

# **VOLUNTEER INFORMATION HANDBOOK**

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**City of Federal Way  
Department of Public Safety**

# **FEDERAL WAY DEPARTMENT OF PUBLIC SAFETY**

Members of the Federal Way Department of Public Safety participated in several focus groups aimed at determining our agencies core functions and guiding principles. Once these were established, the groups used these basic concepts to build mission statements. The similarities between the four groups in their values, philosophies, and desired missions were striking and were easily crafted into an agency statement.

## **GUIDING PRINCIPLES**

INTEGRITY  
COMMUNICATION  
TEAMWORK  
ACCOUNTABILITY  
RESPECT

## **CORE FUNCTIONS**

LAW ENFORCEMENT  
PROTECTION  
EDUCATION

## **MISSION STATEMENT**

The Federal Way Department of Public Safety strives to serve the community by taking a stand against crime through proactive enforcement, innovative methods of protection, and continuous education. We are committed to forward thinking through the evaluation of current practices and the impacts created within the organization, the criminal justice system, and the community. We expect individuals to act with integrity and be accountable for their successes and failures. We will be lead by our dedication to high standards, effective communication, dependable and resilient teamwork, and thoughtful respect for our diverse community as we learn to grow as professionals and as an esteemed police agency.

## **WELCOME**

Welcome to the Federal Way Department of Public Safety. Your volunteer service is invaluable to our City and the programs it operates. It is gratifying to know that we can count on your expertise and assistance in meeting the needs of the public and your fellow Department members. We are pleased you chose to become an active member of this growing and rewarding program.

## **INTRODUCTION**

As one of our volunteers, you will have the opportunity to contribute to the overall quality of service that we provide to the community. It is important to be aware that you represent the Department and the City to our citizens.

Please read the following pages to acquaint yourself with our department. This handbook explains volunteer service, Department rules and regulations, and will serve as a reference while you are volunteering.

## **DEPARTMENT ORGANIZATION**

The Federal Way Department of Public Safety has commissioned officers, non-commissioned personnel, and volunteer staff. The Department is lead by the Chief of Police. The Department is divided into two Divisions (Field Operations and Support Services) administered by a Deputy Chief. The Field Operations Division consists of Patrol, Traffic and Contract Services units. The Support Services Division includes Investigations, Records, Community Resources, and Administrative units.

## **THE COMMUNITY RESOURCE MANAGER**

The Community Resource Manager is responsible for recruiting, selecting, and placing volunteers. If you have any questions, concerns, or problems involving your position or anything other than your actual job duties, please feel free to contact her. You should also feel free to see the Community Resource Manager to receive information on upcoming volunteer activities or just to visit. The phone number for Community Resources is (253) 835-6730, or simply 6730 when dialing from other City offices.

Volunteers are first responsible to their immediate supervisor at the assigned work site. If you have any questions concerning your job duties or schedule, you should see your supervisor.

Your volunteer experience should be a success for both you and the Department. If there is a problem with your placement, see the Community Resource Manager as soon as possible. Our goal is for you to have a positive experience.

## **TRANSFER REQUESTS**

If you are put in a position that you are not comfortable with, or have other problems in serving in your assigned volunteer position, you should see the Community Resource Manager. A transfer may be justified.

If you wish to transfer from your position simply to try something new, please feel free to do so. The volunteer program encourages its members to work in a variety of positions and learn as much about the Department as possible. The only stipulation in transferring for this reason is that you remain in each position for a minimum of three months.

When working on a specially assigned project, you may be asked to commit to that project and complete it before transferring. Some projects require a longer commitment due to extensive training or the need for longer occupation of the position.

## **VOLUNTEER IDENTIFICATION**

Identification will be issued to volunteers to have while volunteering for the Department. This card is not to be used for general identification purposes such as check cashing, or for personal or financial benefit, or as a means of obtaining privileges not otherwise available to you, or for avoiding consequences of illegal acts. Any violation of this provision, or any misuse of your identification will be grounds for dismissal from the program.

## **TIME RECORDS**

Volunteer hours are important as a measure of citizen and community involvement, and you deserve credit for the work you have contributed. You will be asked to sign in at a work site, and this information will be sent to the Community Resource Manager on a monthly basis for record keeping purposes.

## **INSURANCE**

In the event you are injured doing your job, the City has an insurance program under the Department of Labor and Industries. Every volunteer must immediately report any job-related injury, regardless of severity, to his/her supervisor. Any questions concerning insurance coverage can be directed to the Community Resource Manager.

