



**DORSET
POLICE**

VOLUNTEER SUPPORT SCHEME ROLE DESCRIPTION

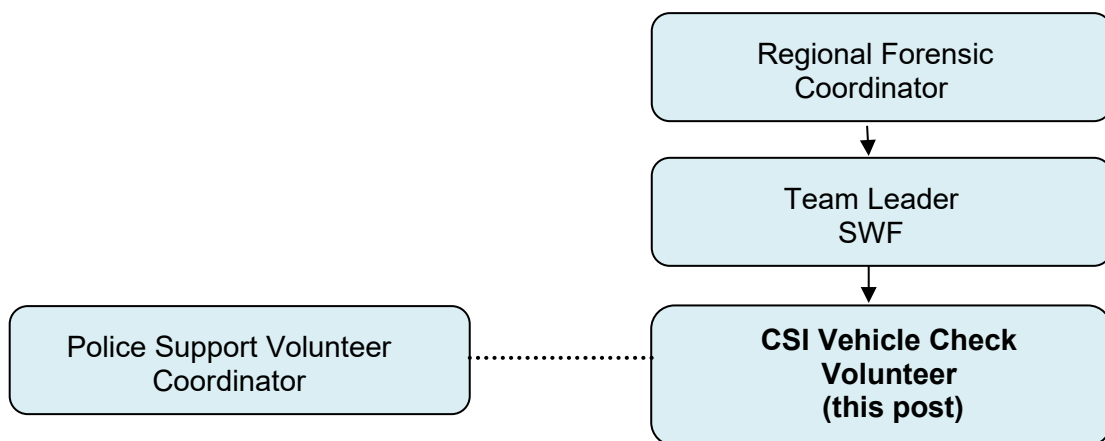
Role Title:	CSI Vehicle Check Volunteer
Post Number:	DP6229
Division/Department/Section:	Poole and Weymouth
Line Manager:	PSV Coordinator and Team Leader SWF

1. PURPOSE

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

The CSI Vehicle Check Volunteer will assist with looking after the fleet of CSI vehicles to ensure that they are always safe to use.

2. POSITION IN THE ORGANISATION



3. MAIN RESPONSIBILITIES

INPUT	OUTPUT
Carry out vehicle checks, covering tyres, oil and other fluid 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 CSI a clean and hygienic vehicle.
Keeping the station's vehicle store organised and tidy.	To ensure supplies do not run out of basic materials.
4. MAIN CONTACTS	
1.	Regional Forensic Coordinator - SWF
2.	Team Leader - SWF
3.	Crime Scene Managers & Crime Scene Investigators
4.	Police Support Volunteer Coordinator
5. SPECIAL CONDITIONS	
<p>Post holder will need to have their DNA and fingerprints taken for this role.</p> <p>Post holder will be carrying out duties 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	
ESSENTIAL: Basic knowledge of cars. Basic maintenance skills regarding tyres, oil and other fluids. Motivated and hard-working. Integrity, reliability and self-discipline.	DESIRABLE: Knowledge or interest in motor vehicles. Previous mechanical experience. Full UK Driving Licence.
7. ADDITIONAL INFORMATION	
Hours to suit post holder, however there is an expectation in line with the Volunteer Policy that four hours volunteering is undertaken each month.	
8. TERMS OF APPOINTMENT	
In accordance with the current Dorset Police Volunteers Policy.	