

Property Crimes Section

The Property Crimes Section of the Santa Rosa Police Department is responsible for investigating cases dealing with stolen property, burglary, fraud and elder abuse. The intern in this position will be responsible for: sorting, filing and processing pawn slips; maintaining and updating lists of frequent pawners and potential suspects; identifying pawnbrokers with incomplete pawn slips and generating form letters to pawn violators; assisting Detectives in locating stolen property through pawn slip searches; entering stolen property descriptions in the stolen property computer from burglary reports; researching computer files for matches on stolen property; and answering phones. Intern will have the opportunity to do a police ride-along, a communications/dispatch sit-along, Police Records sit-along, attending court with a Property Crimes Detective. Interns may also attend an evening of the SRPD Citizen Police Academy if they choose to do so.

Ability to work alone with minimal supervision with attention to details. Ability to work efficiently with staff and maintain confidentiality. Knowledge of general skills in filing, data entry, general office duties. Professional appearance and demeanor is required. Applicant must be reliable and trustworthy. Selection made following a background investigation.

Volunteer 4-8 hours per week.