

New York Police Department Internship

MUST BE DONE FOR CREDIT

Must have minimum GPA 2.5

Must have minimum credits 24

Please Contact Dr. Donald Tricarico in the Social Sciences Department to register for the Cooperative Education Class (UBST 101, 102 or 201)

Deadline to apply for summer is May 31, 2016

Deadline to apply for fall is June 15, 2016

If you're interested in applying

Please fill out the attached APPLICATION
and bring it to Ms. Susanne Grossman, Internship
Coordinator

Office of Career Services

L429

**Office of the Inspector General for the NYPD
Investigator's Internship Program for Students
Undergraduates or Graduates
Summer 2016**

The Office of the Inspector General for the NYPD (OIG-NYPD) is an independent office charged with investigating, reviewing, studying, auditing, and making recommendations relating to the operations, policies, programs, and practices of the New York City Police Department, with the goal of enhancing the effectiveness of NYPD, increasing public safety, protecting civil liberties and civil rights, and increasing the public's confidence in the police force. OIG-NYPD is independent of the NYPD and is part of the New York City Department of Investigation (DOI). For more information, visit www.nyc.gov/html/oignypd.

OIG-NYPD is seeking Undergraduate or Graduate student Interns to assist OIG-NYPD Investigators in a wide range of Investigative projects. The position offers Interns an opportunity to work on cutting-edge issues of public concern in a new, high-profile environment. Interns will support OIG-NYPD operations and assist Investigators in conducting confidential and sensitive investigations into the operations, policies, programs, and practices of the NYPD. They will review investigative material and related documentation, assist Investigators with interviewing the public, complainants, witnesses, and law enforcement professionals, and will be educated on other investigative tactics. Interns will be expected to analyze problems and deficiencies relating to complex police operations and assist in the preparation of well-organized and written investigative reports. They will also assist in screening and investigating complaints filed by the public related to NYPD. Interns will also participate in internal and external meetings with key stakeholders, and help develop strategies and policies. The position is unpaid.

The qualified candidate should be energetic and enthusiastic about working in government and on police accountability, law enforcement, civil rights, and criminal justice issues. Candidates should demonstrate good judgment, high ethical standards, strong analytical and writing skills, and a proactive attitude. All candidates are required to successfully complete a criminal background check.

To apply, please submit a resume, letter of interest, and a short writing sample via email or postal service to:

Asim Rehman
General Counsel/Acting Director of Investigations
Office of Inspector General for the NYPD
NYC Department of Investigation
80 Maiden Lane
New York, NY 10038
OIGNYPDintern@oignypd.nyc.gov (Subject Line: Investigator Internship)

Applicants participating in a formal internship program through their school should specify the duration of the program and the number of hours they will be available and/or required to work.

Applications will be reviewed on a rolling basis and the posting will close once the position is filled. Questions may be directed to the email address above.



**NYPD PARTNERS IN EDUCATION
INTERNSHIP PROGRAM APPLICATION**
TO BE COMPLETED BY STUDENT AND COORDINATOR



Return Application to Campus Internship Coordinator-

Susanne Grossman, L-429

SEND STUDENT'S RESUME WITH THIS APPLICATION

Information (completed by coordinator)

Name of University	Queensborough Community College		
Address	222-05 56 th Avenue, Bayside, NY 11364		
School Coordinator	Dr. Donald Tricarico		
Phone/ E-Mail Address	(718) 631-6015 / dtricarico@qcc.cuny.edu		
Students Major/GPA			
Current Year in School (Fresh,Soph,Junior,Senior)		Internship Semester (Fall, Spring, Summer)	

Course Name and requirements (hrs/credits) (completed by coordinator)

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Intern Information (completed by student)

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Cell Phone	
E-Mail Address	

Availability (completed by student)

During which hours are you available for Internship assignments?

Mon	Tues	Wed	Thurs	Fri
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Internship Choices (choose three (3) commands, one choice should be in Patrol, Transit or Housing except for majors outside of criminal justice/law)

BUREAU	COMMAND/LOCATION
1 ST CHOICE	
2 ND CHOICE	
3 RD CHOICE	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as an intern, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Student Name (printed)	
Signature	
Date	
Coordinator Name (printed)	Dr. Donald Tricarico
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in interning with the NYPD.

