



City of Las Vegas
Department of Detention & Enforcement

STUDENT INTERNSHIP LEARNING OBJECTIVES

Administration

ONE – Overview

- Agendas
- Meeting Minutes
- Inmate records
- Project/Event coordination
- Performance Plus
- Inventories/Accountability
- Order placement
- Workers' Compensation (WC)
- Family Medical Leave Act (FMLA)

TWO – Learning Objectives

- Learn and understand Excel
- Learn and understand Oracle
- Learn and understand the Inmate Management System
- Learn and understand Keefe's operating system
- Learn and understand Hammer Launch
- Learn and understand Hanson
- Read and understand the FMLA
- Read and understand WC
- Filing and archiving
- Data entry
- Research information/documents
- Prepare agendas/minutes/reports

Environmental Conditions:

- Law Enforcement/Corrections environment
- Potentially hostile environment
- Visually graphic scenes which may be offensive

MEASURES

- Complete and accurately route Human Resources' forms
- Accurately/concisely prepare reports for Command Staff
- Positive evaluations

TOOLS & TECHNOLOGY INTERN WILL USE

Calculators	Microsoft Word
Computers	Microsoft Excel
Internet Research	Microsoft
PowerPoint	
Audio/Visual Aids	Training Resources
Video	Measuring Devices
Drills	

SKILLS INTERN WILL PRACTICE

Active Listening	Critical Thinking
Reading Comprehension	Time Management
Social Perceptiveness	Monitoring
Effective Communication	
Complex Problem Solving	

ABILITIES INTERN WILL PRACTICE

Written Comprehension	Deductive Reasoning
Oral Expression	Speech Clarity
Written Expression	

WORK ACTIVITIES

Oral Expression
Oral Comprehension
Written Comprehension
Inductive Reasoning
Deductive Reasoning
Speech Clarity
Written Expression
Organizing, Planning and Prioritizing Work
Documenting and Recording Information



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STUDENT INTERNSHIP LEARNING OBJECTIVES

Field Services – Animal Control

ONE – Overview

- Domestic and wild animal contact
- Enforcement of ordinances
- Immobilization Devices
- City streets/roads patrol
- Impounds/Quarantines
- Tranquilizer guns
- Crime Scene
- Investigations

TWO – Learning Objectives

- Learn and enforce laws pertaining to animal control
- Learn the typical behaviors of domestic and wild animals
- Learn to appropriately use restraint devices on animals
- Learn basic immobilization of animals
- Learn techniques for animal handling, collection and impoundment
- Learn and understand call management system, Chameleon

Environmental Conditions:

- Potentially hostile and irate customers
- Removal of deceased animals
- Potentially violent animals
- Potential exposure to disease
- Routinely on call after hours

MEASURES

- Accurately describe how to safely and appropriately handle, detain and impound a domestic and wild animal.
- Completely and accurately complete a mock citation.
- Favorable evaluation

TOOLS & TECHNOLOGY INTERN WILL USE

Calculators Microsoft Word
Computers Microsoft Excel
Internet Research
Microsoft PowerPoint
Audio/Visual Aids
Training Resources
Video Tranquilizer
Immobilizer

SKILLS INTERN WILL PRACTICE

Active Listening
Critical Thinking
Reading Comprehension
Time Management
Social Perceptiveness
Monitoring
Effective Communication
Complex Problem Solving

ABILITIES INTERN WILL PRACTICE

Written Comprehension
Deductive Reasoning
Oral Expression Speech Clarity
Written Expression

WORK ACTIVITIES

Oral Expression
Oral Comprehension
Written Comprehension
Inductive Reasoning
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STUDENT INTERNSHIP LEARNING OBJECTIVES

Field Services Division – Communications

ONE – Overview

- Various Law Enforcement Agencies
- Handheld and console radios
- 400 Codes and dispositions
- Criminal history information
- Inmate Management System
- Computer Aided Dispatch (CAD)
- Performance Measures

TWO – Learning Objectives

- Learn and understand CAD and LMRS
- Learn and understand Genesis Commander
- Learn and understand Oracle
- Learn and practice proper radio etiquette
- Query criminal history
- Data entry

Environmental Conditions:

- Law Enforcement/Corrections environment
- Potentially hostile environment
- Visually graphic scenes which may be offensive
- Exposure to offensive odors, chemical sprays and fumes
- Potential exposure to infectious diseases
- Potential exposure to offensive language

MEASURES

- Properly respond to radio communication.
- Accurately enter a call for service.
- Positive evaluations

TOOLS & TECHNOLOGY INTERN
WILL USE

Calculators	Microsoft Word
Computers	Microsoft Excel
Internet Research	
Microsoft PowerPoint	
Audio/Visual Aids	
Training Resources	
Video	

SKILLS INTERN WILL PRACTICE

Active Listening
Critical Thinking
Reading Comprehension
Time Management
Social Perceptiveness
Monitoring
Effective Communication
Complex Problem Solving

ABILITIES INTERN WILL
PRACTICE

Written Comprehension
Deductive Reasoning
Oral Expression
Speech Clarity
Written Expression

WORK ACTIVITIES

Oral Expression
Oral Comprehension
Written Comprehension
Inductive Reasoning
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