

## **Pensacola Police Department Intern**

### **Minimum Preparation for Work:**

High school students 16-years and older residing or attending school within the City of Pensacola, Florida.

### **Necessary Special Requirements:**

Excel, Word, basic computer, and file knowledge.

### **Nature of Work:**

This is an intern position for those who are interested in a career in law enforcement. An intern will be assigned Police Department and move around to various divisions within the Pensacola Police Department.

Work is performed in accordance with departmental rules and regulations. Work assignments are received from a superior officer who evaluates performance through the review of work methods, procedures, and results.

### **Examples of Work:**

- Assist in the setup/running/breakdown at various community events.
- Provide clerical assistance, as needed, within the Police Department.
- Assigned to various divisions within the Pensacola Police Department (including Community Outreach Division, Criminal Investigation Division, Patrol Division, Records Division, Dispatch, etc.).
- Work hours can be modified when the intern is assigned to various divisions (i.e., Patrol Nights).
- Interns will ride with officers when assigned to various divisions within the Pensacola Police Department.
- Interns will also shadow officers during non-emergency duties.

### **Work Environment:**

An employee in this job is frequently exposed to outside weather conditions, occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, extreme heat and have a risk of electrical shock. The noise level in the work environment may be loud.

*This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.*