COMMAND SUPERVISOR RESULTS:

CALL EMPLOYMENT SECTION @ 646 610-8018 WITH RESULTS OF INTERVIEW.

New York Police Department Applicant Processing Division

4201 Fourth Avenue
Brooklyn, NY 11232

For your interview you will be required to bring the following items:

1. Black Ink Pen
2. Original Birth Certificate
3. Marriage License (if applicable)
4. Divorce Decree (if applicable)
5. Address of Current College
6. Original High School Diploma/GED
7. Student copy of Current college transcript
8. Social Security Card
9. Original Disposition with seal for all arrest (s) and Criminal Court Summonses (s)
10. Selective Service Card
11. Two (2) Bust type Photos 1 ½ x 2 minimum 4x3 maximum
12. Driver's License (if applicable)

Please bring all of the above paperwork with you to your initial interview. Failure to do so will result in a delay in your processing.

NYPD Partnership in Education Internship Opportunities

Bureau	Command	#college req	graduate req	location	job description
CHIEF OF DEPT.					
	DOMESTIC VIOLENCE UNIT	2	0	ONE POLICE PLAZA, NY, NY	RESEACH DOM. VIOL. (D.V.) INFORMATION, PERUSE & DISTRIBUTE COMMUNICATIONS, DATA ENTRY, ASSIST D.V. INSTRUCTORS WITH D.V. MATERIAL. RESPOND TO INCOMING TELEPHONE CALLS
DEPUTY COMMISSIONER COUNTERTERRORISM					
	DC COUNTERTERRORISM	0	1	55 BROADWAY	PRIMARY RESPONSIBILITY WILL BE FOR THE EXPANSION OF THE DOMAIN AWARENESS SYSTEM IN INCLUDE HIGH RESOLUTION PHOTOS OF THE TRANSIT SYSTEM TO BETTER ASSIST IN PLANNING POLICE TACTICAL RESPONSES. KNOWLEDGE OF MICROSOFT ACCESS AND BASIC IMAGE MANIPULATION REQ
DEPUTY COMMISSIONER LEGAL MATTERS					
	LEGAL BUREAU	2	0	1 POLICE PLAZA NY NY	INTERNS WILL ASSIST DEPARTMENT ATTORNEY'S PREPARE CASES FOR LITIGATION, RESEARCH, AND PHOTOCOPYING CASE FOLDERS
DEPUTY COMMISSIONER MANAGEMENT & BUDGET					
	AUDITS AND ACCOUNTS	2	0	1 POLICE PLAZA NY NY	INTERNS WILL HANDLE UNIT'S DAILY MAIL; PERFORM DATA ENTRY INTO VARIOUS DATABASES; FILING VARIOUS PAYMENTS REQUESTS; SCANNING DOCUMENTS FOR THE UNIT
	BUDGET UNIT	1	0	1 POLICE PLAZA NY NY	INTERNS WILL ASSIST IN MAINTAINING BUDGETARY DATABASES; ASSIST IN PREP OF SPREADSHEETS AND REPORTS;DOWNLOAD REPORTS FROM CRYSTAL ENTERPRISE AND PREPARE IN A PRESENTABLE MANNER; UTILIZE THE CITYWIDE FINANCIAL MGMT SYSTEM TO OBTAIN INFO AND CONDUCT RESEARCH

