**Administration**

**ONE – Overview**

**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

* 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

**Field Services – Animal Control**

**ONE – Overview**

**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

Deductive Reasoning

Speech Clarity

Written Expression

Organizing, Planning, and Prioritizing Work

Documenting and Recording Information

* 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**

* Accurate describe how to safely and appropriately handle,

Detain and impound a domestic and wild animal

* Completely and accurately complete a mock citation
* Favorable evaluation

**Field Services Division – Communications**

**ONE – Overview**

**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

Deductive Reasoning

Speech Clarity

Written Expression

Organizing, Planning, and Prioritizing Work

Documenting and Recording Information

* 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