**Crime Scene Unit Intern**

**COMPENSATION: Unpaid**

**DATES: College Semesters (Spring, Summer, and Fall)**

**HOURS: Flexible (generally 8 to 5, M – F) / Not to exceed 12 hours per week / requires shift work and on-call status that may include nights and weekends**

**JOB SUMMARY:**

The Crime Scene Unit Intern is a qualified undergraduate or graduate student majoring in Forensic Investigative Science with an interest in learning about the criminal justice system and the police department. The goal of the internship is to provide the student a meaningful internship experience in the functions and work of crime scene investigation from the perspective of the Crime Scene Unit within the Criminal Investigation Division.

The Crime Scene Unit Intern will be exposed to work in Crime Scene Processing such as latent fingerprint processing, DNA collection, photography, crime scene processing, evidence collection, digital evidence collection, and more. The Crime Scene Intern performs a variety of administrative and operational duties to include responding with Crime Scene Investigators to scenes, data entry, digital imaging, clerical tasks, and assisting staff with daily routine operations of the Crime Scene Unit. The position reports to the Forensic Tech Supervisor.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

* Learn to verify and validate current fingerprints against fingerprints in the database.
* Learn to turn physical fingerprint cards into electronic copies.
* Job Shadow crime scene investigators.
* Learn about the Police Department’s role in the criminal justice system.
* Learn about the criminal justice system by attending trials.
* Assist crime scene investigators by writing police reports and supplements.
* Perform related duties as assigned.

# MINIMUM REQUIREMENTS:

* Must be receiving academic credit from an accredited college or university.
* High School diploma or GED equivalent.
* Valid Driver’s License.
* Reliable transportation to and from the Police Department.
* ~~Basic /~~ Intermediate level of computer knowledge and experience.
* Ability to utilize word processing and data entry programs.
* Ability to work with a high degree of accuracy and attention to detail.
* Positive and supportive attitude with people of all backgrounds and abilities.
* Motivated, self-starter who takes the initiative to seek out tasks from staff.
* Commitment to comply with confidentiality requirements and police policies.
* Supportive of the mission of the College Station Police Department.
* Excellent oral and written communication skills.
* Excellent organizational skills and strong attention to detail.
* Ability to make judgments based upon knowledge of department policies and procedures.