## **USE OF CITY VEHICLES**

Some assignments require the use of a City vehicle. Volunteers must possess a valid Washington State Driver's License and have an acceptable driving record.

Volunteers should not transport anyone other than a City employee, or a person working with or for the City in an official capacity, in a City vehicle unless authorized by a supervisor.

Any mechanical problems with a city vehicle, or noticeable body damage should be reported to a supervisor.

Any accident, including private-property accidents, involving a City vehicle must be reported to Valley Communications (dispatch) immediately and a supervisor should be notified. All accidents must be investigated.

## **SMOKING**

Smoking is prohibited in City vehicles, City facilities, and during citizen contacts.

## **SAFETY REGULATIONS**

Volunteers are community members and are not sworn police officers.

DO NOT, under any circumstances, enter a hazardous situation or take any enforcement action. CALL A SWORN OFFICER! NO form of a weapon will EVER be carried or employed.

## **GENERAL RULES AND REGULATIONS**

1. Volunteers are responsible for maintaining the confidentiality of all information to which they are exposed while accessing Department of Public Safety records.
2. Volunteers will not report for duty or be on duty while under the influence of alcohol or drugs.
3. Volunteers are in non-uniform assignments. Volunteer jackets and shirts are provided to volunteers that interact with the public in the field. The jacket or shirt is to be worn by any volunteer performing volunteer tasks away from the Public Safety Department.
4. Volunteers are authorized to act as representatives of the Department as specifically indicated within their job descriptions and only to the extent of such written specification. Volunteers will consult with their supervisor before assuming any new responsibilities affecting the Department.
5. Volunteers will dress appropriately for the conditions and performance of their duties.
6. Volunteers agree that the Department may at any time, for whatever reason, decide to terminate the volunteer's relationship with the Department, and a volunteer may resign from their service at any time.
7. Volunteers will notify their supervisor if they are unable to keep to their assigned schedule.
8. Volunteers are responsible for complying with Department policies and procedures applicable to their particular assignment. All members of the Department shall adhere with the Code of Conduct and our City's Equal Employment Opportunity and Anti-Harassment Policy. They are included in this manual for your convenience and understanding.

# CODE OF CONDUCT

The members of the Federal Way Department of Public Safety adhere to guiding principles and base their conduct on these principles and values. Therefore it is expected that all members of the Public Safety Department shall adhere with the Code of Conduct in all respects.

**1.0 INTEGRITY:** The Federal Way Department of Public Safety and its members strive to serve the community with veracity, reliability, and the utmost honor.

## **1.1 Obedience to Laws, Ordinances, and Rules**

Members of the Public Safety Department will operate at all times in accordance with federal and state laws, and with full respect for the rights guaranteed by the Constitution of the United States and of the State of Washington

Members shall obey:

- All laws of the United States
- All laws of any state and local jurisdiction in which the employee is present
- All applicable rules or regulations having the force of law of any duly authorized board, office, or commission
- All City of Federal Way Employee Guidelines
- All Federal Way Department of Public Safety directives and/or standards
- All other orders lawfully promulgated, either written or oral

## **1.2 Conduct – Personal**

Members of the Public Safety Department shall conduct themselves in a proper manner and with appropriate demeanor at all times during the performance of their duties. Members shall not engage in any conduct, on or off duty, which adversely impacts the good order, morale, efficiency, public respect or confidence in public service

## **1.3 Truthfulness**

Members of the Public Safety Department shall be forthright and truthful at all times on all matters which pertain to their duties, conduct, observations, or any other area pertaining to the official business of the Federal Way Department of Public Safety

- a. No portion of this section shall be interpreted to imply that members are prohibited to use deception to accomplish an official investigative purpose

## **1.4 Personal Business Conducted While On-Duty**

Members of the Public Safety Department shall not conduct personal business while on duty without the specific approval of the immediate supervisor

## 1.5 Attention to Duty

Members of the Public Safety Department shall be attentive and alert at all times while on duty and shall devote their entire duty time and energy to the services the department.

- a. Failure to competently perform the duties of their assignment as required, either through carelessness, laziness, or inattention, shall be considered cause for the member to be charged with a violation of this section.
- b. Members shall report for duty at the time and place required by department order or supervisor, unless he/she has been approved for leave.
- c. Members shall remain alert and awake during their duty hours and if unable to do so shall report to a supervisor who will determine the proper course of action.
- d. No member may relieve another member from duty without the permission of, or order by a supervisor.

## 1.6 Alcohol - Use Of

No on-duty member of the Public Safety Department shall consume any alcoholic beverage without the express consent of a supervisor when necessary to accomplish a lawful police purpose.

