

North Carolina  
State Highway Patrol  
Internship Program

## INTERNSHIP POSITION DESCRIPTION FORM

This form shall be completed by the Section/Unit/Troop/District supervisor who will supervise the potential intern on site. Contents of the form will be used to post an internship opportunity on the State Highway Patrol portion of the NCDPS internet website. Upon completion, send to the NCSHP Internship Coordinator at Patrol Headquarters.

| Contact Information                    |   |
|--|---|
| Title, Name, Registry, Troop/District: | Sgt. C. L. Jones #2376<br>Troop I, District 3 (Collision Reconstruction Unit) |
| Address:                               | 1142 SE Maynard Road  |
| City, State, Zip:                      | Raleigh, NC 27511   |
| Work Phone:                            | 919-319-1523  |
| Fax:                                   | 919-319-1534  |
| E-Mail:                                | cljones@ncshp.org   |

| Basic Information   |  |
|---|--|
| Work Location (Station & City):   | Troop I, District 3 (Office Location: Winston-Salem) |
| Work Schedule (i.e. M-F, 0800-1700):  | M-F, 0800 - 1700                                     |
| Start Date (Begin Date):  | 17 August 2016                                       |
| End Date (Conclusion):  | 2 December 2016                                      |
| Semester (Check the term that coincides with dates required):<br><input type="checkbox"/> Spring <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Summer |  |

| Internship Position Description (List title, duties, responsibilities, expectations, etc.)  |
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| The intern will assist with general office duties such as, data entry, filing, statistical compilation, public requests, and assist with non-criminal investigative or collision reconstruction reports. This position has a typical 0800-1700 hours expectation; however, days and hours can be revisited for flexibility and accommodation. The intern will have an opportunity for limited exposure to various aspects of Highway Patrol operations including criminal investigations, law enforcement training, communications, and patrol/enforcement. |

| Preferred Major(s), Experience, Qualifications, Certifications, etc.   |
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| The intern applicant should be in good standing with the college/university and preferably enrolled in a Criminal Justice field of study. The intern applicant should have a strong working knowledge of Microsoft Office Suite Programs. The intern should be able to manage several projects simultaneously. Due to the sensitive nature of this position, the Intern applicant must be of good character and have a clean criminal background with no pending criminal charges. |