

Salem Police Department
Volunteer Position Description

Position: Squad Car Maintenance Team
Supervision: Volunteer Coordinator
Schedule: Teams of two operate Monday through Friday, variable hours.
Must commit to a regular weekly schedule of four hours per week for a minimum of six months.
Purpose: To assist the Salem Police Department by performing weekly vehicle inspections.

Description of Duties:

- Appropriately schedule cars to be inspected.
- Perform minor maintenance checks.
- Ensure that all vehicle lights are functioning properly.
- Check fluid levels and add fluids as needed.
- Perform vehicle checks, restocking supplies as needed.
- Monitor and restock the vehicle supply cabinet.
- Clean windows.
- Sanitize seats, steering wheel, and door handles.
- Check tire air pressure.
- Fill out vehicle check list for each car and return it to the supervisor.
- Wash exterior of vehicle.
- Other duties as assigned.

Requirements:

- Ability to pass a background check.
- Capacity to work independently with limited close supervision.
- Must be supportive of the Salem Police Department, its mission, and comfortable working within a police environment.
- Must possess a valid Oregon driver's license and insurance
- Commitment to comply with confidentiality requirements and police policies.
- Must commit to a regular weekly schedule of four hours per week for a minimum of six months.

Required Training:

- Orientation with the Volunteer Coordinator.
- On-the-job training with a volunteer trainer.
- Yearly driving test with an instructor.
- Additional individualized training as needed.