- a. Under no circumstances shall an on-duty member consume any alcoholic beverage to the point of intoxication.
- b. Members in uniform shall not partake of any alcoholic beverage.
- c. Members who report for duty, or who are on duty, showing evidence of having partaken of an alcoholic beverage, except as provided by this section, shall be immediately relieved of their duty and may be subject to disciplinary action. Also refer to collective bargaining agreements and the City of Federal Way Employee Guidelines.
- d. Members shall not bring alcoholic beverages into any police building or vehicle except that which has been seized as evidence, or which is the property of a person in custody.

## 1.7 Association With Criminals

Members of the Public Safety Department shall not knowingly enter into or maintain a social or business relationship with any person whom the member knows or reasonably ought to have known is involved or suspected of being involved in on-going criminal activity, when it is likely that such an affiliation will compromise the member's relationship with the department.

- a. When an association as described in the section is necessary to accomplish an official police purpose, the involved member shall first obtain approval from his/her supervisor.

## 1.8 Limits to Intervention

Members of the Public Safety Department, whether on or off duty, shall not interfere in police operations involving family, friends, or neighborhood disputes unless there is an immediate danger of loss of life, great bodily harm, or the occurrence of a serious crime.



## 1.9 Civil Cases

Members of the Public Safety Department shall not involve themselves in an official capacity in civil cases to which neither they nor the City are a party. An officer's responsibility in civil cases is only to preserve the peace and prevent the commission of, or to affect an arrest for, a criminal act.

- a. Members shall not testify in an official capacity in civil cases, except those involving the City or one in which they are a party to the action, unless legally summoned or served with civil processes.
- b. Members shall not institute civil action arising out of their official duties without first notifying the Chief of Police.
- c. Members shall not use their official position in a civil action to influence or attempt to influence a settlement in favor of himself/herself or any other party to the action.
- d. Members shall immediately notify via the chain of command the Chief of Police if, because of their employment status as a police officer, they are to be called as a witness in any civil or administrative hearing by any party other than the City of Federal Way.

## 1.10 Publishing Police Information

Members of the Public Safety Department shall not submit for publication or broadcast, nor permit to be published or broadcast any story, article, official information, audio recording or videotape concerning crimes or other official department matters, without permission from the Chief of Police.

## 1.11 Recreation and Place of Amusement

Members of the Public Safety Department shall not enter any place of entertainment, recreation, or amusement while in uniform, except when necessary in the lawful performance of their duty.

## 2.0 **COMMUNICATION:** The Federal Way Department of Public Safety and its members understand that effective communication within the department and throughout the community increases our ability to achieve our core functions of law enforcement, protection, and education.

### 2.1 Criticism

Members of the Public Safety Department shall not destructively criticize the department or its policies, programs, actions, fellow members, or supervisors. Members shall not make any statements that tend to interfere with the reasonable management and discipline of the department. Constructive suggestions are welcome and may be made through the proper channels in a respectful manner.

### 2.2 Rumors

Members of the Public Safety Department shall refrain from malicious discussion or spreading of rumors that adversely affect the discipline and good reputation of the department. Such rumors shall be reported to the first available supervisor not involved in the conduct.

## 2.3 Reports and Records

Members of the Public Safety Department shall prepare, maintain, and complete all reports or records necessary for the performance of their assigned duties. This standard pertains to all oral, written, and electronic media reports or records.

- a. Members shall complete all reports before going off-duty, unless otherwise authorized by a supervisor
- b. No member shall knowingly or through neglect prepare or maintain a report or record that contains any inaccurate, false, improper, or incomplete information.
- c. No member shall disseminate, alter, or remove a Public Safety Department record or information without specific authorization from a supervisor.

## 3.0 **TEAMWORK:** The Federal Way Department of Public Safety and its members rely on effective use of teams and partnerships to achieve department and community goals. It is important not to compromise these relationships based on trust.

### 3.1 Positive Police Action

On-duty officers shall act promptly, with energy, firmness and decisiveness at crime scenes, disorders, accidents, or other situation requiring immediate police attention

### 3.2 Assistance to Other Members

Members of the Public Safety Department shall immediately take appropriate action to aid a fellow member in pursuit of their official duties if the fellow member is exposed to danger or is in a situation where danger might be reasonably expected

### 3.3 Recognition of Plainclothes Officers

Members of the Public Safety Department in uniform shall not acknowledge an officer in civilian clothing unless first addressed or recognized by the officer not in uniform

### 3.4 Interfering with Prosecution

Members of the Public Safety Department shall not use their official capacity to interfere with any case under investigation or being prosecuted with the intention of delaying or preventing the case from reaching a successful conclusion in accordance with lawful procedure

