



## CITY OF COLLEGE STATION POLICE DEPARTMENT



### Crime Analysis Intern

**COMPENSATION:**     **Unpaid**

**DATES:**                 ***Fall Session: August 2015 – December 2015***

**HOURS:**                 **(Flexible / Not to exceed 40 hours per week)**

**JOB SUMMARY:**

The Crime Analysis Intern is a qualified undergraduate or graduate student (all majors welcome) with an interest in learning about the police department and crime patterns and trends. The goal of the internship is to provide the student a meaningful internship experience in the functions and work of law enforcement and crime from the perspective of a crime analyst.

The Crime Analysis intern performs a variety of administrative and operational duties as developed and assigned by the division commander.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Proofread reports
- Assist with collecting crime data
- Assist with analysis of crime data as it pertains to patterns/trends
- Assist Crime Analyst in distribution of relevant, timely crime data information
- Assist Crime Analyst in preparation and presentation of weekly Compstat presentation
- Work on extended projects requiring review of historical crime data

**QUALIFICATIONS:**

- Basic/ Intermediate level of computer knowledge/ experience
- Keyboarding experience
- Ability to work with a high degree of accuracy and attention to detail
- Skill in listening and communicating
- Positive and supportive attitude with people of all backgrounds and abilities
- Ability to pass a police background check
- Commitment to comply with confidentiality requirements and police policies
- Supportive of the mission of the College Station Police Dept.