



**DORSET
POLICE**

VOLUNTEER SUPPORT SCHEME ROLE DESCRIPTION

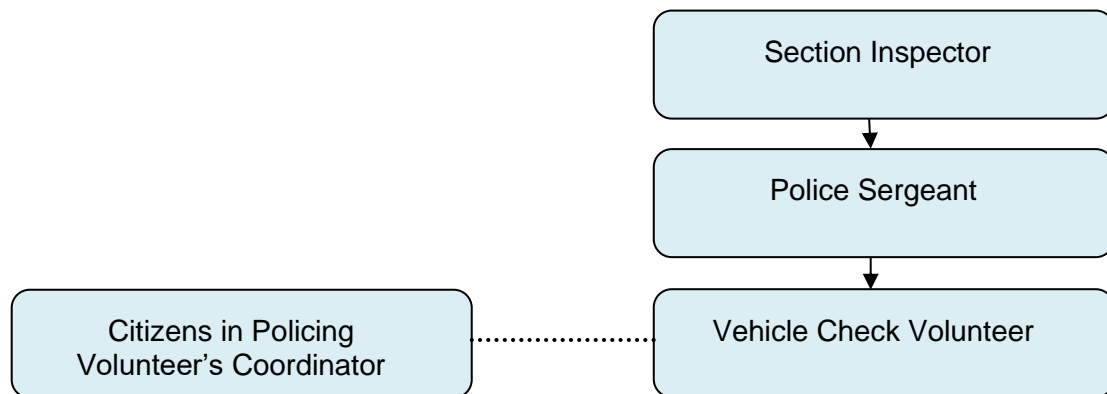
Role Title:	Vehicle Check Volunteer (VCV)
Post Number:	TBC
Division/Department/Section:	Various DP stations
Line Manager : (Job Title & Post Number)	Station Sergeant

1. PURPOSE

Dorset Police have a large fleet of vehicles that all need regular weekly checks. It is important to keep all of the vehicles clean, fully equipped and well maintained, in order to keep officers and staff safe at all times.

The Vehicle Check Volunteer will assist with looking after the fleet of both marked and unmarked police vehicles (including small vans and high-performance vehicles), to ensure that they are always safe to use.

2. POSITION IN THE ORGANISATION



(b) Staff who work directly for this post

None

3. MAIN RESPONSIBILITIES

INPUT	OUTPUT
Regular checks, covering tyres, water and oil levels.	Ensuring the vehicles are fully equipped and safe to use.

Reporting faults and low stock levels.	Ensuring the vehicles are fully equipped and safe to use.
Keeping vehicles clean and presentable.	Providing Dorset Police officers a clean and hygienic vehicle, to gain the highest standards of safety for officers and any prisoners who are to be escorted within that vehicle.
Keeping the station's vehicle store organised and tidy.	To ensure supplies do not run out of basic materials.
4. MAIN CONTACTS	
1.	Station Sergeant
2.	Station Inspector
3.	Citizens in Policing PSV Coordinator
5. SPECIAL CONDITIONS	
<p>This role will entail working outside.</p> <p>Specialist training will be provided, which can be delivered via the Vehicle Workshops unit in either Ferndown or Weymouth.</p>	
6. KNOWLEDGE & SKILLS	
<p>ESSENTIAL:</p> <ul style="list-style-type: none"> • Basic knowledge of cars. • Basic maintenance skills regarding tyres, oil and water. • Motivated and hard-working. • Integrity, reliability and self-discipline. 	<p>DESIRABLE:</p> <ul style="list-style-type: none"> • Knowledge or interest in motor vehicles. • Previous mechanical experience.
6. ADDITIONAL INFORMATION e.g. Amount of hours per week, whether you need a volunteer on certain days.	
Hours to suit post holder, however there is an expectation in line with the Volunteer Policy that 4 hours volunteering is undertaken each month.	
7. AGE LIMIT	

No under 18 year olds to work in control rooms, file preparation, crime records, Phoenix and witness liaison.

No under 18 year olds to work in SOCO offices, Fingerprints, Scientific Aids Suites or HQ Photography/ Video Unit.

No under 18 year olds to work as a CCTV Operator.

No under 18 year olds to type work which may cause trauma and upset.

8. TERMS OF APPOINTMENT

In accordance with the current Dorset Police Volunteers Policy.