

**Eugene Police Department  
Volunteer Position Description**

**Position:** Squad Car Maintenance Team  
**Supervisor:** Lindy Smith, Volunteers in Policing Program Manager  
**Location:** Eugene Police Headquarters, 300 Country Club Road  
**Schedule:** Teams of two operate Monday through Friday, 8am-noon and 1pm-5pm.  
**Commitment:** Must commit to a minimum of one 4-hour shift/week for at least 12 months of service. Time off and vacations are allowed.  
**Objective:** Assist the Eugene Police Department by performing minor maintenance checks, cleaning, and shuttling police vehicles.

**Description of Duties**

- Perform minor maintenance checks, ensure that lights are functioning properly and check fluid levels.
- Shuttle vehicles needing repairs or preventive maintenance to and from Fleet Services.
- Perform vehicle trunk checks; replenish supplies and equipment as needed.
- Wash the exterior and clean the interior of vehicles.
- Keep inventory and order all supplies associated with the stocking and cleaning of vehicles.
- Periodically seal the bio-hazard box and assemble a new one. Contact Sani-Pac to pick up sealed boxes and drop off replacements.

**Requirements**

- Strong interpersonal skills and communication skills
- Able to pass a police background check
- Valid Oregon Driver's License and good driving record
- Schedule flexibility to allow for attendance at trainings/meetings
- Adept with email correspondence
- Ability to lift, carry, and move items up to 35 pounds
- Be supportive of the Eugene Police Department, its mission, and comfortable working within a police environment

**Dress Code**

- Uniform shirts, jacket and cap are issued by the department. Most team members wear jeans.

**Training and Preparation**

- On-the-job training is provided.

**For additional information, contact Lindy Smith, Volunteers in Policing Program Manager  
at 541.682.5355 or LSmith@eugene-or.gov.**