

POLICE DEPARTMENT STUDENT INTERNSHIP SKILLS LIST Provo School District

This list is designed to help you obtain considerable information during your Internship period. The column on the left will designate various procedures used in your internship you have been assigned. When you have observed a procedure, record the date and have your mentor or sponsor initial the square. There is a lot to see and learn. Be sure to ask your mentor to show you as much as she/he can.

PROCEDURE OR SKILLS	DATE INITIAL	DATE INITIAL	DATE INITIAL
Records			
1. Mug Shot Photo Problems			
2. Archive Records: Expungements/Filing			
3. MF Filing			
4. MF Number Problems: Folders			
5. Evidence			
7. File Photo Mug			
8. Organize Crime Scene Photo			
9. Assist Destruction Price			
10. Itemize Property Auction			
Investigations			
1. Follow-up on information only			
2. Comparing stolen bikes to found bike files			
3. Core process phone calls			
4. Shredding of reports & confidential files			
5. Follow-up of graffiti removal & tag forms			
6. Follow-up on phone harassment cases			
7. Assist in NCIC validations			
8. Follow-up on runaway reports			
9. Covering for secretary breaks & lunch			
10. Answering phone calls (incoming)			
11. Assisting the individual investigators on their specific cases.			

Dispatch			
1. Business call out data entry			
2. Traffic accident report entry			
3. Hot address information data entry			
4. Check pawn slips NCIC stolen			
5. Shred confidential documents			
6. Copy calls for service to audio tape			
7. Complete Core Surveys			
8. Make copies of Dispatch Forms			
9. Send Faxes for dispatch investigations			
10. Call business owners to update call out			
Evidence			
1. File photographs of jail mug shots			
2. Organize crime scene photographs			
3. Assist in the destruction of drug paraphernalia			
4. Itemize property for auction			