle.	Frequent

OTHER JOB FUNCTIONS:

Performs other duties as assigned.

QUALIFICATIONS:

- High School diploma or equivalent.
- Must successfully complete and graduate from the El Paso County Sheriff's Office Citizens' Academy.
- 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 pass a background investigation, Computerized Voice Stress Analysis (CVSA), and health screening.

- Must possess a valid Driver's License.

QUALIFICATIONS, Cont'd.:

- Must be able to handle sensitive and confidential information.
- Must successfully complete the 45-hour Citizen Patrol training academy.
- Ability to frequently exert up to 10 pounds of force, i.e. carry, push, pull or move objects; ability to climb, crawl, stoop, kneel, crouch, reach, handle, feel, finger, talk, smell, see (20/20 correctable, depth perception, near and far acuity) and hear.
- Ability to perform the essential functions of the job.

LICENSES OR CERTIFICATES:

El Paso County Sheriff's Office Citizens' Academy Certificate of Graduation

ORGANIZATIONAL RELATIONSHIPS:

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

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.