Bureau	Command	#college req	graduate req	location	job description
	CONTRACT ADMINISTRATION UNIT	0	1	51 CHAMBERS ST	DUTIES WILL INCLUDE PREPARATION AND PRESENTATION OF NEW PROCUREMENT OVERSIGHT FUNCTIONS; COLLECT DATA FROM NYPD COMMANDS FOR MAYORS OFFICE OF CONTRACT SERVICES; PERFORM FIELD AUDITS TO ENSURE COMPLIANCE AT CONSTRUCTION JOB SITES.
	FACILITIES MANAGEMENT	0	2	1 POLICE PLAZA NY NY	FACILITIES INFRASTRUCTURES ASSESSMENT AND SYSTEM INSPECTION; COLLECT BUILDING EQUIPMENT DATA INFO AS REQUESTED; ANALYZE ENERGY BILLS; WORK ON SUSTAINABILITY PROJECTS. WEB DESIGN SKILLS HIGHLY DESIRABLE.
DEPUTY COMMISSIONER PUBLIC INFORMATION					
	OFFICE OF DEPUTY COMMISSIONER PUBLIC INFORMATION	4	4	1 POLICE PLAZA NY NY	INTERNS WILL ASSIST STAFF WITH MEDIA INQUIRIES, TRIAGING PHONE CALLS, DAY TO DAY OPERATIONAL TASKS INVOLVING PRESS RELEASES AND CONFERENCES. OTHER TASKS INCLUDE RESEARCH ON TOPICAL MATTERS, MONITORING BREAKING NEWS AND SOCIAL MEDIA SITES.
DEPUTY COMMISSIONER STRATEGIC INITIATIVES					
	OMAP - CRIME ANALYSIS AND PROGRAM PLANNING	0	1	1 POLICE PLAZA NY NY	DUTIES INCLUDE COMPILATION AND ANALYSIS, SYSTEMS AUDITING AND DISSEMINATION OF CRIME COMPLAINT AND ARREST DATA TO DEPARTMENT EXECUTIVES. APPLICANTS SHOULD BE PROFICIENT IN EXCEL, WORD AND KNOW HOW TO CREATE GRAPHS. INTERNS SHOULD HAVE STRONG MATH SKILLS
	OMAP - RESOURCE ANALYSIS SECTION	1	1	1 POLICE PLAZA NY NY	DUTIES WILL INVOLVE IMPROVING NYPD'S POLICIES THROUGH POLICING RELATED RESEARCH AND ANALYSIS. POSITION WILL PROVIDE A WIDE VIEW OF OPERATIONS, POLICIES AND DECISIONS THAT TAKE PLACE IN THE NYPD. STRONG ANALYTICAL SKILLS AND WRITING ABILITY IS ESSENTIAL
	OMAP - SPECIAL PROJECTS	0	1	1 POLICE PLAZA NY NY	UNIT IS SEEKING INTERN TO ASSIST IN A WIDE VARIETY OF INTRA-DEPARTMENT AND INTER-GOVERNMENTAL PROJECTS. POSITION WILL REQUIRE SUBSTANTIVE WRITING, LEGAL RESEARCH, STATISTICAL ANALYSIS AND LAW ENFORCEMENT POLICY DEVELOPMENT

Bureau	Command	#college req	graduate req	location	job description
DEPUTY COMMISSIONER TRAINING					
	ADMINISTRATIVE SUPPORT DIVISION	1	0	235 E 20 ST NY NY	INTERN WILL HELP TRAIN NYPD INSTRUCTORS IN AN 11 DAY METHODS OF INSTRUCTION COURSE; ASSIST WITH DEVELOPMENT OF CURRICULUM; MAINTAIN DATABASE OF PERSONNEL TRAINED; UTILIZE MICROSOFT OFFICE TO CREATE AND UPDATE COURSE CONTENT
	ADMINISTRATIVE SUPPORT DIVISION	1	0	235 E 20 ST NY NY	INTERN WILL ASSIST GRAPHIC ARTIST IN PROJECTS USING ADOBE IN DESIGN, ADOBE PHOTOSHOP AND ADOBE ILLUSTRATOR. INTERN WILL ALSO ASSIST WITH CREATING COMMUNICATION FOR DISBURSEMENT BY USING MICROSOFT WORD
	FIREARMS AND TACTICS SECTION	1	0	BRONX NY	INTERN WILL ASSIST IN PREPARING ANALYTICAL REPORTS DEVELOPED FROM DATA INPUT OF SPSS, TASER REPORTS AND FIREARMS DISCHARGE REPORTS; INTERN MUST BE FAMILIAR WITH SPSS AND, HOW TO ENTER DATA AND EXTRACT REQUIRED INFORMATION
	LIBRARY/TRAINING ARCHIVE UNIT	1	0	235 E 20 ST NY NY	DUTIES INCLUDE RECEIVING AND DISTRIBUTION OF PUBLICATIONS; DEVELOPING AND RESEARCHING MATERIAL FOR DISPLAYS IN EDUCATIONAL RESOURCE CENTER; RESEARCH REQUESTS FOR TRAINING MATERIAL; PROMOTE A QUIET RESEARCH AND STUDY AREA AND ENHANCE USAGE
	RECRUIT TRAINING SECTION	2	0	235 E 20 ST NY NY	INTERNS WILL MAINTAIN A DATABASE TO TRACK PROBATIONARY RECRUIT OFFICER GYM FAILURES; TRACT THE DISCIPLINE OF RECRUIT OFFICERS DURING THEIR TENURE IN THE POLICE ACADEMY; READ AND ANALYZE ESSAYS WRITTEN BY RECRUITS ON "WHY THEY JOINED THE NYPD"
	VIDEO PRODUCTION UNIT	0	1	235 E 20 ST NY NY	RECORDS MANAGEMENT/LIBRARY SCIENCE MAJOR PREFERRED TO EXAMINE AND CATALOGUE RECENTLY DISCOVERED 16mm FILMS; ORGANIZE THESE FILMS FOR EASY DISCOVERY AND RECOVERY;CREATE FILM DATABASE; REORGANIZE EXISTING VIDEO DATABASE ACCORDING TO CRITERIA
DETECTIVE BUREAU					

