

Police Volunteer

Duties • Criteria • Disqualifications

Typical Duties

- Contact citizens and provide information about Crime Prevention Programs.
- Receive information and prepares written reports, such as parking violation logs, recaps, vehicle maintenance logs, etc.
- Input codes and information into the computer system; verify accuracy.
- Maintain logs; prepare and distribute various reports.
- Answer and routes telephone calls and takes messages.
- Receive, direct and provide information to visitors.
- Perform miscellaneous office tasks, such as typing, filing, distributing mail, copying documents, shredding documents, etc.
- Write tickets to handicapped and fire lane violators
- Testify in Municipal Court if needed for traffic tickets issued.
- Ride the bicycle/pedestrian trails in Olathe and assist with other special events.
- Clean, supply and care for the animals at the Animal shelter
- Perform any other duties deemed appropriate based on the individual volunteer's abilities and deemed necessary as determined by the unit supervisor.

Criteria

Volunteers must:

- Be a citizen of the United States of America.
- At least 18 years old
- Live or work in Olathe.
- Possess a valid Kansas state driver's license.
- Complete a Volunteer Application Form.
- Sign Confidentiality Statements and a Waiver for Background Checks.
- Successful completion of a background and character reference check.
- Successful completion of an oral board interview.
- Successful completion of a polygraph examination.
- Submit two Applicant Fingerprint cards to be completed by the Police Department
- Have available legally insured transportation and be willing to use it in the scope of their assigned duties in the absence of city provided vehicles. Must provide copy of current vehicle insurance.

In addition, the position of volunteer will require whatever qualifications are necessary and desired to perform the specific duties as determined by the Crime Prevention Unit Supervisor. Upon careful evaluation of the applicant, selection is at the discretion of the Community Policing Unit Supervisory Staff, with final approval from the Chief of Police.

Disqualifications

- **False statements** of material fact, deception, fraud, or intention withholding of the same.
- **Felony convictions or commission** of a felony in past 10 years.
- **Misdemeanor Conviction and/or commission** of a Class "A" or "B" within the past five years. Crime of moral turpitude in the past ten years.
- **Driving Record:**
 - DUI conviction within the past five years.
 - Three or more citations within any 18 month period within the past five years.
 - Three or more chargeable or at fault accidents within the past five years.
 - Driver's license suspension or revocation within the past five years.
- **Probation/Parole:** Currently on probation, parole or diversion. (Inclusive of deferred adjudication). Pardoned for any reason other than being innocent.
- **Illegal Drugs**
 - Use of illegal drugs, other than marijuana, within the past five years.
 - Sale of a controlled substance at any time.
- **Marijuana Use** in the past three years.
- **Thefts** commission/conviction of a Class "C" theft within the past two years.
Commission/conviction of a Class "A"/"B" within the past five years.
- **Military Discharge or Conduct** with less than honorable conditions.
- **Unacceptable Background** including work history, educational history, military service, general reputation, and interpersonal relationships