

Salem Police Department
Volunteer Position Description

Position: Disabled Parking Patrol
Supervision: Volunteer Coordinator
Schedule: Commit to a regular four hour per week schedule for a minimum of six months.
Purpose: To help maintain availability and access to parking spaces designated for use by disabled persons.

Description of Duties:

- Patrol areas outside the downtown core area of Salem at scheduled times to enforce Oregon statutes regulating parking privileges for disabled persons
- Maintain appropriate records of citations, patrol activities and incidents
- Provide testimony in court, when required, about specific citations or events
- Maintain a high level of training regarding use of equipment, appropriate statutes, procedures and policies of the parking enforcement program

Requirements:

- Ability to pass a background check and sign release for annual medical certification and driving records check
- Must be supportive of the Salem Police Department, its mission, and comfortable working in a police environment
- Commitment to comply with confidentiality requirements and police policies
- Must be at least 21 years of age
- Must possess a valid Oregon driver's license and insurance
- Ability to deal with the public in a safe and fair manner
- Ability to tolerate verbal abuse
- Must operate city-owned vehicles in a safe and cautious manner
- Must practice discretion in the issuance of warnings and citations as the situation dictates
- Must be able to present self professionally in a court setting
- 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
- Annual driving test with an instructor
- Additional individualized training as needed