LAW ENFORCEMENT SERVICES 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			
Mug Shot Photo Problems			
Archive Records: Expungements/Filing			
3. MF Filing			
4. MF Number Problems: Folders			
5. Evidence			
7. File Photo Mug			
8. Organize Crime Scene Photo			
Assist Destruction Price			
10. Itemize Property Auction			
Investigations			
Follow-up on information only			
2. Comparing stolen bikes to found bike files			
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			
Covering for secretary breaks & lunch			
10. Answering phone calls (incoming)			
11. Assisting the individual investigators on their specific cases.			

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