

TPWD (LE Region 5- Atascosa, Bexar, Karnes, Medina or Wilson Counties)

Volunteer Law Enforcement (LE) Intern Functional Job Description (FJD)

POSITION INFORMATION (COMPLETED BY SUPERVISOR):	
Employee Name (If Applicable):	Employee Number (If Applicable):
State Classification Title and Number: (UNPAID INTERNSHIP)	Functional/Working Title: Law Enforcement Intern Region 5
Salary Group: N/A	Position Number (PN): TBD
Division and Branch: Law Enforcement (LE)	Immediate Supervisor Name, PN, and Salary Group: Captain David Nieto
Second line Supervisor, Name, PN and Salary Group: Captain Craig Hernandez / 00031762 / C06	

GENERAL DESCRIPTION:

The Law Enforcement Student Paid Internship Program introduces interested college students to career opportunities as a Game Warden, located statewide gain practical experience and training. This is an unpaid internship for one available position which is designed for the student to obtain work experience by observing and assisting the Game Warden in his or her regular duties of enforcement of natural resource conservation, boating, and public safety regulations. Candidates accepted into the Law Enforcement Student Intern Program will attend a Law Enforcement Intern Orientation. After completion of orientation, the intern is assigned to report to a field supervisor and subsequently assigned to work with one or more Texas Game Wardens in their area of summer assignment. Interns are evaluated by their assigned supervisor during the summer employment period with the goal to obtain an acceptable rating in all areas of work performance criteria. While interns do not act or portray themselves as a peace officer, they do maintain all rights and responsibilities as a private citizen regarding aiding a peace officer. Interns are instructed and participate in maintenance of department equipment, prepare reports of enforcement activities and assist in presenting educational programs concerning department activities to the public as required. Interns are instructed in and expected to maintain a positive image with the public while working with a Game Warden and during the period of their employment with the department. Performs additional duties as assigned. Complies with all Agency, Division, and Branch rules, regulations, and procedures.

MINIMUM QUALIFICATIONS:

Education:

- Current enrollment as an undergraduate or graduate student in an accredited college or university.
- Minimum of 18 completed semester credit hours as of Fall 2019 from an accredited college or university.
- Must have an overall grade point average (GPA) of 2.5 or higher on a 4.0 grade point scale or "Pass" on a Pass/Fail system.

Experience:

- None required.

Licensure:

- Must possess a valid state driver's license.
- NOTE: Retention of internship contingent upon maintaining required license.

Citizenship:

- Must be a citizen of the United States.

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Age:

- Must be 18 years of age by May 1, 2020.

Location of Assignment:

- The duty station for this law enforcement internship assignment is specifically located in Atascosa, Bexar, Karnes, Medina or Wilson Counties of Region 5 for one position. The selected applicant will be required to reside in or near one of the above listed counties.
- **Note:** The selected applicant for this position will be not be considered if they cannot accept the specific location of this law enforcement internship. Lodging is the responsibility of the selected applicant.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: (an understanding of facts or principles relating to a particular subject area)

- General understanding of a law enforcement occupation;
- General understanding of conservation;

Skill in: (the application of knowledge resulting from a development of basic abilities through formal training and practical experience)

- Skill in effective verbal and written communication;
- Skill in providing quality customer service in a courteous and professional manner;
- Skill in establishing and maintaining effective work relationships with co-workers and work-related contacts;
- Skill in using MS Word, Excel and Outlook;

Ability to: (capacity in a general area that may be utilized to develop detailed, specific skills)

- Ability to work as a member of a team;
- Ability to work cooperatively with others;
- Ability to accurately follow instructions;
- Ability to perform and complete assigned tasks within guidelines;
- Ability to exercise sound judgment when making critical decisions;
- Ability to maintain a professional appearance;
- Ability to assist with and/or capture and handle wild animals;
- Ability to safely operate four-wheeled drive trucks and/or ATV's;
- Ability to work on a motorboat in lakes and rivers;
- Operation of state boats not allowed;
- Ability to perform manual labor, including lifting equipment, supplies and miscellaneous materials;
- Ability to conduct work activities in accordance with TPWD safety program.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Please place either an "E" (Essential) or an "M" (Marginal) **only in areas that may apply**; not all areas must have an E or an M indicated.

M	Driving	E	Lifting
E	Carrying	E	Pushing/Pulling
M	Sitting	E	Grasping
E	Operating a personal computer	E	Seeing
E	Walking/Standing	E	Hearing
E	Bending/Squatting	E	Kneeling
E	Climbing	E	Verbal/Written Communication
M	Operating Heavy Machinery/Equipment	M	Manual tasks: Using scissors, stapler, hole punch, turning door knobs, etc.,

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Other: (List and explain any additional requirements of the internship NECESSARY to perform the position functions listed above). Please include extraordinary or extreme physical conditions one may encounter while performing this job.

- Required to work 24 hours per week with hours other than 8:00 a.m. to 5:00 p.m. and days off other than Fridays, Saturdays, Sundays and holidays;
- Required to perform work outdoors, occasionally in adverse weather and/or difficult environmental conditions;
- Required to perform work under harsh field conditions in hot and humid environments including marshes, swamps, thickets, forests or rough terrain;
- Required to perform work in areas with potential exposure to insects, poisonous plants and venomous animals or reptiles;
- Required to perform work in water-based field activities, including work aboard various types of boats;
- Required to perform manual labor, including lifting equipment, supplies and miscellaneous materials;
- Required to travel 50-75%;
- Non-smoking environment in State buildings and vehicles;
- Must conform to TPWD dress and grooming standards, work rules and safety procedures;
- Must conform to TPWD Law Enforcement appearance and grooming standards (hair color, body piercings and tattoos will be addressed if giving a conditional offer of employment).

Travel:

Percentage of time spent on travel 50-75%

The information on this FJD accurately reflects the functions, responsibilities, and duties of this position.

Employee's Signature

Date

Supervisor's Signature (or designee)

Date

Electronic submission of this document to Human Resources will substitute for the signature if submitted by the Supervisor or Designee.

HUMAN RESOURCES USE ONLY**FLSA CODE:**

Non-Exempt

EEO CODE:**HR REVIEW DATE:**