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## THE CUYAHOGA COUNTY SHERIFF'S DEPARTMENT

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THE JUSTICE CENTER 1215 West 3<sup>rd</sup> Street, Cleveland, Ohio 44113

### INTERNSHIP

#### **EMPLOYER**

The Cuyahoga County Sheriff's Department ("CCSD"), under the leadership of Sheriff Clifford Pinkney, is the ultimate law enforcement authority in Cuyahoga County, and it is responsible for a variety of court, law enforcement, and criminal justice functions. These functions include, but are not limited to: operating the Cuyahoga County Corrections Center (approximately 2,000 inmates); serving court orders, warrants, and subpoenas; participating in federal, state, and local law enforcement task forces; conducting criminal investigations; supervising offenders on home detention; processing carrying concealed weapons (CCW) applications; conducting foreclosure sales; and apprehending offenders who have violated the terms of their probation

#### **RESPONSIBILITIES**

The selected student/s will work with Philip Angelo, the Special Assistant to Cuyahoga County Sheriff Clifford Pinkney. The student will perform a variety of tasks, including, but not limited to: implementation of partnership between CCSD and MetroHealth Hospital in overseeing operations of CCCC medical facility; County takeover of City of Cleveland's prisoners (Cleveland Prisoner Project); acquisition of Cleveland's and Bedford Heights' jails; attending County/City Council hearings; creation of County Prosecutor's vision for a central booking process and Early Disposition Court (EDC); increased use of electronic monitoring using GPS technology; representing CCSD on US Attorney's Opiate Task Force, US Attorney's Stand Together Against Neighborhood Crime Everyday (STANCE), and the Human Trafficking Task Force; planning and preparation for large scale events (past events included the Republican National Convention and Gay Games 9); researching and updating policies for departmental functions, assisting with investigations, assisting with the development and implementation of training programs, and identifying best practices for correctional facilities.

#### **QUALIFICATIONS**

Strong writing and communication skills are necessary, and an eagerness to learn, the ability to keep confidences, and a positive attitude are the most important qualities of a successful applicant. No previous law enforcement experience is required, but the applicant must be comfortable working with law enforcement.

The Sheriff's Department will interview candidates and make the final selection. Accepted students may be required to sign a confidentiality agreement and pass a drug test.

## **REQUIREMENTS**

The currently enrolled graduate student must be able to work a minimum of 10-15 hours per week, but days and times are flexible. The student should possess a 2.5 GPA or higher; demonstrate a pleasant demeanor, the ability to multi-task in a fast-paced atmosphere, the desire to be a pro-active member of the CCSD team, and commitment to the citizens of Cuyahoga County. The selected student will possess strong leadership skills which demonstrate the highest ethical standards with the ability to plan, implement, and communicate in an open and transparent environment.

## **REQUIRED DOCUMENTS**

1. Resume
2. Cover Letter

## **CONTACT INFORMATION**

Philip Angelo, Esq.

Special Assistant

[pangelo@cuyahogacounty.us](mailto:pangelo@cuyahogacounty.us)

216.443.3129

1215 West 3rd Street

Cleveland, Ohio 44113

<http://sheriff.cuyahogacounty.us/>