

Gunnison Police Department Internship Position Description

Title: Records Assistant

Position Description: Intern will work directly with the Records Staff for project assignments and review. Intern will be assigned to projects related to police records handling, release and archival. Projects that may be considered are data entry, document scanning and records archival. The goal of the internship is to provide an understanding into the processes and protections necessary when dealing with public records.

Academic Requirements: Students will have the standing of Junior or Senior with a minimum grade point average of 2.000. Appropriate fields of study are: Sociology, history, or business administration (others may be considered on a case-by-case basis).

Technical Skills:

Specific needs for records archiving: The police department is in the process of converting permanent law enforcement records from 1999 and prior to our current RMS system. This project entails photographing screen shots of major cases in the Force system and importing those images into the current ITI RMS system. Name entries will need to be made and paper documents will need to be retrieved from archives and scanned into the current system. This process is time consuming, one case can take from 1 to 3 hours to import, depending on the size of the case. It is imperative that these vital records be moved into the current system as the old system is beginning to fail.

Specific needs for document scanning: The police department is currently scanning all paper documents into our RMS. We are also working on scanning older case files into our current system. This will allow the department purge older paper documents and will reduce the need for storage space. An intern could scan these documents into the system and the entire case file would be available electronically.

Special Requirements: Intern will receive training on departmental records system, Colorado Open Records Laws, privacy laws and issues, and confidentiality concerns.

Application Requirements: Submit a letter of interest, résumé, City of Gunnison application (available at: http://www.cityofgunnison-co.gov/Finance/human_resources/job_app.pdf), and a proposal to address the objective(s) to be accomplished by the end of the internship; how it will be accomplished; and how achievement of the objective(s) will be measured. A criminal history background check is required prior to beginning duties. Application materials should be submitted to:

Tammy Shelafo
City of Gunnison Human Resources Technician
P.O. Box 239
201 West Virginia (second floor)
641-8248
tshelafo@cityofgunnison-co.gov

Application Deadline: **Open until filled**

Credit Hours: Internships will be considered as laboratory courses, so the expectation is that the intern will spend 1,800 minutes on the project for each credit earned.

Salary: \$350 per credit hour up to 3 credits (\$1,050), upon successful completion of the project, with a grade of “C” or better.

This is a competitive process. The City of Gunnison staff will review proposals and evaluate them for relevance to serve the City’s needs.

For further information about the internship opportunities in the Gunnison Police Department, contact:

Captain Chris Wilson
201 W. Virginia
Gunnison, CO 81230
641-8203
chrisw@cityofgunnison-co.gov