POLICE INTERN

DEFINITION

Gains learning experiences in the operations, policies, and procedures of the School Police Department; and assists staff with routine duties pertaining to record keeping, community service programs, and departmental forms; and provides other supplemental assistance to police personnel.

TYPICAL DUTIES

Learns and applies policies, procedures, rules, and regulations of the School Police Department and assists staff by performing the following types of duties:

Performs a variety of routine duties regarding reports, research projects, the recording of data, and other related assignments which support police services.

Assists in the coordination of the community services programs initiated by the School Police Department which include the Police Activities League (PAL), the Explorer Program, and the Reserve Police Officer Program.

Assists in training programs, grant applications and the research of statutes.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Police Intern is provided with learning experiences in the operations, policies, and procedures of the School Police Department and assists experienced School Police Department staff with routine duties pertaining to record keeping, community service programs, departmental forms, and other supplemental assistance to police personnel while enrolled as a college student.

A Police Officer performs police work in the protection of District property; the apprehension of suspects; and the prevention, control, and investigation of crimes against District facilities, personnel, or students.

SUPERVISION

Immediate supervision is received from a police supervisor. No supervision is exercised over District employees.

CLASS QUALIFICATIONS

Knowledge of:

Basic standards of employment
Forms used by the School Police Department
Effective public relations
Principles of English grammar and composition
Methods for presenting graphic and tabular data

Ability to:

Learn and apply approved procedures in performing assigned tasks
Think clearly and logically
Communicate effectively both orally and in writing
Use and operate personal computers and peripheral equipment including software and hardware
Recognize, interpret, and analyze discrepancies in data
Prepare and present clear, concise, and accurate reports

Special Physical Requirements:

Normal visual field, depth, color, and hue perception
Ability to hear normal voice-range frequencies

ENTRANCE QUALIFICATIONS

Education:

Current enrollment of twelve semester units or equivalent quarter units at a recognized college or university with a major in criminal justice, psychology, sociology, or a related field.

Special:

A valid California Driver License and use of an automobile may be required for some positions. Appointment is subject to fingerprinting, a review of conviction record, and a background investigation.

SPECIAL NOTE:

1. If appointed to a position, continued employment is contingent upon continued studies. Interns will be assigned to work up to 16 hours a week during the school semester. Interns will be hired for a single semester; however, depending on the quality of their work and their interest in continuing, individual interns may serve up to one fiscal year and/or 799 hours and may work up to 40 hours per week during the summer months when school is not in session. The employing division must ensure the assignment remains under the 799 hour limit. Upon completion of their internship, the interns may be recruited to compete for permanent Police Officer positions within the District.

2. Employees assigned to these positions are paid in accordance with the established salary rates.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
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