

VOLUNTEER IN POLICING: FLEET ASSISTANT  
POSITION DESCRIPTION

Department: Police  
Date: February 2021

Location: Dallas City Hall  
Job Group: Volunteer

**GENERAL PURPOSE**

Volunteers in Policing (VIPs) donate their time and skills to assist the Police Department to better serve the community in which they live. Fleet Assistants assist the Dallas Police Department by performing weekly vehicle inspections and restocking supplies.

**SUPERVISION RECEIVED**

Volunteers work under the general supervision of the Patrol Supervisor or Administrative Services Manager.

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following list is not meant to be an exhaustive list of duties. Other duties may be assigned as needed:

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 checks, restocking supplies as needed

Monitor and restock the vehicle supply cabinet.

Clean windows

Sanitize seats, steering wheels, and door handles

Check tire air pressure

Fill out vehicle checklist for each car and return it to the supervisor

Wash exterior of vehicle

Operate City vehicle for necessary transports, deliveries, or pick-ups

**MINIMUM QUALIFICATIONS**

Successful candidates must:

Be able to pass a background check and possess a valid driver license and insurance (exception granted for juvenile volunteers). Please note, volunteers under the age of 18 will not be allowed to operate motor vehicles.

Be able to work independently with limited close supervision

Support the Dallas Police Department and its mission, and maintain a professional and ethical demeanor while on and off duty

Be comfortable working in a police environment

Comply with confidentiality requirements and police policies

Volunteers must commit to volunteering a minimum of two hours per week for at least six month.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **SELECTION GUIDELINES**

All of our volunteers must complete and submit a volunteer application and complete a background check and thorough orientation process.