



Job: Police Intern

Location: Public Safety Center

Department/Division: Police

Reports to: Commander/Chief

FLSA: Non-Exempt

Pay Range: Part Time Hourly \$18.00

Hours: 480

Job Summary

This is a non-sworn, entry-level, generalist intern position, limited to 480 hours in a fiscal year. A Police Intern will work under general supervision performing a wide variety of non-sworn field and administrative duties in support of an assisting all operations, divisions and units of the City of Yankton Police Department. This classification is entry level with incumbents having little or no prior work experience.

Essential Job Functions

- Duties may include, but are not limited to, the following: Performs a variety of non-sworn entry level field and administrative specialized duties in support of the City of Yankton Police Department operations, duties that do not require full-time peace officer powers. Areas of responsibility may include, but are not limited to assisting in a wide variety of support functions.
- Provides administrative support to the Records Section: Following departmental procedures, tags and stores found property and evidence; distributes notification letters for found property; transports vehicles or other items to storage/service facilities, or the crime laboratory.
- Assist with Community Policing efforts and programs such as Safety City, River Boat Days, Rib Fest, Career Fair's, and other volunteer initiatives.
- Performs a variety of traffic-related duties such as parking enforcement and traffic control for special events.
- Handles Animal Control related duties including, capturing, transporting, and recording loose animals. Helps with licensing, and collecting records of licenses from Veterinary Clinics.
- Compile information; prepare and complete reports.
- Conduct public education and speaking engagements as requested.
- Assist with scheduling vehicle maintenance, cleaning or detailing vehicles.

- Perform other such duties and functions as are necessary or incidental to the proper performance of this position.

Minimum Qualifications

- Be at least 18 Years of age or older
- Be a United States citizen.
- Be recently honorably discharged from the military.
- Be enrolled in or have recently completed a degree in Criminal Justice or a related field
- Knowledge of computer software and accessories.
- Demonstrated ability to assume responsibility/discretion in decision making which impacts the daily operations of a full-service law enforcement agency.
- Must have no convictions of any crime by any state or federal government punishable by imprisonment in a federal or state penitentiary.
- Must possess a valid driver's license.
- The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by personnel so classified. Management reserves the right to revise or amend duties at any time. Job description does not constitute a contract.

Driver's license requirement:

Essential

Preemployment Screenings

Pre-employment screenings may include, but are not limited to, the following: drug screen, references, physical exam/job function test, and full criminal background.

Knowledge, Skills, and Abilities

Ability to rapidly acquire working knowledge of modern approved principles, practices, and procedures of police work.

Ability to understand and carry out oral and written instructions.

Ability to deal courteously but firmly with the public.

Ability to deal with those requesting or requiring police services in a prompt and courteous manner.

Ability to comply with orders, policies, and regulations governing the activities of the Police Department.

Skill in analytical, objective observance of situations and quick decision making.

Skill in managing situations firmly, courteously, and impartially.

Skill in establishing cooperative work relationships with those contacted during their duties.

Ability to transmit information verbally and in written form.

Skill and knowledge of computers and computer software.

Physical Demand Summary

Physical Demands: Primary functions may require maintaining physical condition necessary for sufficient mobility to work in a law enforcement setting; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights (*approximately 10 pounds*); frequently lift and/or move moderate to heavy weights greater than 25 pounds; occasionally lift and or move heavy weights in excess of 75 pounds (greater with assistance); operate general office equipment; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to communicate verbally to exchange information; ability to operate office equipment including use of computer keyboard; ability to operate a vehicle to travel to various locations; see in the normal visual range with or without correction to at least 20/40 in each eye; vision sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction.

01/30/24