

OROVILLE POLICE PUBLIC SAFETY INTERN

DEFINITION:

Under direct supervision, performs a variety of routine clerical, administrative, and in-field tasks in an apprenticeship program in preparation for a career in law enforcement.

THE INTERNSHIP PROGRAM:

The internship program introduces individuals to the field of law enforcement. The program is designed to develop the skills and abilities of students and new graduates who wish to one day pursue a career in law enforcement by gaining work experience in a professional setting. The Internship program is designed to allow interns to experience the various divisions of the police department to expand their knowledge in the essential functions of the police department.

Individuals work part-time while enrolled in college in a variety of assignments throughout the Police Department, including, but not limited to, Front Desk, Investigations, Traffic, Property, Records, Code Enforcement blight removal, and Fleet Maintenance. Work hours are typically assigned around the student's class schedule; approximately 20 hours per week, with a maximum of 1000 hours per year. Individuals may be assigned to work various shifts, including nights, weekends, and holidays. Incumbents must maintain a satisfactory academic standing in acceptable college courses and be enrolled in the equivalent of at least 12-semester units for each of the two semesters during the calendar year.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Learns, understands, and applies applicable laws, ordinances, policies, and procedures; Accepts supervisory authority; Understands and carries out oral and written instructions; Interacts with the public on the phone and in person; Assists with clerical duties and filing paperwork; Assists in traffic control during traffic accidents and special events; Assists with transportation and tracking of evidence; Answers business telephone lines; Utilizes internal computer systems; Transports police vehicles to service areas; Performs public relations functions; Prepares presentations and reports; data entry and analysis; Prepares graphics and digital designs for Department Social Media and Website; Plan and coordinate with staff for Department events; and Performs other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age.

Education:

- At least part-time enrolled at all times with Butte College, Chico State University, or other LEAP Approved schools
- Enrollment in Criminal/Administration of Justice, Public Administration, Forensic Science, Political Science, or similar academic programs.

ADDITIONAL REQUIREMENTS:

- **License:** At the time of appointment, the candidate must possess, or be able to obtain, a valid Class C California driver's license and proof of vehicle insurance with an acceptable driving history. (Desired but not required)
- **Background:** Good moral character without a history of involvement in criminal activity or other unacceptable conduct.
- **Physical:** The candidate must be physically capable of performing the duties of a Municipal Law Enforcement Officer.
- **Other:** Ability to obtain California Law Enforcement Teletype Systems Certification (CLETS) within 60 days from date of hire.

Knowledge/Abilities/Skills: Ability to operate an office computer and use a variety of word processing, data management and other software applications; operate a motor vehicle or police unit, camera equipment and recording devices to obtain evidence at accident scenes; communicate clearly and concisely, both orally and in writing; observe accurately and remember faces, numbers, incidents and places; establish and maintain effective relationships with the community; think and act quickly in emergencies, and judge situations and people accurately; prepare accurate and grammatically correct written reports; respond to emergency and problem situations in an effective manner; make clear and concise radio transmissions; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships; meet the established physical requirements.

Selection Process: Each component below must be passed in order to continue to the next phase.

1. Oral Panel Interview.
2. Background Investigation and Polygraph Examination.
3. Interview with Chief of Police.
4. Medical Examinations – including drug screen (upon conditional offer of employment).

Other: Employment in this position is at-will and based on continued programmatic needs. No guarantees are made related to hours or longevity.

PHYSICAL REQUIREMENTS:

Position requires the ability to perform activities requiring moderate to high exertion, including lifting; work is performed indoors and outdoors; position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities as well as grasping, repetitive hand movement and fine coordination; the position requires near vision in reading correspondence and statistical data on the computer; acute hearing is required when providing telephone service and communicating in person; when performing job duties

outdoors, incumbent may be required to drive a vehicle; stand for extended periods of time in all kinds of weather conditions; use hands/arms above shoulder level; climb ladders, walls, fences, hillsides or inclined surfaces; distinguish color and observe and recognize people, vehicles and environmental conditions during day and night; recall details concerning crimes, people and occurrences to write thorough, accurate reports; hear radio transmissions in noisy environments; maintain composure and good judgment while under stress such as when facing tense and/or unexpected emergency situations.