



NOTTINGHAMSHIRE  
**POLICE**  
PROUD TO SERVE

### Volunteer Role Description

<b>Role Title:</b>	Community Safety Volunteer
<b>Department/Location:</b>	Neighbourhood Policing Team
<b>Responsible To:</b>	Neighbourhood Policing Team Beat Manager Sergeant/NPI
<b>Key Tasks:</b>	<ol style="list-style-type: none"><li>1. To obtain neighbourhood priority surveys at designated public locations.</li><li>2. To be responsible for the inputting of these surveys onto the relevant IT system and submit to the Lead Community Safety Volunteer within an agreed timescale.</li><li>3. Ensure that the neighbourhood priority survey forms and neighbourhood alert forms are completed correctly.</li><li>4. Engage with and develop good working practices with the public, neighbourhood policing teams and their partners.</li><li>5. Record information and queries from members of the public in an appropriate and legible format and submit to Lead Community Safety Volunteer or line manager.</li><li>6. To distribute neighbourhood alert paperwork and information.</li><li>7. To assist at events with crime reduction information, leafleting or placing posters.</li><li>8. To work with the Safer Neighbourhood teams as reasonably required.</li><li>9. If agreeable, complete other work requested by either the Inspector or Sergeant.</li><li>10. Learn and use ESIBS to inform supervisor and Lead Volunteer of attendance.</li></ol>

Knowledge/Experience	
Essential	Desirable
Good communication skills	Computer skills
Attention to detail	Knowledge of local area.
Good organisation skills	To have the use of a mobile phone
Flexible time keeping	

**Terms of Appointment:**

As per the Nottinghamshire Police Volunteers Policy.

You will make your self available where possible to attend all training days.

**Name of Volunteer:**

**Location:**

**Attendance (hrs/frequency):**

**Volunteer Declaration:**

I have read the above and confirm that I consider myself fit and able to perform all/identified stipulated tasks.

I agree note to disclose any information without prior consulting with my Line Manager:

Volunteer signature: .....

**Line Manager Declaration:**

I agree that this volunteer placement will assist staff/officers and does not replace a paid position:

Line Manager signature .....