



## CITY OF OVERLAND PARK - POSITION DESCRIPTION

<b>TITLE:</b>	Police Intern	<b>BAND/LEVEL:</b>	NE/00
<b>DEPARTMENT:</b>	Police Department	<b>JOB NO:</b>	9240
<b>DIVISION:</b>	Services Bureau	<b>DATE:</b>	01/15/2019
<b>REPORTS TO:</b>	Sergeant - Training Unit	<b>FLSA STATUS:</b>	Non-Exempt
<b>FT/PT/SEASONAL:</b>	Seasonal	<b>COST CENTER:</b>	221
<b>REPLACES:</b>	New Position	<b>LAST REVISED DATE:</b>	11/01/2018

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**JOB SUMMARY STATEMENT:** The Overland Park Police Department Internship Program is designed to allow college participants an opportunity to observe police department operations, learn more about the law enforcement environment and to be mentored by trained professionals. In addition, the interns will learn about various police department functions as well as complete written assignments on law enforcement topics throughout the internship.

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### DUTIES AND RESPONSIBILITIES:

1. Receives and assists with special events/programs within the Police Department's operations.
2. Attends departmental meetings on a regular basis.
3. Actively participates in the Department, while ensuring retention of policies and operations.
4. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
5. Must be available (especially during regular business hours or shifts) to communicate with supervisors, customers, and any other persons or organization with whom interaction is required to accomplish work and employer goals.
6. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks.
7. Performs other duties as assigned.

### GENERAL QUALIFICATIONS

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#### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Must be 18 years of age when completing the application.
- Must be enrolled in a post-secondary institution (college/university) at the time of application. (Preference will be given to students in the junior and senior years).
- Must not have been convicted of a felony or serious misdemeanor.
- Must have possession of an appropriate, valid driver's license.
- Must successfully pass polygraph exam and police background check prior to employment.

**EXPERIENCE:**

- None Required.

**SKILLS:**

- Attention to detail.
- Human Relations/Interpersonal skills.
- Time Management skills.
- Organizational skills.
- Ability to communicate effectively.
- Ability to perform basic mathematical calculations.
- Ability to use computers, touchscreens and manual keyboards.

**MENTAL REQUIREMENTS:**

- Ability to understand and apply departmental orders, rules and regulations to situations.
- Ability to meet deadlines.
- Diplomacy and judgment.
- Ability to recognize and protect confidential information.
- Ability to carry out assignments through oral and written instructions.
- Ability to work in a hectic environment with many interruptions.
- Ability to learn and understand PC software applications.
- Alpha and numeric recognition.
- Ability to understand departmental orders, rules and regulations.
- Ability to interpret orders and procedures.
- Ability to adapt to different people, behavior and circumstances.
- Ability to maintain effective working relationships with partners, superior officers and police personnel.
- Ability to work without immediate supervision.
- Ability to organize facts and accurately complete reports, summons and other forms.

**PHYSICAL REQUIREMENTS:**

- Hand and eye coordination.
- Possess a fully functional lumbar range of motion.
- Physical agility to safely operate motor vehicle in normal traffic.
- Ability to communicate effectively in person, on the radio or telephone.
- Ability to visually recognize and distinguish colors.
- Ability to distinguish sounds encompassing a full range of tones and volumes.
- Ability to detect a full range of odors.
- Possess the visual stamina and acuity to operate a motor vehicle safely during all levels of illumination.
- Possess the visual acuity to observe persons, places and things both close up and at a distance.
- Ability to produce written reports, memorandums, field notes and required forms.
- Ability to sit in vehicle and type/read/decipher information on the computer keyboard and screen.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- None

## ESSENTIAL FUNCTIONS:

ACTIVITY	DURATION	DESCRIPTION
Standing	Occasional - Frequent	Even and uneven surfaces; duration varies with job requirement
Walking	Occasional - Frequent	Even and uneven surfaces; duration varies with job requirement
Sitting	Frequent - Constant	Motor vehicle operation
Driving	Frequent - Constant	Motor vehicle operation; automatic transmission
Bending	Occasional - Frequent	Demands vary with type of assistance provided
Stooping	Occasional - Frequent	Demands vary with type of assistance provided
Twisting	Occasional - Frequent	Demands vary with type of assistance provided
Kneeling	Occasional - Frequent	Demands vary with type of assistance provided
Squatting	Occasional - Frequent	Demands vary with type of assistance provided
Stairs	Occasional	Enter / exit vehicle; variable environmental

REACHING	DURATION	DESCRIPTION
Below Knee Height	Occasional - Frequent	Misc. tasks require reaching below knee height
Below Waist Height	Occasional - Frequent	Misc. tasks require reaching below knee height
Forward >2 Feet	Occasional - Frequent	Misc. tasks require reaching below knee height
Above Shoulder Height	Occasional - Frequent	Misc. tasks require reaching below knee height
Lateral Reach	Occasional - Frequent	Misc. tasks require reaching below knee height

FINE MOTOR	DURATION	DESCRIPTION
Gripping	Frequent	Multiple tasks require gripping
Pinching	Frequent	Multiple tasks require pinching
Wrist Flexion & Extension	Frequent	Multiple tasks require wrist positions
Wrist Lateral Deviations	Frequent	Multiple tasks require wrist positions
Pronation & Supination	Frequent	Multiple tasks require wrist positions

PUSHING	FORCE	FREQUENCY/DURATION	DESCRIPTION
Miscellaneous vehicle doors	<10lbs	Occasional-Frequent	One or two hand push

PULLING	FORCE	FREQUENCY/DURATION	DESCRIPTION
Vehicle Doors	<10lbs	Occasional-Frequent	One or two hand push

- The above documented tasks are required but it is possible that there are essential functions that are required that are not listed as this position is very dynamic in nature.
- The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.