



# **CITY OF MENDOTA HEIGHTS**

## **VOLUNTEER SERVICE DESCRIPTION**

**Service Title:** Police Reserve

**Program:** Police Department

**Supervisor(s):** Sergeant Fleming

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**Service Location:** City of Mendota Heights

**Purpose:** Support the Mendota Heights Police Department by helping out during community events, police specific events and caring out duties that keep the City of Mendota Heights safe.

**Service Length:** Ongoing.

**Time Commitment:** 10- 12 hours per month. Time commitment may be flexible depending on individual volunteer availability. Volunteers are notified of upcoming events where their presence is needed. Emergency incidences within the community may also prompt a need for police reserves.

**Qualifications/Desired Skills:**

- Must be at least 18 years of age
- Legal to work in the United States
- Be of sound physical and mental health
- Have a history of good person conduct
- Possess a valid Minnesota driver's license
- Can follow through on a commitment
- Passion for keeping Mendota Heights safe
- Track volunteer hours

All interested candidates are encouraged to apply. No prior police experience required.

**Service Duties:** Assist the Mendota Heights Police Department in carrying out duties to keep the City of Mendota Heights safe. This may include, but is not limited to: providing security and traffic direction at events and incidences within the city; assisting officers with transports, booking and service-related calls; helping with property/house check requests and maintenance of squad cars; and assisting other jurisdictions with special events.

**Outcomes/Learning Opportunities:** Volunteers will work alongside Police Officers. Becoming a Police Reserve is an opportunity to learn new skills and build new professional contacts. This is an opportunity to foster a relationship between community members and the City of Mendota Heights Police Department.

**On-boarding:** Every volunteer is required to submit a contact form, complete a background check, complete a driving record check, and participate in an in-person information meeting.

**Training Requirements:** Volunteers will be required to complete 40 hours training specific to their service position.