

**LONGWOOD POLICE DEPARTMENT
FUNCTIONS AND RESPONSIBILITIES**

DEPARTMENT: POLICE
APPROVED BY: CHIEF TROY K. HICKSON
EFFECTIVE DATE: JANUARY 20, 2011

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POSITION TITLE: INTERN
RESPONSIBLE TO: CRIME ANALYST/GRANTS/COMMUNITY RELATIONS/
ASST. PUBLIC INFORMATION

POSITION FUNCTION: The Intern position is an administrative support function that requires the promotion of community-oriented policing. The Intern serves as functional support to the community, the Longwood Police Department and any other person in need of resources by using problem solving techniques to solve community situations.

POSITION GUIDELINES: The Intern works within guidelines established through the chain of command, all applicable federal, state and local regulations, laws and ordinances and Police Department policies/procedures and directives. He/She is expected to apply considerable initiative, judgment and technical knowledge in assuring that the Police Department's programs, objectives, assigned projects and the enforcement of all applicable federal, state and local regulations, laws and ordinances are accomplished. These guidelines and position traits require the Intern to rely heavily upon time management capabilities and a strong work ethic to ensure effective and efficient operations within the auspices of his/her assignment.

ESSENTIAL FUNCTIONS: The Intern is responsible for assisting the Crime Analyst/Grants/Community Relations/Public Information with the coordination of resources to meet specified community needs and to provide resources and support to line officers to facilitate their needs, which may include research and data analysis.

He/she is responsible to research, develop, implement and conduct meaningful programs and techniques relative to crime prevention, crime detection and deterrence, and safety measures for all segments of the community.

He/she provides written and oral reports, through the chain of command and is responsible for assisting in Community Relations outreach endeavors and in developing media interest for community programs and events. The Intern will perform other duties necessary and as may be assigned.

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MINIMUM QUALIFICATIONS: The Intern must be currently enrolled at an accredited college or university. The Intern must have an interest in a career in law enforcement and must successfully complete a background investigation prior to the first day of the internship.

He/she must be able to effectively and efficiently coordinate all activities associated with the assignment, speak to small and large numbers of people and plan meetings for various citizen groups.

He/she must be extremely self-motivated and capable of performing the demanding essential functions of the position with little or no constant supervision.

He/she must be able and available to work varying and flexible work schedules with little or short notice, which may include weekends, evenings, late nights, early mornings and holidays.