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	110 SQUAD	1		94-41 43rd Avenue, QUEENS, NY	OBSERVE THE DAILY OPERATIONS INCLUDING THE ISSUES THAT CONFRONT DETECTIVES REGULARLY AND VIEW HOW CASES ARE INVESTIGATED. CLERICAL DUTIES A MUST.
	112 DETECTIVE SQD.	2	1	68-40 AUSTIN ST., FOREST HILLS, NY	DATA ENTRY, TYPING, FILING, ANSWERING PHONES. OBSERVATION OF INTERVIEWING & INTERROGATING TECHNIQUES CONDUCTED BY DETECTIVES AS WELL AS OTHER DETECTIVE RESPONSIBILITIES.
	113 DETECTIVE SQD.	2		167-02 BAISLEY BLVD., JAMAICA, NY	OBSERVE THE DAILY OPERATIONS INCLUDING THE ISSUES THAT CONFRONT DETECTIVES REGULARLY AND VIEW HOW CASES ARE INVESTIGATED. CLERICAL DUTIES A MUST.
	26 DETECTIVE SQD.	1	1	520 WEST 126 ST., NY, NY	CASE FILING & COMMUNICATIONS DISTRIBUTION & MAILING.OBSERVE THE DAILY OPERATIONS INCLUDING THE ISSUES THAT CONFRONT DETECTIVES REGULARLY AND VIEW HOW CASES ARE INVESTIGATED.
	CENTRAL INVESTIGATION AND RESOURCE DIVISION	2	1	1 POLICE PLAZA NY NY	INTERNS WILL BE RESPONSIBLE FOR REVIEWING AND SORTING COMPLAINT REPORTS INVOLVING HOMICIDES; ASSIST IN PRODUCING AND DISTRIBUTING DETECTIVE BUREAU PROFILE REPORTS; REVIEWING OF HOMICIDE/SHOOTING MOTIVE REPORTS; IDENTIFICATION AND ANALYSIS OF PATTERNS
	FORENSIC INVESTIGATIONS DIVISION	7	1	150-14 JAMAICA AVE	SPECIAL PROJECTS IN THE LAB AND CLERICAL DUTIES
	VARIOUS COMMANDS	10	0	VARIOUS	INTERNS WILL BE RESPONSIBLE FOR REVIEWING, FILING AND SORTING COMPLAINT REPORTS; DISTRIBUTING DETECTIVE BUREAU REPORTS; REVIEWING NYPD COMMUNICATIONS; ANALYSIS AND UNDERSTANDING OF POSSIBLE CRIMINAL TRENDS AND PATTERNS; ANSWERING AND DIRECTING PHONE CALLS
HOUSING	HOUSING BOROUGH BROOKLYN	1	0	25 CENTRAL AVE BROOKLYN NY	DUTIES INCLUDE ASSISTING IN ADMINISTRATIVE DUTIES AND WORKING WITH THE COMMUNITY

