30/03 Off -The-Streeters

“Off-the-Streeters” is a term used by the Department for County employees who have been hired and are waiting to attend the Academy. These employees are temporarily assigned to work at various units within the Department. Once the individual employee’s academy start date approaches, the employee will permanently leave the temporary unit of assignment and attend the academy.

County employees temporarily assigned to this unit will work in the Warehouse and Office Section. They will work under the supervision of the Warehouse supervisor and the Sergeant. Their duties will include, but will not be limited to:

1. Assisting in disposal efforts
2. Property Control Cards
3. Cleaning and straightening up the warehouse and storage areas
4. Answering telephones
5. Filing
6. Any other duties assigned by their supervisors or the Unit Commander.