



July 2026
FLSA: Hourly

POLICE INTERN (PART-TIME, TEMPORARY)

DEFINITION

Under the direction of Police Department staff, perform a variety of administrative, research, analytical, community engagement, and project support duties while gaining practical experience in law enforcement administration and public safety operations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Police Department staff including the Dispatch and Records Support Services Supervisor, Investigations Supervisor, Patrol Supervisors, Administrative Assistant, and other designated personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is an internship-level classification designed to provide college students with practical exposure to law enforcement administration and public safety operations. Responsibilities include assisting with special projects, policy research, crime analysis, grant development, records management initiatives, community outreach activities, and administrative support functions.

The position provides opportunities to observe various divisions within the Police Department, participate in professional development activities, and gain meaningful experience in local government and public safety administration.

The ideal candidate will possess strong computer skills, proficiency in Microsoft Office applications, excellent oral and written communication skills, the ability to conduct research and analyze information, and an interest in law enforcement, criminal justice, public administration, emergency management, communications, data analytics, or related fields.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists supervisors and department staff with a variety of administrative and support duties as assigned.
- Conducts research and compiles information related to departmental projects, policies, programs, and operational initiatives.
- Assists in collecting, organizing, and analyzing crime, traffic, and calls-for-service data.
- Assists with grant research, grant applications, and grant reporting requirements.
- Assists in preparing reports, correspondence, presentations, statistical summaries, and other documents.
- Performs computer data entry and retrieves information from department databases and records systems as authorized.
- Assists with records management, file organization, document scanning, and records retention projects.
- Assists with annual report preparation and data collection.
- Assists with community outreach events, crime prevention programs, and public education initiatives.
- Assists with website content updates, social media projects, recruitment materials, and public information efforts.
- Conducts online research regarding law enforcement best practices, legislation, and public safety programs.
- Observes departmental operations and attends meetings, training sessions, and ride-alongs as authorized.
- Interacts with Town staff, community members, outside agencies, and educational institutions in obtaining or providing information.
- Performs routine clerical duties including filing, copying, scanning, and document preparation.
- Picks up and delivers documents, materials, and supplies as needed.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Business English, spelling, punctuation, and grammar; modern office practices, procedures, and equipment; personal computer operations; Microsoft Office Suite including Word, Excel, Outlook, and PowerPoint; basic research methods; data collection and analysis techniques; effective public relations and customer service principles; and basic understanding of local government and law enforcement operations.

Ability to:

Utilize standard office equipment including telephones, printers, scanners, copiers, and computers; learn and apply Town and Police Department policies, procedures, rules, and regulations; conduct research and compile information from multiple sources; prepare accurate reports, correspondence, and presentations; maintain confidentiality of sensitive information; reason logically and draw valid conclusions; manage multiple assignments and deadlines; communicate clearly and effectively, both orally and in writing; establish and maintain effective working relationships; provide quality customer service; and exercise sound judgment and professionalism.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Preferred: Current enrollment as a Sophomore, Junior, Senior, or Graduate student in an accredited college or university pursuing a degree in Criminal Justice, Public Administration, Emergency Management, Sociology, Psychology, Communications, Information Technology, Data Analytics, Geographic Information Systems (GIS), Business Administration, or a related field.

Accepted: Current enrollment in an accredited college or university.

Licenses and Certifications:

Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date in accordance with the California DMV regulations.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; operate a motor vehicle; and travel to various Town facilities, community events, and meeting locations. Vision is required to read printed materials and computer screens. Hearing and speech are required to communicate in person and over the telephone.

This is primarily a sedentary office classification, although standing, walking, bending, and carrying materials may occasionally be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and other office equipment. Employees may occasionally lift, carry, push, and pull materials weighing up to 25 pounds.

SPECIAL REQUIREMENTS

This position is designated as a temporary, part-time internship classification.

Interns are not peace officers and shall not exercise peace officer authority.

Interns may participate in ride-alongs, observations, and special projects as approved by supervisory staff but shall not engage in enforcement activities, make arrests, carry firearms on behalf of the Department, or access restricted information except as authorized.