- a. No member shall in any way attempt to delay or prevent a lawfully issued citation from going through the court in a manner prescribed by law
- b. No portion of this section shall be interpreted to imply that members should not comply with the lawful instruction of the prosecuting entity

### 3.5 Official Influence

Members of the Public Safety Department shall not use their official position to obtain the cooperation of any other person for their personal benefit or for the benefit of another without the prior approval of the Chief of Police

### **3.6 Soliciting**

Members of the Public Safety Department shall not, while on duty or purporting to act in an official capacity, solicit contributions, sell tickets, or receive money for any purpose without the knowledge and consent of the Chief of Police.

### **3.7 Gratuities**

Members shall not accept a reward or any gift, gratuity, reward, loan, fee, discount, rebate, or special consideration arising from or offered because of police employment or any activity connected with such employment that might reasonably tend to influence them in the discharge of their official duties.

### **3.8 Associations**

No officer shall become a member of any organization, association, movement, or group which advocates or approves the commission of acts of force or violence to deny others their rights under the Constitution of the United States, or which seeks to alter the form of government of United States by unconstitutional means.

### **3.9 Endorsements, Referrals, and Solicitations**

Members of the Public Safety Department acting in official capacity shall maintain a neutral stance regarding the recommendation of a particular product, or professional or commercial service.

Members shall not authorize the use of their names, photographs, or official titles which identify them as affiliates of the police department in connection with testimonials, advertisement or solicitations on behalf of any commodity, commercial enterprise, or charity without the specific written approval of the Chief of Police.

Members shall not use official titles, department letterhead, or any other method of affiliation to the Public Safety Department when providing testimonial, recommendations, or references for individuals without prior written approval of the Chief of Police.

### **3.10 Political Endorsements**

Members of the Public Safety Department shall maintain a neutral stance with regard to political campaigns or endorsements while on duty or acting in an official capacity.

## **4.0 ACCOUNTABILITY: The Federal Way Department of Public Safety and its members expect individuals to be accountable for their successes and failures. The department intends to treat failures with consistency and when possible build on disappointments as a learning experience.**

### **4.1 Accountability to Public and to Department Authority**

Members of the Public Safety Department shall perform their duties in full recognition that they are accountable for their actions to the public and to departmental and City Manager authority.

### **4.2 Conduct Violations – Responsibility to Act**

Members of the Public Safety Department who become aware of a violation of this code of conduct, or any department written directive or standard, shall immediately notify the first available supervisor not involved with the conduct in question.

#### **4.3 Criminal Complaints Against Members of the Public Safety Department**

Members of the Public Safety Department shall provide written notification to their commander within 24 hours of their arrest for a criminal violation or learning that application for a criminal complaint or indictment has been sought or issued against them. Such notification shall contain a summary of the complaint sought or issued and the projected date of the hearing or trial.

#### **4.4 Identification / Badges**

Members of the Public Safety Department shall only use their official identification cards, badges, and/or business cards in their performance of their duty. Sworn officers shall carry their identification cards and badges on their person at all times while on duty (in the field) or while carrying a firearm off-duty.

- a. No portion of this section shall be interpreted as to require carrying any form of police identification when the circumstances of a criminal investigation make it impractical or hazardous to do so.
- b. Members shall furnish their name and badge number to any person requesting that information when they are on duty or while holding themselves out as having an official capacity. Such information may be withheld if necessary for the lawful performance of police duties with authorization from a supervisor.
- c. Members that lose their badge or identification card shall immediately notify the on-duty watch commander and shall, within 24 hours of discovery of the loss, submit a written memorandum to the Chief of Police detailing the circumstances of the loss.

#### **5.0 RESPECT: The Federal Way Department of Public Safety and its members value providing equally to all people fair, courteous, responsive, and efficient service which observes each individual's dignity and worth.**

##### **5.1 Respect For All Individuals**

Members of the Public Safety Department shall respect the dignity of all individuals, with recognition and sensitivity to the traditions of the diverse cultures that comprise our community.

##### **5.2 Courtesy to Department Members**

Members of the Public Safety Department shall be courteous and respectful to all other members of the department. They shall be considerate in their interactions with each other and shall control their tempers exercising the utmost patience and discretion. They shall avoid engaging in any altercations, physical or otherwise, with any other member whether on duty or not, or whether in uniform or not.

##### **5.3 Respect for Supervisors**

Members of the Public Safety Department shall be respectful and supportive of supervisors, recognizing their authority and obeying their lawful orders.