Bureau	Command	#college req	graduate req	location	job description
	PSA1	1	0	2860 WEST 23 ST BROOKLYN NY	WORK IN THE CRIME ANALYSIS UNIT ORGANIZING AND COLLECTING REPORTS
	PSA4	1	0	13 AVE C NY NY	DUTIES INCLUDE DATA COMPILATION AND ANALYSIS; SYSTEMS AUDITING; FILING AND DISSEMINATION OF CRIME COMPLAINTS AND ARREST DATA TO THE NYPD HOUSING BUREAU. APPLICANTS SHOULD HAVE GOOD ANALYTICAL, CRITICAL THINKING AND WRITING ABILITIES.
	PSA5	1	0	221 E 123 ST NY NY	INTERN WILL BE WORKING DIRECTLY WITH THE COMMUNITY AFFAIRS OFFICERS TO HELP CREATE A POSITIVE RELATIONSHIP IN THE COMMUNITY. INTERN WILL BE REQUIRED TO DEVELOP AND MAINTAIN POSITIVE AND PRODUCTIVE RELATIONS WITH THE MEDIA, COMPLAINANTS, OTHER AGENCIES,
	PSA6	1	0	2771 FREDERICK DOUGLASS BLVD NY NY	INTERN WILL BE WORKING WITH THE CRIME ANALYSIS TEAM. DUTIES INCLUDE DATA COMPILATION AND ANALYSIS; SYSTEMS AUDITING; FILING AND DISSEMINATION OF CRIME COMPLAINTS AND ARREST DATA TO THE NYPD HOUSING BUREAU
INTERNAL AFFAIRS BUREAU					
	IAB/RECORDS UNIT	2	0	315 HUDSON ST	DUTIES WILL INCLUDE CAST RETRIEVAL, ARCHIVING INTERNAL INVESTIGATIONS AND DATA ENTRY. KNOWLEDGE OF MICROSOFT OFFICE APPLICATIONS AND EFFECTIVE WRITTEN AND VERBAL COMMUNICATION SKILLS REQUIRED
OFFICE OF INFORMATION TECHNOLOGY					
	COMMUNICATIONS DIVISION	1	1	1 POLICE PLAZA NY NY	INTERNS WILL ASSIST IN DEVELOPING A DIGITAL MAP FOR THE NYPD'S COMPUTER AIDED DISPATCH SYSTEM. PERFORM DATA ENTRY AND TECHNICAL SUPPORT RELATED TO PROJECT, SPECIFICALLY CROSS CHECKING AND UPDATING LOCATION IN THE SYSTEM

Bureau	Command	#college req	graduate req	location	job description
	COMMUNICATIONS SECTION	3	1	1 POLICE PLAZA NY NY	INTERNS WILL BE WORKING IN THE STATISTICAL UNIT COLLECTING AND TRACKING DATA OF THE 911 SYSTEM; COORDINATE THE COMMAND'S BUDGET; RESEARCH NEW TECHNOLOGY TO UPGRADE THE 911 SYSTEM; HELP TRAIN NEWLY ASSIGNED AND TENURED MEMBERS OF CURRENT PROCEDURES
	OFFICE OF INFORMATION TECHNOLOGY	1	1	1 POLICE PLAZA NY NY	INTERNS WILL BE WORKING WITH HIGH LEVEL EXECUTIVES AND VENDORS ON PRIORITY PROJECTS. MUST HAVE EXCELLENT COMMUNICATION AND BE ABLE TO MANAGE, ANALYZE, PLAN AND ORGANIZE RESOURCES TO ACHIEVE GOALS. CRIMINAL JUSTICE OR INFORMATION TECHNOLOGY BACKGROUND
PATROL SERVICES BUREAU					
	001 PCT	1	0	16 ERICSSON PL. NY NY	ASSIST ROLL CALL AND OPERATIONS COORDINATOR AS NEEDED
	006 PCT	1		233 WEST 10TH ST., NY, NY	PERFORM ASSORTED CLERICAL TASKS IN D.V.U., CRIME PREV., COMPLAINT RM., CPT. CLERICAL, OPERATIONS COORD., & HWY. SAFETY.
	007 PCT	1	0	19 1/2 PITTS ST NY NY	INTERN WILL BE WORKING IN THE ADMINISTRATIVE OFFICE ASSISTING IN ALL FUNCTIONS INCLUDING DATA ENTRY, FILING AND TYPING WITH EMPHASIS ON MICROSOFT WORD AND EXCEL
	009 PCT	1	1	321 EAST 5TH ST	REPORT PREPARATION AND DATA ENTRY
	020 PCT	1	0	120 WEST 82 ST	FILING, TYPING AND UTILIZING EXCEL SPREADSHEETS AND WORD DOCUMENTS
	023 PCT	1	0	164 E102 ST	DUTIES INCLUDE WORKING IN THE CRIME ANALYSIS UNIT; SORTING REPORTS, COMPILING INFORMATION AND DEVELOPING STATISTICS
	034 PCT	1	0	4295 BROADWAY	DUTIES WILL INCLUDE SERVING AS AN ADMINISTRATIVE ASSISTANT WORKING IN VARIOUS OFFICES SUCH AS THE CRIME ANALYSIS UNIT AND THE ADMINISTRATIVE OFFICE

