

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

## DIVISION

Administration/DCAS Police Unit

ADDRESS1 1 Centre Street

ADDRESS2 New York, NY 10007

CONTACT NAME Paul Napoli

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PHONE (212) 386-1648

FAX

## AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible service to the public. DCAS supports City agencies workforce needs in recruiting, hiring and training City employees; establishes and enforces uniform procedures to ensure equal employment opportunity for employees and job candidates at City agencies; provides overall facilities management, including security, maintenance and construction services for tenants in 55 public buildings; purchases, sells and leases non-residential real property; purchases, inspects and distributes supplies and equipment, and disposes of all surplus and obsolete goods; publishes and distributes the City Record, The Green Book, and other City publications; manages CityStore; monitors City agency fleets and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that serve 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

## UNIT DESCRIPTION (Max characters 1000 )

DCAS Police is responsible for security at DCAS managed properties throughout the five boroughs as well as maintaining law and order, ensuring the protection of life and property through the enforcement of the New York State Penal Law and all applicable agency rules and regulations.

DCAS Police staff conducts preliminary investigations of accidents, building rule violations, criminal complaints, security breaches, and thefts of both city and personal property; Develops and implements corrective and preventive measures; DCAS Police assists in operational and emergency planning in partnership with other DCAS Lines of Service and other emergency response agencies during emergency conditions; DCAS Police also manages and administers the contract guard agreement to ensure necessary staffing levels and compliance; DCAS Police provides screening of all deliveries, parcels, packages and mail delivered to DCAS facilities in the Civic Center area through the use of explosive canine detection.

## POSITION TITLE (Max characters 100)

DCAS Police Aide

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

Conduct site visits to observe operations and to assist in developing security strategies or postures. Review and update security policies and procedures for each DCAS facility and prepare and update post orders in accordance with the requirements for each facility. Assist in ensuring that post orders accurately reflect agency security procedures, building agency tenant contact information, evacuation plans and other information that can strengthen the effectiveness of contract guard personnel in their daily operations. Conduct other research as directed by the DCAS Police Captain Commanding Officer or her designated representative.

## QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500 )

An active undergraduate student enrolled in college with an area of study of Criminal Justice. Excellent verbal and written communication skills; organized and detail oriented; Proficiency in Microsoft Office.

**APPLICATION PROCESS (Max characters 700 )**

Please e-mail cover letter and resume in Microsoft Word or pdf format to Paul Napoli @ [pnapoli@dcas.nyc.gov](mailto:pnapoli@dcas.nyc.gov)

**SALARY RANGE**

Undergraduate position pays \$420 per week/\$12 per hour

**Internship may be used to fulfill college credit requirement**

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

Internship is available between May and September for a maximum duration of thirteen (13) weeks.