



# City of Kingsburg

Fire Department  
Police Department



## Public Safety Volunteer

(February 2016)

The Kingsburg Fire and Police Departments are looking for citizens willing to volunteer in support roles for either the Fire Department, or the Police Department, or both.

The mission of the Public Safety Volunteer is to support the public safety agencies for the City of Kingsburg by volunteering service hours. Applicants will be able to choose which department they volunteer with, or may choose to volunteer for both. Applicants will also be able to choose the level of service they provide, working indoors at the facilities, in the field, or both. A minimum of 8 hours per month is requested.

### Duties and Responsibilities

- General clerical, including but not limited to:
  - Filing, typing/word processing, document preparation of P.O.'s, memos, policy letters, etc.
  - Helping manage budget accounts such as POs, invoices, special accounts, etc.
  - Assisting with social media and web media
  - Services and supply procurement
- General research
- Inventory control
- General errands and help around the station(s)
- Vehicle and personnel shuttling
- Property and evidence transportation
- Manning the front desk and assisting the public
- Assisting with set up/take down of fire and crime prevention booths at local events
- Handing out and promoting fire and crime prevention materials and forms at local events
- Collecting ambulance service fees
- Assisting with fund raising and event organization
- Training for and establishing a volunteer "Home Fire and Life Safety" inspection program, including both fire and home security suggestions
- Live Scan and other business and public safety device operation
- Handling non-emergency police calls for service
- Preserving crime scenes
- Collecting evidence
- Writing telephonic and web-based police reports
- Traffic control
- Event management and crowd control
- Other duties as assigned

### **Minimum Qualifications**

Applicants must be a United States Citizen or Permanent Resident Alien

21 years of age

Must possess a valid California Driver's License

Must be free of criminal convictions

Must be able to pass a background check. The level of background check may be different for each applicant depending upon their level of participation and access.

### **Application Instructions**

Interested citizens may apply online at the Kingsburg Police Department web page:

<http://cityofkingsburg-ca.gov/DocumentCenter/View/206>

Select the Police Department Application link near the bottom of the page and open the application.

In the position section select Public Safety Volunteer in the drop down menu.

Complete all sections with the required information.

If the section does not apply to you indicate N/A.

Also please indicate if you want to volunteer for the Fire Department, the Police Department, both, or no preference. Also indicate if you DO NOT wish to work in the field.

Sign and date your application.

Complete the Release Authorization Employment Information – Peace Officer by writing your name in the text box and signing the form.

The release form can be notarized at city hall free of charge.

Turn all completed application in to the Police Department.

**Note:** The Police Department will process all applicants for Public Safety Volunteer.

### **Selection Process**

Each applicant will be required to submit to an interview. The interview may be with the chief or the chief's designee, or a combined interview panel of fire/police personnel.

Any questions should be directed to either:

Chief Tim Ray at [firechief@cityofkingsburg-ca.gov](mailto:firechief@cityofkingsburg-ca.gov)

Chief Neil Dadian at [neil.dadian@fcle.org](mailto:neil.dadian@fcle.org)

Thank you for the willingness to serve your community!