



### Police Support Volunteer (PSV) Role Profile

<b>Role Title:</b>	<b>Vehicle Check Volunteer (VCV)</b>
<b>BCU/Dept:</b>	Devon & Cornwall (Various Locations)
<b>Hours</b>	Flexible

#### Scheme Description

Devon & Cornwall police have a large fleet of vehicles that all need regular weekly checks. It is vitally important to keep all of our vehicles clean, fully equipped and well maintained in order to keep our officers and staff moving and safe at all times.

We are looking for support with our police vehicle checks. You will assist with the looking after our fleet of both marked and unmarked police vehicles to ensure that they are fully equipped and always safe to use. A police driving assessment will be required to undertake this role and will be provided as part of the training package.

#### Role Description

Main duties include:

- Regular weekly checks to make sure the vehicles are fully equipped and safe to use (only on police grounds)
- Keeping vehicles clean and presentable
- Keeping the station’s vehicle inventory stocked and up-to-date
- Keeping the station’s vehicle store organised and tidy
- Keeping files and computer inventory up-to-date with weekly activities
- Reporting faults and low stock levels to volunteer buddy
- Transporting vehicles to and from stations & workshops (as per local agreement)
- Collection and delivery of items between stations

**Police Support Volunteer shifts are flexible and are to be agreed locally with the applicant. For this role hours may fall within the following time periods:**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning	√	√	√	√	√	√	√
Afternoon	√	√	√	√	√	√	√
Evening	√	√	√	√	√	√	√

#### Community Volunteer

There may be occasions when there is an immediate need for volunteers to support the community. This could be as a result of a pandemic, or environmental issues such as flooding. Most of our volunteers are vetted, which provides reassurance to agencies and communities and are therefore in a good position to support local areas and provide additional resilience. If you are willing to duo role as a Community Volunteer and respond to a call to action you will be invited to sign a form that will provide more detail at your induction.

Requirements	Benefits
<ul style="list-style-type: none"> <li>• Basic knowledge of cars</li> <li>• Basic maintenance skills (Tyres, Oil &amp; Water)</li> <li>• Competent IT skills</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity to be part of a team</li> <li>• A regular ‘Feel-Good’ factor about volunteering for the Police</li> <li>• An active role for a few hours a week</li> </ul>

<ul style="list-style-type: none"> <li>• Knowledge of UK Highway Code</li> <li>• A regular weekly commitment</li> <li>• A full UK manual driving licence</li> <li>• At least 12 months driving experience</li> <li>• No health conditions that may prevent you from driving</li> </ul>	<ul style="list-style-type: none"> <li>• Uniform and PPE equipment provided</li> <li>• A reference if required</li> <li>• Training provided</li> </ul>
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<b>Additional Information</b>	
Minimum age:	18
Maximum age:	N/A
Expenses:	Yes
Induction:	Yes
Insurance cover:	Yes
Training	Yes

### **Recruitment Method**

- Application Form
- Shortlisting
- Informal Discussion
- Vetting and reference check
- DVLA licence check

### **Time Frame**

Please note our recruitment checks may take up to 3 months.

### **Training:**

- Computer based mandatory volunteer packages
- Overview of Force driving policies
- Dependant on location there may be the need to undertake vehicle checks on large vans and high performance vehicles. Where this applies a police driving assessment must be undertaken and specialist training will be given
- Vehicle check volunteer induction

Please note that if you do not pass the driving assessment and training you will be unable to carry out this role.

### **Contact Information**

Business Support Services – Citizens in Policing  
Homer House  
Devon and Cornwall Police  
Police Headquarters  
Middlemoor  
Exeter  
EX2 7HQ

Tel: 01392 225900 Option 1

Email: [dcp-citizensinpolicingrecruitment@devonandcornwall.pnn.police.uk](mailto:dcp-citizensinpolicingrecruitment@devonandcornwall.pnn.police.uk)

Website: [www.devon-cornwall.police.uk](http://www.devon-cornwall.police.uk)