

Michael C. O'Malley
Cuyahoga County Prosecutor

INTERNSHIP OPPORTUNITY – SPRING 2025

Crime Strategies Unit Intern *(Temporary Position)*

Cuyahoga County Prosecutor's Office
Location: The Justice Center
1200 Ontario Street, 9th floor
Cleveland, Ohio 44113

Rate: Unpaid/School Credit

Reports to: Unit Supervisor / Crime Analyst
Hours: Flexible hours/days dependent upon
school schedule & internship requirements

This is an unclassified temporary position. You must be able to commit to a minimum of a 10/12-week assignment with an option to extend the assignment (120 days maximum) at the discretion of the Cuyahoga County Prosecutor. This internship program provides for a time-limited role at the Prosecutor's Office and does not express nor imply guaranteed future employment beyond the assignment period.

REQUIREMENTS:

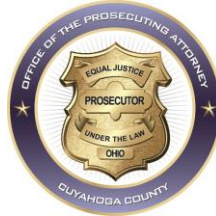
Undergraduate and/or graduate level students must be currently enrolled in a college or university program. Preferred experience/knowledge in crime analysis and support. Students must receive college credit, complete an independent study, or receive federal work study funds for placement consideration in this internship opportunity.

FUNCTION:

Interns will work physically in the office (no remote option) to support the Cuyahoga County Prosecutor's Crime Strategies Unit. Projects may include supporting the prosecutor's security map app program, the "Daily Incidents Analysis Report," and acting as intelligence support for gang and serial offense cases.

RESPONSIBILITIES:

- Assist the prosecutor's office to develop and maintain relationships with law enforcement partners as well as community stakeholders;
- Assist with data extraction from multiple police records management systems;
- Read and synthesize police reports to learn about violence occurring in different police jurisdictions;
- Enter data into CCPO violent crime database;
- Help to identify possible trends, patterns, and crime series in our database;
- Clean and manage the data that are stored in violent crime database;
- Assist with criminal history details of potential prolific offenders that have been identified by detective and prosecutors;
- Create maps related to individual cases being handled by the Crime Strategies Unit;



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- Assist with data collection, cleaning, and entry into the CCPO Security Camera Database;
- Assist in analyzing jail calls, social media postings and phone records;
- Assist in making connections between seemingly unrelated shootings and crimes.

EXPERIENCE AND SKILLS:

- Must have excellent attention to detail;
- Must be comfortable working with sensitive and occasionally graphic materials;
- Ability to communicate professionally with Prosecuting Attorneys, Police, and staff;
- Must possess qualities of fairness, a strong work ethic, have the highest integrity; and must also maintain the confidentiality of law enforcement and investigatory records and other confidential information;
- Must be able to conduct business in accordance with federal statutes and guidelines, the Ohio Revised Code, and the Ohio Administrative Code.

APPLICATION PROCEDURE:

Email a letter of interest including your resume and college internship/independent study criteria to: Jason J. Sobczyk, Director of Human Resources, at hr@prosecutor.cuyahogacounty.us.

PLEASE SPECIFY IN YOUR COVER LETTER YOU ARE INTERESTED IN THE “CRIME STRATEGIES SPRING 2025 INTERNSHIP.”

All internship offers are made with the understanding that interns pass a drug test and a criminal background investigation prior to being on-boarded.

**All materials must be received by 9 AM on Wednesday,
November 20, 2024**

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Human Resources Department.

Equal Opportunity Employer; Smoke-free and Drug-free Workplace
Visit our website: <http://prosecutor.cuyahogacounty.us/>

Distributed: 10/16/2024