



Internship Description

Work Site Name	Department/Position
Brighton Police Department	Investigations

Brief Overview of Internship
The investigation interns will be directly responsible for assisting Detectives and other Investigations staff with the management of criminal cases and other day to day operations. This will include working in an office environment and occasionally on site at crime scenes.
Internship Tasks/Projects
- Working with spreadsheets to organize cases and tasks - Assisting with intake photos and other digital evidence into Axon - Transferring paperwork between Investigations and other departments - Completing and submitting records/evidence requests to outside agencies
Internship Learning Goals (new skills/knowledge the intern will acquire)
- Data entry - Evidence handling - Scheduling - Criminal casework - Customer service

Internship Site Address and Primary Contact Information	Internship Hours Start/End Times
Contact Name: Sgt. Drew Murlowski Email: dmurlowski@brightonco.gov Phone: 720-685-7328 3401 E. Bromley Ln Brighton CO 80601	8 am to 5 pm Interns are required to attend an onboarding training on Sept. 21 from 9 a.m. to 12 p.m. Sept. 28, IT Orientation- 9:00am to 10:30am
Physical requirements	Dress Code
Ability to lift up to 50lbs Ability to work in stressful environments	Business casual Slacks, polo, blouse
Occupational/Educational Requirements (skills, certifications needed)	Age/Grade Level of Intern
- General knowledge of Microsoft applications - Strong writing skills - Good communication skills	Junior or Senior