



# **Step-by-Step Guide: Analyst Internship Program**

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## **1. Brainstorm the goal of the internship program and how much time you can dedicate to training your intern(s).**

Consider:

- Will your intern be working on a specific project? What clearance would they need for it?
- Will your intern be doing mostly administrative work? (e.g. data entry)
- How closely will your intern work with you on your projects? (e.g. investigations)
- Who else will the intern work with during the internship? (e.g. analysts, detectives)
- What would you have liked to learn when you were an intern that you can now teach your intern(s)?

Sample Goals:

- Expose the intern to the crime analysis profession (e.g. duties, tasks, meetings, etc.)
- Complete a "big" project by the end of the internship (e.g. presentation, statistical report, etc.)

## **2. Contact people who can help you establish your internship program:**

**School(s):** almost all academic establishments have an internship component as part of their program; there should be an internship advisor or counselor to assist you with steps you need to take to establish your program to meet their criteria. Being in contact with the school from the beginning would help ensure that your intern meets all the requirements for their class.

**Other PD / CAU Internship Programs:** there are a lot of agencies that have an established internship program within the crime analysis unit; you can reach out to them for ideas, documents, and further guidance.

### **NOTE:**

*Have the above steps and any other research done prior to approaching your command staff for approval so you have a (rough) answer when you're asked how exactly your agency can go about establishing the internship program. You don't want to approach your command staff with a problem with no idea / direction on how to approach it – you are trying to sell an idea! Make it simple for them.*

### **Your Agency:**

- Inform the appropriate chain-of-command of your intentions of starting an internship program
- Coordinate with HR regarding what steps to take and paperwork are needed to implement the program
- Inform background investigators of your upcoming internship program and inquire about their availabilities
- Coordinate with IT and building manager to get all the necessary equipment, physical space, building access, and computer access (e.g. email, login info, etc.) the intern will need to accomplish their goal(s)

## **3. Draft an announcement bulletin as you would for a new job opening.**

- Include:
  - overview of the program (e.g. what the intern can expect to learn/do)
  - objectives (e.g. learning goals)
  - pre-requisites (e.g. criminal justice course(s), crime analysis)
  - available schedules
  - documents required with the application (e.g. resume, transcript, cover letter, etc.)



- application deadline
- other important details (check with HR for any mandatory wordings in bulletins)

#### **4. Post announce bulletin after it's been reviewed by command staff and HR.**

- GovernmentJobs – likely will be posted by HR
- Indeed – likely will be posted by HR
- Monster – likely will be posted by HR
- School websites / student portals (e.g. Handshake) – likely need to make an account with the school in order to make posts; likely handled by internship coordinator (you)

#### **5. Develop interview questions and/or use already established ones.**

**NOTE:**

*Recommended interview questions should focus on personality and aptitude vs technical skills; focus on personality traits such as tenacity, diligence, curiosity, etc. vs ability to use a platform like ArcGIS.*

**Sample Questions:**

- What in the crime analysis field interests you the most?
- What made you interested in the internship program with our CAU?
- What are you looking to get out of this internship? / What are your professional goals?
- What experience or skills do you have that you believe would be beneficial in this field?
- How do you prioritize multiple tasks/requests?
- How would you go about completing an assignment that you have no knowledge or experience in?
- Are you more comfortable completing a project with step-by-step instructions or given an end-goal and to figure out the steps towards it on your own?
- How would you fill your time if no urgent task or assignment was available?

#### **6. Coordinate with interview panel (e.g. you, other analysts, command staff, etc.), the applicant(s), and HR about the upcoming interview date and time once posting close.**

#### **7. Book a room at the department for the interview.**

#### **8. Interview your intern applicants.**

#### **9. Discuss with your interview panel on which candidate they think would be the best fit and select your intern(s).**

#### **10. Discuss the next steps with your selected intern applicant(s): HR and background process, scheduling, projects/expectations, training, etc. Be as transparent as possible so there are no surprises when it comes to what is expected from both parties.**

#### **11. Select a start date and time for your intern(s) and start working with them!**

**NOTE:**

*Work with your intern(s) how you would work with a new (paid) employee. While the relationship and expectations are going to be different, it is important and beneficial for the intern(s) to experience the full professional work environment and culture. There will be certain meetings they cannot attend and projects they won't be able to participate in, but excluding the intern(s) from too many things unnecessarily will prevent them from getting the whole "analyst experience," or at least close to it.*



## **Anecdotes for Success**

1. Mix up the assignments: don't have them only do data entry, but also don't only have them work on a project and nothing else crime analysis related.
2. Do a quick and informal check-in with your intern(s) whenever you can, not just when you "have" to / during "formal" meetings.
3. Have clear, achievable goals and expectations for your intern(s). Each intern is going to be different in regards to their personalities, interests, and skill levels – are they adequately challenged? Are they interested in their assigned projects? What else do they want to learn and can we accommodate that / have time to provide training?
4. Be flexible with potential changes / uptick in your own assignments and schedule – such is the life of an analyst! What are the contingency plans if a certain training or goal cannot be met by the set deadline? Does the intern have enough to do during "down" time?
5. Think about what constitutes a "good leader" and/or "team player" and act so to your intern(s) – and teammates! Not only will you be training a potential future analyst, but also setting an example / being a good role model for them.
6. Get other people in your unit / department to get involved with training the intern(s) or at least talk to them; ability to communicate with colleagues, officers, command staff, and assimilate into the department culture are beneficial skills to have as an analyst as well!
7. Welcome feedback from your intern and encourage them to give their input on established or future projects and assignments. While their analytical skills may be limited now, it is important to remember everyone brings a different perspective to the table; you want to build their confidence and curiosity, not discourage or "talk down" to them for being an intern.
8. Do an exit interview with your intern(s) to get feedback for improvement.
9. Keep an internal checklist of duties and tasks the intern(s) completed. Sometimes the school only requires a signature confirming a certain number of hours were met per week. It is important for your own knowledge and evaluation process to know what assignments and training you gave to your intern – what worked and what didn't?
10. Remember you were once an intern / entry level! Are the expectations of your intern(s) realistic? Is there something you wished you learned as an intern that you can teach? What advice did you wish someone would have given you when you were in their position?

- Assessments
- Bulletins (e.g. BOLOs, ATI, RFI, etc.)
- Case Support (e.g. link charts, timelines, organization, etc.)
- Data Entry (e.g. spreadsheets, databases, etc.)
- Evidence Review (e.g. Facebook results, jail calls, surveillance footage, etc.)
- Mapping
- Meetings (e.g. intel sharing, patrol briefings, etc.)
- Photo Lineups
- Presentations
- Project-Specific
- Research (e.g. open source, LE databases, etc.)
- Ride-Along
- Statistical Reports
- Training
- Work-Ups

## Sample Checklist

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