City of Baltimore
Department of Human Resources
201 E. Baltimore Street, Suite 120
Baltimore, MD 21202
www.baltimorecity.gov

Invites applications for the following position:

Baltimore Police Academic Credit Intern

Agency:	**Baltimore Police Department (BPD):**
Date Opened:	**12/22/2017**
Filing Deadline:	**Continuous**
Salary:	**Academic Credit**
Employment Type:	**Internship**
Recruitment Specialist:	**Njukang (NJ) Asong**

Introduction

The Homeland Security Section manages the overarching process of coordinating the flow of information, intelligence, and statistics across all divisions and bureaus of the department and across all levels and sectors of government and private industry. The Homeland Security Section efforts support intelligence-driven decision making and addresses immediate and/or threat-related circumstances and events by producing real-time, actionable intelligence products.

Location of Position

601 E Fayette St, Baltimore, MD 21211

Position Duties

The Homeland Security Section contains many different units. Interns will go into the Watch Center, Comstat Unit, and the CitiWatch program. Like all aspects of policing, the daily tasks of the members in the section vary.

The Watch Center is a unique, local fusion center, where information is gathered, analyzed, and disseminated by civilian analysts and sworn detectives. The mission of the Watch Center and its subsequent units which it houses is to reduce crime and prevent acts of terrorism throughout the region of Baltimore by serving as the central point for the collection, synthesis, analysis, and dissemination of strategic and tactical intelligence to law enforcement, intelligence, first responder and private sector partners; and to assist the Federal Government as a partner for national security. The Watch Center partners with local law enforcement agencies, other first responders, federal law enforcement and intelligence partners; state and major urban area fusion centers, as well as the private sector to prioritize, collect, analyze, produce and disseminate actionable intelligence – often in real time – with the goal of reducing criminal activity and preventing terrorism.

The Comstat Unit collects data from the Department's large databases and through formatting and analysis develop reports for the department. The Comstat Unit also utilizes mapping software to make the data collected visually easy to digest and identify data clusters. The Comstat Unit also compares current data to previous data to see any increases or decreases between the timeframes. All data and maps that are created are then published on a departmental website for all the commanders. The Comstat Unit is also tasked with the actual meetings and presentation of this information weekly in the Comstat Meeting. The Comstat Unit is also tasked with regular reports to outside entities such as universities, colleges and other academic schools that have federal reporting requirements as well as other city agencies and partners.

CitiWatch provides state-of the art CCTV cameras to assist law enforcement and public safety partner in the fight against crime. These cameras are monitored 24-hours a day and 365 days per year by certified CCTV monitors with law enforcement backgrounds to prevent violent crime and direct police officers to the scene while providing maximum intelligence on what arriving officers will find.

Primary Functions for interns will vary depending on the unit's needs. Interns for the Watch Center and Comstat

Unit's will typically be running analysis on various crimes, daily and/or weekly reports to be disseminated to Command Staff, as well as fielding calls from officers and detectives in the field applying for search warrants. Interns placed within CitiWatch will be tasked with administration requests for videos and varies projects dealing with community members. The interns will be part of the presentations to the CitiWatch's public and private partners.

Preferred Qualifications

Requirements:
- Pursuing a degree in policing, intelligence analysis, criminology, forensic science or related field from an accredited college or university.
- Some exposure to ArcGIS and experience in law enforcement would be a plus
- The Intern should have excellent written and verbal communication skills
- Ability to problem solve and think critically
- Intern must be self-motivated with the ability to follow directions and work both independently and within a group environment to accomplish tasks with accuracy and within tight deadlines.
- Intern must be responsible, prompt, courteous; and have excellent attention to details.
- Proficiency in Microsoft Word. PowerPoint, Access and Excel
- Ability to work on projects and maintain confidential information

Drug & Alcohol Testing

Candidates selected for this internship will be required to submit to drug and alcohol testing.

Criminal Background Check

Candidates selected for this internship required to authorize the release of and successfully complete a criminal background check.

Eligibility

All ACIP, student applicants must:
- Be at least eighteen (18) years of age; Pursuing an undergraduate, graduate or post-graduate degree; and interested in working in a Public sector environment;
- Be a junior/senior undergraduate or graduate student.
- Be willing and able to intern for a minimum of sixteen (16) hours per week during a full semester (typically 16 weeks).
- Be in good academic standing (confirmed by most recent official transcript or letter from the Registrar's office);
- Be able to provide a letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program;
- Provide two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor.
- Submit a 500 word written narrative explaining why he/she is interested in interning for the City of Baltimore.

Selection Process
- The Department of Human Resources review applications and select candidates for interviews.
- Only selected candidates will be notified two to three weeks after the position announcement close date.
- The number and frequency of available internships will be based on individual Agency and organizational needs.

CHECKLIST FOR APPLICATION

Applications MUST include:
- ✓ Written narrative explaining why the applicant is interested in interning for the City of Baltimore(500 words or less)
- ✓ First and second (if applicable) choice of desired Internship
- ✓ Letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week

internship program
- ✓ Current résumé including email address, telephone numbers and educational/work experience
- ✓ Two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor
- ✓ Recent official transcript or letter from the Registrar's office to confirm good academic standing

Please note: *To be considered for an internship, application materials must be complete, per the above checklist. Also, due to the large volume of applicants, we will be unable to notify applicants who are not selected for internships. However, we suggest that those individuals re-apply for a future internship opportunity.*

Further Instructions

SEND YOUR COMPLETED APPLICATION PACKET BY POSTAL MAIL TO (Electronic Submission Preferred):

Internship Program, Department of Human Resources
City of Baltimore
ATTN: Njukang (NJ) Asong
 201 East Baltimore St, Suite 300, Baltimore, MD 21202

Submit an Electronic Application at: www.baltimorecity.gov

Questions regarding the Academic Credit Internship Program should be directed to Njukang (NJ) Asong, Program Coordinator, at: Njukang.asong@baltimorecity.gov

APPLICATION DEADLINES: *July 15th for Fall Semester, November 15th for Spring Semester, April 10th for Summer Semester*