

The City of Berkeley is currently accepting applications for Police Aide. Under supervision, this position performs a wide variety of entry level, support and paraprofessional police services duties in a learning capacity; assists and observes Police Officers and non-sworn police personnel; performs related work as assigned.

This position is for college students who are interested in exploring a career in law enforcement. It provides part-time work experience and related training in various divisions of the Berkeley Police Department. All Police Aides must maintain satisfactory academic standing (C average or better) at an accredited college during employment. A maximum of 19 hours per week will be scheduled around an academic program. Employment as a Police Aide is limited to a maximum of four (4) years.

Typical Duties Include:

- Operates police information equipment including computer systems, teletypes and telephones to enter and research information at the direction of an Officer or police civilian; assists in processing, packaging, labeling, storing and destroying property and evidence;
- Photocopies, files, indexes and locates police records and related paperwork;
- Rides with officers to observe and learn peace officer responsibilities and techniques;
- Performs errands for the department such as transporting information and paperwork to court and district attorney offices;
- Issues bicycle licenses and assists in processing of recovered stolen bicycles;

Provides traffic direction and control for special events

Requirements:

- Must be currently enrolled in a college program (minimum of 6 semester units or 9 quarter units)
- Must have an interest in learning more about a career in law enforcement

Deadline: June 4, 2018

Interested? Contact Sgt. Mel Turner at mturner@ci.berkeley.ca.us