Beaumont Police Department

DESCRIPTION OF VOLUNTEER OPPORTUNITIES

JOB TITLE: Citizens In Action Volunteer

SUPERVISORS: Officer Doug Kibodeaux and Officer Cody Guedry

JOB DESCRIPTION AND DUTIES:

Volunteers will patrol in two person teams and will monitor activity in handicap parking spaces and in city parks. They will also conduct traffic speed surveys, monitor abandoned vehicles stored on the street, and conduct other activities as requested by supervisors. Duties will include enforcing city ordinances and issuing appropriate citations. Taking digital photographs when necessary. Compiling and forwarding appropriate paperwork to Municipal Court. Ability to testify in Municipal Court when necessary. Clerical duties including answering telephones, providing information to the public, and documenting activities. General office work at main police building and substations. Operation of police radio. Ability to deal with potentially tense situations and disgruntled citizens in a professional manner.

TIME REQUIRED:

Schedules will vary, but will generally be two hour shifts during any day(s) of the week. A minimum of two hours per month will be required. Scheduling will be done monthly in conjunction with program supervisors.

DESCRIBE TRAINING THAT WILL BE PROVIDED:

At least four hours of classroom instruction by supervising officers. Ride Along with experienced volunteers and supervising officers. Two hour observation at the 911/311 Operations Center to receive training on the department radio system.

SPECIAL SKILLS REQUIRED:

Honesty and integrity, patience, sound judgment, attention to detail, legible handwriting skills, exceptional oral communication skills, and a valid driver's license.