##### **5.4 Harassment**

Harassment is unsolicited and unwelcome verbal or nonverbal conduct that has the purpose or effect of creating an offensive, intimidating, degrading, or hostile environment, or interferes with or adversely affects a person's work performance. Continuing offensive behavior after a co-worker has objected to that behavior.

will constitute harassment. An employee may object directly to the harassing co-worker, a Public Safety Department supervisor or manager, and/or Human Resources. Refer to the Non-Discrimination Policy for actual unlawful behavior.

#### **5.5 Use of Epithets**

Members of the Public Safety Department shall not use language, epithets, or terms that tend to denigrate any person or group unless required in police reports or testimony.

#### **5.6 Personal Contacts**

The chewing of tobacco or gum and/or smoking are deemed as disrespectful and discourteous by a large portion of society. Therefore members shall not partake in these activities when making personal contact with citizens in the performance of their duties. (Also refer to the City of Federal Way Guidelines on smoking)

## FEDERAL WAY DEPARTMENT OF PUBLIC SAFETY NON-DISCRIMINATION POLICY

### DISCRIMINATION

It is the policy of the City of Federal Way and the Department of Public Safety to treat all employees equally and without regard to race, religion, creed, color, national origin, sex, age, the presence of physical, mental or sensory disability, marital or veteran status, or any other basis that is required by local, state, or federal law. It is also the policy of the City and the Department of Public Safety to foster and maintain a harmonious non-discriminatory working environment for all employees. Toward this end, racial, ethnic, religious or sexual slurs or comments demeaning national origin or individuals with disabilities by any employee to or about any employee or the public shall not be tolerated.

Any employee who feels he/she has been subject to discriminatory treatment in violation of this policy should bring this concern to the attention of his/her immediate supervisor, a higher rank if the supervisor is the offender, the Chief of Police, or the Human Resources Department. Any supervisor advised of such a concern shall immediately report the concern to the Chief of Police through the chain of command, the Human Resources Department, and the Law Department.

The Human Resources Department shall be responsible for conducting or coordinating all investigations into such matters. Employees shall not be retaliated against because they have made complaints of discrimination. Violations of this policy may be cause for disciplinary action in accordance to the Public Safety Department's written directives.

### SEXUAL HARASSMENT

It is the policy of the City of Federal Way and the Public Safety Department that all employees should be able to work in an environment free from all forms of discrimination, or harassment including sexual harassment. Sexual harassment is unlawful and violates federal and state law and this policy. *Also refer to Section 5.4 of the Code of Conduct.*

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. No employee shall be subject to unsolicited and unwelcome overtures or conduct, either verbal or physical. Sexual harassment generally is defined as the following.

- ◆ Any deliberate and/or repeated unsolicited sexual or sex-based behavior, such as verbal comments, conduct, gestures, or physical contact, which is unwelcome to the recipient, causes the recipient discomfort or humiliation, or interferes with the recipient's work performance.

OR

- ◆ Any incident in which a supervisor uses implicit or explicit coercive sexual behavior or influence to affect the career, salary, or employment of another employee or prospective employee.

Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to behavior that is not welcome and which is personally offensive, interfering with effectiveness or creating uneasiness on the job.

Such conduct, whether committed by supervisory or non-supervisory personnel, is specifically prohibited. This includes repeated offensive sexual flirtation, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or his/her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact.

No individual should imply to an employee that a lack of cooperation of a sexual nature would in some way negatively affect a person's employment, assignment, compensation, advancement, career development, or any other condition of employment.

Any of the above actions will bring prompt and certain disciplinary action, up to and including termination.

If an employee believes that he/she is experiencing sexual harassment of any kind, the following complaint and investigation procedure should generally be observed.

- ◆ If comfortable doing so, clearly inform the harasser that his/her behavior is inappropriate, offensive, unwelcome, and should immediately cease.
- ◆ Bring the matter to the attention of the immediate non-involved supervisor with the Public Safety Department, the Chief of Police, or the Human Resources Department. This should include the specific allegation, the date(s) of the occurrences(s), the individuals involved, and the names of any witnesses.
  - A non-involved supervisor is defined as the first supervisor in an employee's chain of command who is not the object of the complaint.
- ◆ The supervisor shall immediately notify the Chief of Police through the Chain of Command, the Human Resources Department, and the Law Department.

All complaints will be promptly and fairly investigated by the Human Resources Department and, when appropriate, immediate corrective action will be taken. Employees shall not be retaliated against because they have made complaints of sexual harassment.

