

COOK COUNTY SHERIFF'S OFFICE



Characteristics of the Internship Position

General Overview

The Cook County Sheriff's Office is the second largest Sheriff's Office in the US with over 5,000 employees working in a wide range of areas in law enforcement. The Office is led by Sheriff Thomas J. Dart. Due to its size, the Sheriff's Office divides its operations into five departments:

- Administration (e.g., HR, IT, Legal/Labor, Public Policy, QI, UFRU, Press/PR, Training)
- Dept of Corrections
- Court Services Dept
- Sheriff's Police Dept
- Community Corrections

The Sheriff's Office offers credit and/or experience internships for full-time undergraduate and graduate students during the Fall, Spring, and Summer semesters. The Internship Program allows students to work with law enforcement professionals in a variety of areas within the Sheriff's Office such as mental health, legal, police, corrections, electronic monitoring, information & technology, human resources, investigations and intelligence, public policy, operational policy & training, 911 communication center and many other various units within the Office. Full and part time interns will have exciting opportunities at the Sheriff's Office that could lead to full time employment opportunities.

Students interning with Sheriff's Police may work with Patrol, Truck and Traffic Enforcement, Investigations, Evidence Technicians, Canine Unit, Gang Crimes and Narcotics Unit, Vice, Special Operations, and the Police Training Academy, among other units. Additionally, interns tour the 911 Communications Center, a variety of courthouses across Cook County, and the Jail's Criminal Intelligence Unit, as well as assist officers at Police Headquarters in various units.

Students interning in the Legal Department can expect to perform various legal research projects, including but not limited to civil litigation, criminal procedure, and/or criminal justice policies as well as drafting research memos and analyzing department policies with the goal of incorporating recent statutory amendments.

Students interning in Investigations & Intelligence will become familiar with intelligence laws and the habits of the intelligence community. Students can also expect to coordinate with operational units within the Sheriff's Office and outside agencies on matters related to information sharing and intelligence.

Students interning in Human Resources will participate in on-the-job training opportunities to learn about the agency and its various departments, enhance skills and fine-tune business acumen to help prepare for

leadership positions. Students may also organize, edit, and create job descriptions for the Sheriff's Office and assist with running our performance management and talent assessment initiatives.

Students interning with Clinical Services will learn about different program tracks, such as THRIVE, SAVE, SMART, IASA, MHTC and CRC, which are aimed to strengthen the participant's community transition and long-term recovery plan. Clinical training tracks will provide opportunities for brief supportive and longer-term individual counseling, group counseling, psychoeducational groups, clinical intake interviews and screenings, substance abuse treatment, outreach and case management, and crisis intervention services. Non-clinical training tracks will provide opportunities for program development, data collection, community outreach, the facilitation of mental health workshops and staff trainings, and a variety of organizational & project management activities.

Students interning with Court Services can expect to work monitoring courtrooms within the Cook County Court, completing reports regarding courtroom procedures and personnel, provide service as a court watcher, provide customer service to the employees, and families of our individuals in custody within the correctional facilities.

Students interning with the 911 Center will learn about working on a Computer Aided Dispatch (CAD) System, assisting Telecommunicators that are working radio bands, answering administrative phone calls, and attend any necessary meetings. The 911 Center generates approximately one million CAD incidents a year and processes an average of 1,700 phone calls a day.

Students interning with the Training Academy will learn about the various trainings provided for court, correction, and police personnel in crucial subjects, such as first responder training, emergency services, and defensive tactics. Students will observe training that takes place both inside and outside of the classroom to promote leadership and professionalism that creates a strong foundation for a career in law enforcement as well as knowledge, ethical values and skills police officers need in the community.

Students interning with the Public Relations and Press can expect to be exposed to and work on projects related to media relations and community relations that include, but are not limited to research, assisting with film projects at CCSO facilities, such as the Cook County Jail, assisting with the creation of press releases and other communications related materials, and working with the consular liaison to ensure foreign nationals in Cook County Jail custody are able to communicate with their home consulates as needed. Students will work on long-term initiatives as well as day-to-day projects on public-facing initiatives.

Students interning with the Treatment Response Team will be involved in various aspects of TRT in addition to future projects that clinicians would be a part of. The clinicians on the team also engage in post incident follow up to connect clients and families of clients to services in the community and assist with navigation of the mental health system for families and/ or clients. TRT is also involved in community outreach, trainings and has a weekly family support group that is run by TRT clinicians.

Key Responsibilities and Duties

Duties will include, but are not limited to:

- Perform various administrative or clerical functions and provide support for staff members and Administrative Assistants, as required.
- Act as a project assistant with the ability to independently take an assigned project from conception to completion.

- Ensure that all sensitive and restricted information and materials are handled with complete confidentiality and discretion.
- Attend any necessary meetings
- Work on substantive projects and develop professional skills.
- Work under the guidance of a supervisor chosen by the respective department head.

Minimum Qualifications

All interns must:

- a. Be at least 18 years of age on or before the first day of the internship; and
- b. Be enrolled in a full-time undergraduate or graduate program.

Specific departments may have additional requirements.

Preferred Qualifications

Interest in working in the public sector post-graduation.

Enrollment in a Criminal Justice Undergraduate program or a similar track

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

The Cook County Sheriff's Office prohibits all unlawful discrimination in its hiring and promotional process.