Bureau	Command	#college req	graduate req	location	job description
	040 PCT	1	0	257 ALEXANDER AVE BRONX NY	INTERN WILL BE WORKING IN THE ADMINISTRATIVE OFFICE ASSISTING IN ALL FUNCTIONS INCLUDING DATA ENTRY, FILING AND TYPING WITH EMPHASIS ON MICROSOFT WORD AND EXCEL
	041 PCT	3	0	1035 LONGWOOD AVE BRONX NY	INTERNS WILL BE ASSISTING THE OPERATIONS COORDINATOR. DUTIES WILL INCLUDE PRECINCT RECEPTION INVOLVING GREETING THE PUBLIC AND DIRECTING THEM TO THE CORRECT AREA, SPANISH SPEAKING PREFERRED BUT NOT REQUIRED; DATA ENTRY/ADMINISTRATIVE
	042 PCT	1	0	830 WASHINGTON AVE BRONX NY	INTERN WILL BE WORKING IN THE ADMINISTRATIVE OFFICE ASSISTING IN ALL FUNCTIONS INCLUDING DATA ENTRY, FILING AND TYPING WITH EMPHASIS ON MICROSOFT WORD AND EXCEL
	044 PCT	3	0	2 EAST 169 ST BRONX NY	INTERNS WILL BE ASSIGNED TO ASSIST IN ADMINISTRATIVE REPORTS; COMPILE DATA FOR RESEARCH PURPOSES; TRANSPOSE INFO FOR USE IN CHARTING CRIME TRENDS; ATTEND COMMUNITY BASED MEETINGS; OBSERVE INTERVIEW TECHNIQUES PERTAINING TO DOMESTIC VIOLENCE VICTIMS
	048 PCT	2	0	450 CROSS BRONX EXPY BRONX NY	INTERN WILL BE WORKING IN THE ADMINISTRATIVE OFFICE ASSISTING IN ALL FUNCTIONS INCLUDING DATA ENTRY, FILING AND TYPING WITH EMPHASIS ON MICROSOFT WORD AND EXCEL
	049 PCT	1	0	2121 EASTCHESTER RD BRONX NY	INTERN WILL GAIN HANDS ON EXPERIENCE WORKING WITH AND ASSISTING POLICE OFFICERS AND CIVILIAN MEMBERS IN HANDLING ADMINISTRATIVE WORK WITHIN THE PRECINCT
	050 PCT	1	0	3450 KINGSBRIDGE AVE BRONX NY	DUTIES WILL INCLUDE PRECINCT RECEPTION INVOLVING GREETING THE PUBLIC AND DIRECTING THEM TO THE CORRECT AREA; DATA ENTRY/ADMINISTRATIVE; ANSWERING THE PHONE
	066 PCT	2	0	5822 16 AVE BROOKLYN	ASSIST THE CRIME ANALYSIS UNIT, TRAFFIC UNIT AND OPERATIONS COORDINATOR AS NEEDED.
	078 PCT	1	1	65 6 AVENUE BROOKLYN NY	INTERN WILL BE WORKING IN THE ADMINISTRATIVE OFFICE ASSISTING IN ALL FUNCTIONS INCLUDING DATA ENTRY, FILING AND TYPING WITH EMPHASIS ON MICROSOFT WORD AND EXCEL

