**Crime Analysis 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 (1 Position)**

**JOB SUMMARY:**

The Crime Analysis Intern is a qualified undergraduate or graduate student (criminal justice, psychology, sociology, or other related field) 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 assists with a variety of administrative and operational duties as developed and assigned by the Department’s Crime Analyst. The position reports to the Department’s Crime Analyst.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

* Assist with collecting criminal intelligence data using social media as well as classified sources.
* Assist with analysis of crime data as it pertains to patterns/trends.
* Assist Crime Analyst in distribution of relevant, timely criminal intelligence.
* Work on extended projects requiring review of historical crime data.
* 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.
* 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 strong 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.
* Ability to make judgments based upon knowledge of department policies and procedures.