## **Federal Way Department of Public Safety VOLUNTEER POSITION DESCRIPTION**

**POSITION:** BUDGET ASSISTANT

**PURPOSE:** To assist with budget and cost accounting functions of the Federal Way Department of Public Safety.

**DUTIES:** Photocopy and distribute financial data.  
  
Post financial data onto spread sheets.  
  
Create small spreadsheets.  
  
Proofread and balance budget, account and contractual report information.  
  
Maintain files and records associated with the above duties.

**REQUIREMENTS:** Ability to learn and perform the above duties.

Ability to work with sensitive information and maintain strict confidentiality.

Prefer familiarity with spreadsheet software, but will train.

**COMMITMENT  
REQUIRED:**

Minimum of 4 hours per week between the hours of 9:00am and 5:30 pm.

**COMMENTS:**

A criminal record check and polygraph examination will be performed for all volunteers.

Volunteers will be under the supervision of the Administration Services Commander.

If you would like to apply for this position, or have any questions regarding this or other volunteer positions, contact Brooke Owen, Community Resource Manager, (253)835-6730.



**Federal Way Department of Public Safety**  
**VOLUNTEER POSITION DESCRIPTION**

**POSITION:** COURT COMPLIANCE ASSISTANT

**PURPOSE:** To expedite the settlement of outstanding arrest warrants on file at the Federal Way Department of Public Safety.

To prevent defendant failure to appear in court.

**DUTIES:** Make telephone contact with persons with outstanding warrants to advise them of the warrant and the options available to settle the warrant.

Maintain files and records associated with the above contacts.

**REQUIREMENTS:** Ability to learn and perform the above duties.

Ability to work with sensitive information and maintain strict confidentiality.

Ability to communicate clearly and effectively.

**COMMITMENT  
REQUIRED:**

Minimum of 2 hours, twice a month, specific hours to be arranged with supervisor.

**COMMENTS:**

A criminal record check and polygraph examination will be performed for all volunteers.

Volunteers will be under the supervision of the Community Resource Manager.

If you would like to apply for this position, or have any questions regarding this or other volunteer positions, contact Brooke Owen, Community Resource Manager, (253)835-6730.

**Federal Way Department of Public Safety**  
**VOLUNTEER POSITION DESCRIPTION**

**POSITION:** ECAT VOLUNTEER

**PURPOSE:** To assist with the reduction of auto theft by staffing the ECAT (Empty Car for Auto Theft Reduction) Program.

**DUTIES:** Select locations for ECAT vehicles.

Position marked police vehicles as visible deterrents.

Identify stolen vehicles by way of "hot sheets".

Deploy vehicles, as requested, to support traffic emphasis activities, crime prevention projects, or similar situations where the ECAT vehicle would act as a deterrent.

Maintain files and records associated with the above duties.

**REQUIREMENTS:** Ability to learn and perform the above duties.

Ability to work with sensitive information and maintain strict confidentiality.

Possess a valid Washington State Drivers License, and a good driving record.

Possess good judgment in the use of vehicles and equipment.

Ability to work with minimal supervision.

**COMMITMENT  
REQUIRED:**

One shift per week (approximately 2 hours) generally in early morning or late afternoon. Time is flexible to accommodate volunteer availability.

**COMMENTS:**

A criminal record check and polygraph examination will be performed for all volunteers.

Volunteers will be under the supervision of the Contract Services Lieutenant

If you would like to apply for this position, or have any questions regarding this or other volunteer positions, contact Brooke Owen, Community Resource Manager, (253)835-6730.

Federal Way Department of Public Safety  
**VOLUNTEER POSITION DESCRIPTION**

**POSITION:** **EVIDENCE/PROPERTY ASSOCIATE**

**PURPOSE:** To assist with the proper handling and storage of police evidence and property.

**DUTIES:** Store items of evidence or property.

Transport items of evidence or property to various locations.

Confirm status and ownership of items in safekeeping.

Prepare correspondence regarding evidence and property in safekeeping.

Assist with evidence and property storage training program.

**REQUIREMENTS:** Ability to learn and perform the above duties.

Previous law enforcement experience preferred.

Possess a valid Washington State Drivers License, and a good driving record.

Possess good judgment in the use of vehicles and equipment.

Ability to work with minimal supervision.

**COMMITMENT REQUIRED:** Volunteers will be asked to work a minimum of four hours per week.

**COMMENTS:** A background check for a criminal record and a polygraph examination will be performed for all volunteers.

Volunteers will be under the supervision of the a Property Custodian or Evidence Technician.

If you would like to apply for this position, or if you have any questions regarding this or other volunteer positions, contact Brooke Owen, Community Resource Manager, (253) 835-6730.

