

Title: Police Counsel Intern
PG: *
Status: Non-Civil Service
Position Reports to: Police General Counsel
Department: Police

Class Code: 5028
Date: 04/09

GENERAL DESCRIPTION OF CLASS:

The Police Counsel Intern is a responsible position engaged in work as assigned by the Police General Counsel. The Police Counsel Intern provides direct support to the Police General Counsel by assisting the Police General Counsel represent the interests of the City of Lakeland (COL) in matters having their origin, direct application to, or the benefit of the COL Police Department. The Police Counsel Intern will assist the Police General Counsel in researching many and diverse areas of the law and providing verbal and written legal advice to senior COL Police Department managers. The Police Counsel Intern will also assist the Police General Counsel in reviewing proposed contracts, drafting ordinances and policies, and in developing and planning proactive police strategies to enhance the effectiveness of COL Police Department law enforcement efforts.

ESSENTIAL FUNCTIONS:

1. Conduct legal research into the state of the law of, e.g., search and seizure, surveillance, forfeitures, public records, worker compensation, Family Medical Leave Act, Heart/Lung Act, employee discipline, collective bargaining, nuisance abatement, public nuisances, motor vehicle pursuits, use of force, etc.
2. Offer constructive legal solutions for significant challenges confronting the effective and efficient enforcement of applicable law, to include, but not limited to, drafting new or amending existing municipal ordinances.
3. Research new and proposed statutory law, research and prepare legal training memoranda for police officers.
4. Research existing local and foreign government practices, draft and propose effective new department policies and practices consistent with and in compliance with all applicable law.
5. Review police reports, gather information, and prepare pleadings.
6. Draft correspondence for the Police General Counsel.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge and application various software including the Microsoft Office Applications of Excel, Word, Access, and Outlook.
2. Knowledge and skill using proper office practices, and business ethics.
3. Ability to compose reports and communicate results, both verbally and in writing.
4. Ability to maintain effective work relationships with co-workers, peers, supervisor and other employees.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

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QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High School Diploma.

SPECIAL REQUIREMENTS

1. Must possess and maintain a valid State of Florida Driver's License.
2. Must possess and maintain a valid telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.