Bureau	Command	#college req	graduate req	location	job description
	083 PCT	2	0	480 KNICKERBOCKER AVE BROOKLYN NY	COMPLAINT REPORT PREPARATION AND INPUT;CRIME ANALYSIS INPUT OF REPORTS AND 250'S; ASSIST TIMEKEEPING AND ROLL CALL PERSONNEL
	088 PCT	2	1	298 CLASSON AVE BROOKLYN NY	DUTIES INCLUDE ROLL CALL NOTIFICATIONS; DOCUMENT DESTRUCTION;DOCUMENT REPRODUCTION AND DATA ENTRY. INTERNS WILL BE EXPOSED TO ALL SUPPORT STAFF DUTIES AND RESPONSIBILITIES
	090 PCT	1		211 UNION AVE BROOKLYN	DUTIES INCLUDE WORKING ON THE STOP, QUESTION & FRISK INDEX; ORGANIZING AND SORTING MISC. REPORTS
	094 PCT	1	0	100 MESEROLE AVE BROOKLYN NY	INTERNS WILL BE ASSIGNED TO THE TRAFFIC SAFETY OFFICE WHERE THEIR PRIMARY DUTIES WILL BE TO MAINTAIN AND REPRODUCE ACCIDENT REPORTS AS WELL AS STATISTICAL ANALYSIS AND COMPILATION OF TRAFFIC DATA
	101 PCT	1	0	16-12 MOTT AVE FAR ROCKAWAY NY	INTERN WILL BE WORKING IN THE OPERATIONS OFFICE ASSISTING IN ALL FUNCTIONS INCLUDING DATA ENTRY, FILING AND TYPING WITH EMPHASIS ON MICROSOFT WORD AND EXCEL
	111 PCT	4	0		CLERICAL AND ADMINISTRATIVE DUTIES INCLUDING FILING AND DATA ENTRY
	114 PCT	2	1	34-16 ASTORIA BLVD ASTORIA NY	INTERN WILL BE ASSISTING IN ALL FUNCTIONS INCLUDING DATA ENTRY, FILING AND TYPING WITH EMPHASIS ON MICROSOFT WORD AND EXCEL; ANSWERING THE TELEPHONE SWITCHBOARD
	115 PCT	3		92-15 NORTHERN BLVD QUEENS NY	INTERN WILL BE ASSISTING IN THE CRIME ANALYSIS AND HIGHWAY SAFETY UNITS WITH DATA ENTRY AND DISTRIBUTION
	120 PCT	2	2	78 RICHMOND TERRACE STATEN ISLAND NY	INTERNS WILL BE TRAINED IN THE VARIOUS UNITS WITHIN THE PCT INCLUDING THE COMPLAINT ROOM, COMPSTAT, ROLL CALL, HIGHWAY SAFETY AND THE DOMESTIC VIOLENCE UNIT

TRANSIT

Bureau	Command	#college req	graduate req	location	job description
	TD01	1	0	59 ST/COLUMBUS CIRCLE NY NY	DUTIES WILL INCLUDE ADMINISTRATIVE; ARREST REPORTS; COMPLAINT REPORTS AND FILING OF PAPERWORK.
	TD04	1	1	E 14 ST/UNION SQUARE NY NY	DUTIES WILL INCLUDE ADMINISTRATIVE; ARREST REPORTS; COMPLAINT REPORTS AND FILING OF PAPERWORK.
	TD11	1	0	161 ST/ RIVER AVE	PROCESS ADMINISTRATIVE REPORTS FOR THE COMMANDING OFFICER
	TD32	1	0	960 CARROLL ST BROOKLYN NY	DUTIES INCLUDE WORD PROCESSING AND DATA TASKS USING ALPHABETICAL AND NUMERICAL PROCEDURES; RETRIEVE CORRESPONDENCE, RECORDS, REPORTS, MANUALS AND OTHER MATERIAL
	TRANSIT BUREAU	2	0	130 LIVINGSTON ST BROOKLYN NY	RESPONSIBLE FOR ASSISTING IN TRANSIT BUREAU PRESENTATIONS; PREPARATIONS FOR MEETINGS;COORDINATING INFORMATION BETWEEN SPECIAL OPERATIONS DISTRICT, IMPACT, AND TRANSIT BOROUGHES