



# CITY OF ALTAMONTE SPRINGS

## **JOB POSTING** **POSTING #: 2016-053** **OPEN UNTIL FILLED**

**TITLE:** Police Department Intern

**Hiring Range:** N/A - Internship

**DEPT/DIVISION:** Police/Management Support (506)

**City Applications will be accepted for Posting #2016-053 until the position is filled.**

### **MINIMUM QUALIFICATIONS:**

- Enrollment in a two (2) or four (4) year degree program at an accredited university or college majoring in a criminal justice field with a 2.5 minimum GPA.
- Working knowledge of Windows Computer Operating System.
- Must be at least eighteen (18) years of age.

### **POSITION FUNCTION:**

The police department intern will take part in tasks and assignments that will allow them to link their learning outcomes from criminal justice core courses with working environments in a professional setting.

### **NOTE:**

*The selection process for positions in the Altamonte Springs Police Department will include completion of an Affidavit of Good Moral Character; a Truth Verification Examination/Computer Voice Stress Analysis (CVSA); an in depth Background Investigation to include a Level 2 national fingerprint-based records check; and the CJIS (Criminal Justice Information Services) Security Clearance process to include approval for controlled access to protected information.*

AN APPLICATION MAY BE OBTAINED FROM THE DEPARTMENT OF HUMAN RESOURCES OR DOWNLOADED FROM [www.altamonte.org](http://www.altamonte.org)

### **PLEASE SEE REVERSE SIDE FOR TASK/DUTY DETAILS**

*THE CITY OF ALTAMONTE SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER. THE CITY PROHIBITS DISCRIMINATION, HARASSMENT OR RETALIATION IN ALL OF ITS EMPLOYMENT PRACTICES BASED ON RACE, COLOR, SEX (INCLUDING GENDER, GENDER IDENTIFICATION, OR EXPRESSION), AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, GENETIC INFORMATION, MARITAL STATUS, MILITARY VETERAN STATUS, OR ANY OTHER CATEGORY PROTECTED BY APPLICABLE FEDERAL, STATE, OR LOCAL LAW.*

The City will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a City application form. Please contact the Department of Human Resources immediately if you need a special accommodation.

**WE ARE PEOPLE WHO CARE ABOUT PEOPLE**

# Tasks/Duties of Police Department Intern

*Below is a summary of the Tasks and Duties of this position. For a listing of duties and responsibilities for this position, please see the Job Specification/Demands Analysis included with the posting in the City Hall lobby.*

<b>TASK/DUTY</b>
Job shadow members within the department in various assignments. The Intern will be assigned to a variety of positions consisting of Investigations, Crime Scene, Patrol Operations, and Community Policing.
Complete all required reports, papers, and other requirements requested by the college to receive credit for the internship.

## **NOTE:**

*The selection process for positions in the Altamonte Springs Police Department will include completion of an Affidavit of Good Moral Character; a Truth Verification Examination/Computer Voice Stress Analysis (CVSA); an in depth Background Investigation to include a Level 2 national fingerprint-based records check; and the CJIS (Criminal Justice Information Services) Security Clearance process to include approval for controlled access to protected information.*