



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Intern (**Part-Time**)
DEPARTMENT.....: Houma Police Department
DIVISION.....:
CLASSIFICATION/GRADE....: Summer Intern
REVISED.....: 03/2017
REPORTS TO.....: Police Chief
REVIEWED.....: 03/2017
WAGES.....: Hourly

*****PLEASE SUBMIT YOUR CURRENT TRANSCRIPT WITH APPLICATION *****

SUMMARY:

The Intern will assist the various HPD Divisions by analyzing crime data used for the bi-weekly COMPSTAT meetings. In the COMPSTAT meetings, we discuss crime trends within the City of Houma and allocate various resources to combat those that arise. The Intern will come away with an overall understanding of the operational aspect of a law enforcement agency to include the importance of community relationships/partnerships, the process of investigations, etc.

BASIC FUNCTIONS:

1. Crime stat analysis where various data will be collected, presented to administration and then an oral report of data collected will be presented at the COMPSTAT meeting.
2. Will be taught about grant application(s) so they can be familiarized with the process and understand the resources available to law enforcement agencies to assist with data collected.
3. Will also be taught the operation aspect of departmental budget(s) and how to operate within budgetary means.
4. Performs all other responsibilities as assigned or deemed necessary by Supervisor.

OTHER REQUIREMENTS:

1. Must be computer literate with proficient knowledge in Word Perfect, Power Point, Microsoft Word and Excel spreadsheets.
2. Ability to maintain confidential information a must.

EDUCATION/EXPERIENCE:

1. **Terrebonne Parish resident preferred** and at least 18 years of age.
2. **Must have obtained a Junior or Senior status** at community college or University in Criminal Justice or related field **by May 2017.**