Federal Way Department of Public Safety  
**VOLUNTEER POSITION DESCRIPTION**

**POSITION:** FIELD OPERATIONS CLERK

**PURPOSE:** To provide clerical assistance to the Field Operations Division of the Federal Way Department of Public Safety.

**DUTIES:** Entry of information into computerized files.  
Miscellaneous clerical projects.

**REQUIREMENTS:** Ability to learn and perform the above duties.  
Ability to work with sensitive information and maintain strict confidentiality.  
Ability to communicate clearly and effectively.

**COMMITMENT REQUIRED:** Minimum commitment of 4 hours per week.

**COMMENTS:** A criminal record check and a polygraph examination will be performed for all volunteers.  
Volunteers will be under the supervision of the Field Operations Administrative Assistant or a Field Operations Lieutenant.  
If you would like to apply for this position, or have any questions regarding this or other volunteer positions, contact Brooke Owen, Community Resource Manager, (253) 835-6730.

Federal Way Department of Public Safety  
**VOLUNTEER POSITION DESCRIPTION**

**POSITION:** FINGERPRINT TECHNICIAN

**DUTIES:** Fingerprint citizens during public fingerprint hours.

**REQUIREMENTS:** Ability to learn and perform appropriate fingerprinting procedures.  
Ability to work with sensitive information and maintain strict confidentiality.

**COMMITMENT REQUIRED:** At least one shift per week chosen from the following public fingerprinting hours:

Tuesday 9:00am-10:45am

Thursday 1:00pm-3:00pm

Saturday 11:30pm-1:30pm

**COMMENTS:** A criminal record check and a polygraph examination will be performed for all volunteers.

Volunteers will be under the supervision of a Records Supervisor.

If you would like to apply for this position, or if you have any questions regarding this or other volunteer positions, contact Brooke Owen, Community Resource Manager, (253) 835-6730.

Federal Way Department of Public Safety  
**VOLUNTEER POSITION DESCRIPTION**

<b>POSITION:</b>	<b>INVESTIGATIVE AIDE</b>
<b>PURPOSE:</b>	To provide clerical assistance to the Investigations Division of the Federal Way Department of Public Safety.
<b>DUTIES:</b>	Data entry of pawned property records into computerized files.  Light clerical duties in support to individual investigators.
<b>REQUIREMENTS:</b>	Data entry skills/general experience with computers preferred.  Ability to learn and perform the duties required of the particular project or investigation.  Ability to work with sensitive information and maintain strict confidentiality.
<b>COMMITMENT REQUIRED:</b>	A minimum of two hours per week is requested between the hours of 8:00am-5:00pm, Monday through Friday.
<b>COMMENTS:</b>	A criminal record check and a polygraph examination will be performed for all volunteers.  Volunteers will be under the supervision of the Investigations Administrative Assistant or the particular detective assigned to a case.  If you would like to apply for this position, or if you have any questions regarding this or other volunteer positions, contact Brooke Owen, Community Resource Manager, (253) 835-6730.

Federal Way Department of Public Safety  
**VOLUNTEER POSITION DESCRIPTION**

**POSITION:**                    **OPERATIONS AIDE**

**DUTIES:**                    Assist with special projects identified by the Field Operations Bureau.

**REQUIREMENTS:**        Ability to learn and perform the duties required by the project.  
  
Ability to work with sensitive information and maintain strict confidentiality.

**COMMITMENT  
REQUIRED:**                Specific hours to be arranged with the project supervisor.

**COMMENTS:**             A criminal record check and a polygraph examination will be performed for all volunteers.

Volunteers will be under the supervision of the Field Operations Administrative Assistant or Lieutenant assigned to the project.

If you would like to apply for this position, or if you have any questions regarding this or other volunteer positions, contact Brooke Owen, Community Resource Manager, (253) 835-6730.

Federal Way Department of Public Safety  
**VOLUNTEER POSITION DESCRIPTION**

**POSITION:** PUBLIC INFORMATION ASSISTANT

**PURPOSE:** To assist the Public Information Officers in serving the crime prevention and public information needs of the community.

**DUTIES:** Help prepare for, and assist at, community meetings.  
Maintain crime prevention resource library and supplies.  
Provide clerical support to the Crime Prevention Unit.

**REQUIREMENTS:** Ability to learn and perform the above duties.  
Possess a valid Washington State Drivers License.  
Possess good judgment in the use of vehicles and equipment.  
Ability to work with minimal supervision.

**COMMITMENT REQUIRED:** Volunteers will be asked to work a minimum of four hours per week, between the hours of 9:00am and 6:00pm.

