

Police Academy Intern**GENERAL SUMMARY**

Employees must meet the minimum requirements and conditions of employment and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodation. The police academy is a series of rigorous educational and physical modules that help prepare potential law enforcement officers for handling the demands of the position.

This position may require irregular hours. Must remain available (electronically or otherwise) to assist if called upon.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

Attending the Police Academy.

Police strategy will be a very large component of academy training; you will be responsible for learning the following topics like:

Legal knowledge:

- Learn state ordinances, local laws, and constitutional law. Learn about the basic functions and processes of the legal system.
- Education about accident and incident investigations, incident reporting, traffic control and radio operation. Learn about vehicle operations focused on operating deputy cruisers.
- Learn apprehension and arrest strategies for the most effective apprehension of criminals. Learn techniques for apprehension to minimize potential legal challenges.

Weapons training

- Learn to use non-lethal tools like TASERs, OC spray and collapsible batons and learn how they should be the first choice when encountering an unwilling or combative individual.
- Learn about firearms. For those who have never shot a firearm, you'll learn basic skills like removing the weapon from the holster, aiming, and firing. You'll also learn how to respond to multiple attackers.

Community collaboration and aide:

- Learn about emergency aid: like CPR, first aid and communication skills.
- Learning civil rights issues
- Negotiation techniques
- Communication strategies

Basic criminal psychology

- Learn about mental toughness which is an important critical component of law enforcement is mental preparation.
- Learn to deal with hostility, understand risk assessment and practice role-playing exercises.
- Creates computerized documents and programs using Microsoft Excel and Microsoft Word.



Grand Traverse County, MI Job Description

- Assists other Sheriff's Office divisions, when needed.
- Additional duties as the Sheriff, Undersheriff, Captain sees fit.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- High School Diploma or G.E.D., with the equivalent of two years of college preferred.

CERTIFICATIONS, LICENSES

- Possess and maintain valid Michigan Driver's License and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check will be required to include a physical exam and psychological evaluation. Appointment to this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

While employed as a Police Academy Intern, seniority shall not accrue until work status is changed to Deputy Road Patrol.

- Must not have been convicted of a felony or crime that might question the person's credibility.
- Must successfully complete the employment screening process, which may include written and oral evaluations, psychological and physical screening, as well as a complete background investigation.
- Must be in good health and able to perform police duties, free from chronic disease and any physical deformities, and able to pursue, apprehend, restrain, and control potential suspects.
- May be required to successfully complete a physical readiness test yearly.
- In compliance with Michigan Statutory Provision for the office of Sheriff, the Sheriff of Grand Traverse County reserves the right to make the final decision regarding both the application of these requirements and the hiring of an appropriate applicant for this position within the department.
- While in the academy accrual seniority will not accrue.

DISTINGUISHING CHARACTERISTICS

Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operations requiring the use of judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation. Errors at this level could lead to the loss of life or major harm or life impairment or could result in the loss of funding and reduced services to the public.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or reach; reach with hands and arms; sit; stand; stoop, kneel, crouch, or crawl; talk and hear; smell; use hands to finger, handle, or feel and run.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to working in close quarters, infectious diseases, criminal suspects, or prison inmates.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Thorough working knowledge of standards for care documentation and demonstrable ability to accurately document and interpret case histories and notes.
- Knowledge of the community resources serving client population.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with clients, families, co-workers, and representatives of other agencies.
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, and smart telephones.
- Ability to interact positively with students from a wide range of cultural and socio-economic backgrounds and with widely divergent levels of educational attainment and social skills.
- Ability to assess and provide guidance within area of specialized knowledge.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to maintain the confidentiality of information and professional boundaries and to use County resources effectively and efficiently.