**COMMENTS:** A background check for a criminal record and a polygraph examination will be performed for all volunteers.  
Volunteers will be under the supervision of the Public Information Officer.  
If you would like to apply for this position, or if you have any questions regarding this or other volunteer positions, contact Brooke Owen, Community Resource Manager, (253) 835-6730.



**Federal Way Department of Public Safety**  
**VOLUNTEER POSITION DESCRIPTION**

**POSITION:** RECORDS CLERK

**PURPOSE:** To serve the public and police staff by assisting in record keeping and reception functions.

**DUTIES:** Data entry of traffic infractions into computerized files.

Filing of documents into existing case files.

Filing of the law enforcement copy of citations.

Greet and direct visitors in the front lobby.

Other clerical duties as assigned.

**REQUIREMENTS:** Ability to learn and perform procedures associated with this position.

Ability to work with sensitive information and maintain strict confidentiality.

**COMMITMENT:** Volunteers will be asked to commit to a minimum of four hours per week. If volunteering in the lobby, the shifts are 8:30am–12:30pm or 12:30pm – 4:30 pm. Other volunteer shifts in Records are flexible as to time and date.

**COMMENTS:** A criminal record check and polygraph examination will be performed for all volunteers.

Volunteers will be under the supervision of the Records Manager or her designee.

If you would like to apply for this position, or have any questions regarding this or other volunteer positions, contact Brooke Owen, Community Resource Manager, (253)835-6730.

Federal Way Department of Public Safety  
**VOLUNTEER POSITION DESCRIPTION**

<b>POSITION:</b>	<b>TRAFFIC SAFETY ASSISTANT</b>
<b>PURPOSE:</b>	Assist the Traffic Unit in various traffic safety/enforcement projects
<b>DUTIES:</b>	<p>Monitor compliance with traffic laws.</p> <p>Record information regarding vehicles in violation or in compliance with the law as requested.</p> <p>Assist with various written notifications and record keeping regarding traffic safety/enforcement projects.</p>
<b>REQUIREMENTS:</b>	<p>Ability to learn and properly use radar equipment.</p> <p>Ability to work independently with minimum supervision.</p> <p>Ability to communicate effectively with the public.</p> <p>Ability to perform inquiries and send correspondence by use of a computer/or willingness to learn.</p> <p>Ability to work with sensitive information and maintain strict confidentiality.</p> <p>Possess valid Washington State Drivers License.</p>
<b>COMMITMENT REQUIRED:</b>	Four hours per week, during daylight hours.
<b>COMMENTS:</b>	<p>Volunteers often work in pairs.</p> <p>A check of driving record, criminal record, and a polygraph examination will be performed for all volunteers.</p> <p>Volunteers will be under the supervision of the Traffic Division Lieutenant or his designee.</p> <p>If you are interested in applying for this position, or have any questions regarding this or other volunteer positions, contact Brooke Owen, Community Resource Manager, (253) 835-6730.</p>

Federal Way Department of Public Safety  
**VOLUNTEER POSITION DESCRIPTION**

<b>POSITION:</b>	<b>VEHICLE MAINTENANCE ASSISTANT</b>
<b>PURPOSE:</b>	To assist the Quartermaster in the coordination of repair and maintenance of police vehicles and equipment.
<b>DUTIES:</b>	<p>Transport vehicles to repair sites, communicate problem to appropriate person and arrange for vehicle pick-up upon completion.</p> <p>Deliver police department equipment to appropriate repair facility and arrange for its return.</p> <p>Perform inventories of vehicles and vehicle supply room. Replenish as requested</p> <p>Clerical support to the Quartermaster function.</p>
<b>REQUIREMENTS:</b>	<p>Ability to learn and perform the above duties.</p> <p>Possess a valid Washington State Drivers License, and a good driving record.</p> <p>Possess good judgment in the use of vehicles and equipment.</p> <p>Ability to understand and explain vehicle maintenance problems.</p> <p>Ability to work with minimal supervision.</p>
<b>COMMITMENT REQUIRED:</b>	Volunteers will be asked to work one four hour shift on a weekday.
<b>COMMENTS:</b>	<p>Volunteers may work in pairs.</p> <p>A background check for a criminal record and a polygraph examination will be performed for all volunteers.</p> <p>Volunteers will be under the supervision of the Police Support Officer assigned to the Quartermaster function.</p> <p>If you would like to apply for this position, or if you have any questions regarding this or other volunteer positions, contact Brooke Owen, Community Resource Manager, (253) 835-6730.</p>