

Ohio Department of Public Safety

Emergency Management Agency – Research/Administration Internship

Summary of Agency

The Ohio Department of Public Safety is comprised of seven divisions. These include:

Office of Criminal Services (our primary research affiliate)

Through its research, technology, grants administration and programmatic initiatives, the Ohio Office of Criminal Justice Services serves agencies and communities committed to reducing and preventing crime across Ohio. OCJS administers over \$30 million in state and federal criminal justice funding every year. OCJS identifies justice issues, evaluates programs and develops technology, training and products for criminal justice professionals and communities. The Ohio Office of Criminal Justice Service (OCJS) was created to administer grant funds to Ohio's criminal justice constituents and to coordinate Ohio comprehensive criminal justice plan. The agency safeguards federal and state criminal justice funds against waste and works to maximize the resources available in Ohio's fight against crime. Grants are monitored for compliance, audited for accuracy and evaluated for effectiveness. OCJS houses its own team of researchers and policy specialists who provide practitioners and policy makers with valuable information on many of the critical criminal justice issues facing our state. The OCJS serves an important role in understanding the value of information technology and on deterring crime. The OCJS has invested in and currently maintains of the state's most significant justice technology links – the Ohio Incident-Based Reporting System (OIBRS). The OCJS identifies justice issues, evaluates programs and develops technology, training and products for criminal justice professionals and communities.

Additional information about the Ohio Office of Criminal Justice Services can be found here:

<http://www.ocjs.ohio.gov/>

Bureau of Motor Vehicles

The Ohio Bureau of Motor Vehicles, which oversees driver and motor vehicle licensing and registration, continues to make services more convenient, efficient and cost-effective. A good example of BMV's strong commitment to improving customer service is the creation of OPLATES.com – a website that hundreds of thousands of Ohioans use each year to renew their vehicle registrations and perform other business transactions with the BMV.

Emergency Management Agency

The primary mission of the Ohio Emergency Management Agency is to coordinate activities to mitigate, prepare for, respond to and recover from disasters, both natural and man-made. This mission is carried out by closely interfacing with local, state and federal agencies in an effort to bring resources of recovery and support to Ohioans impacted by the disaster. Ohio EMA agency activities, in addition to disaster response and recovery include: education, training, planning, preparedness, strengthening Ohio's first responder capabilities and improving communication across the state.

Emergency Medical Services

In case of a sudden medical emergency – like a heart attack or stroke – Emergency Medical Services ensures that you or a loved one will receive the highest quality of care. EMS oversees the certification of emergency medical technicians and firefighters and provides that these people in lifesaving roles are properly trained, educated and prepared for emergency situations.

Ohio Homeland Security

Protecting Ohioans from potential acts of terrorism is central to Public Safety's mission. Homeland Security was established as a new division within Public Safety in September 2003 to strengthen Ohio's commitment to addressing the new threats and challenges of terrorism in wake of the September 11, 2001 attacks.

Ohio Investigative Unit

Keeping alcohol and cigarettes out of the hands of young Ohioans is a main focus of the Ohio Investigative Unit. Through its enforcement and educational efforts, agents have helped reduce the problem of underage drinking. Agents also investigate food stamp fraud and gambling violations. The OIU also oversees the licensing and regulation of private investigators and security guards.

Ohio State Highway Patrol

Keeping Ohioans as safe as possible on state routes and highways is the responsibility of the Ohio State Highway Patrol. The Patrol, established in 1933, strives to save lives and prevent injuries on roadways and has made great progress in this area as traffic fatalities have been decreasing from year to year. The Patrol also offers statewide emergency response services, investigates criminal activities on state-owned property, and provides security for the Governor and other dignitaries.

Intern Responsibilities

The primary mission of the Ohio Emergency Management Agency is to coordinate activities to mitigate, prepare for, respond to and recover from disasters, both natural and man-made. This mission is carried out by closely interfacing with local, state and federal agencies in an effort to bring resources of recovery and support to Ohioans impacted by the disaster. Ohio EMA agency activities, in addition to disaster response and recovery include: education, training, planning, preparedness, strengthening Ohio's first responder capabilities and improving communication across the state.

The Emergency Management Agency (EMA), a division of the Ohio Department of Public Safety, has an opportunity for a student intern with an interest in the administration, monitoring, evaluation and implementation of grant funded programming. The EMA's Intern duties will focus on assisting EMA associates and budget analysts in the processing, monitoring and recording of General Revenue Fund and grant funded transactions, reviewing program reports and reporting grant activity on a quarterly basis. The focus of this placement is on the fiscal and administrative aspects of the Emergency Management Agency. Activities will include:

- Maintaining programming information on Excel spreadsheet.
- Tracking purchase orders
- Preparing reports and forms to send to Ohio Shared Services (OSS).
- Communicate with OSS to resolve issues.
- Record voucher pay dates from State of Ohio accounting system OAKS.
- Prepare file folders and file invoices and documents.
- Create vouchers, transactions and requisitions in OAKS.
- Create and maintain grant purchase order packets.
- Create and proofread federal grant cash draws.
- Assist with the preparation of quarterly federal grant reports.
- Assist with record retention of fiscal documents.

EMA's Website - <http://ema.ohio.gov/>

This is an excellent opportunity for someone with a background in administration, economics, or management with an interest in criminal justice and public safety.

Qualifications

The following are taken into consideration when reviewing potential candidates:

- Academic success, as indicated by grades, teacher recommendations, and awards
- Knowledge of the criminal justice system, including academic training on specific topics
- Verbal communication skills
- Proficiency with Microsoft Word and Excel
- Proficiency with any specialized software, such as SPSS or another statistical package, or mapping software such as ESRI
- Any interest the student has in a topic related to the criminal justice/public safety field.

Location/Hours

The primary work hours will be arranged with the supervisor during normal business hours (Monday – Friday) and the work location will be at the Ohio Department of Public Safety headquarters building located at:

Ohio Department of Public Safety
Charles D. Shipley Building
1970 West Broad Street
P.O. Box 182081
Columbus, Ohio 43218-2081

The primary agency contact for this position is:

Gina Recinella, HCM Senior Analyst
Human Resources - Personnel
Ohio Department of Public Safety
GPREcinella@dps.ohio.gov
(614) 752-7664
Fax (614) 752-9842

Application

For further information on this opportunity, please contact the CJRC Program Manager – Christopher Yanai. To apply, please send a cover letter and resume to: Christopher Yanai, Program Manager (614) 688-8685, Email: Yanai.7@osu.edu).

Note: This is an unpaid internship. Academic credit for Research or Internship is available. Applications will begin to be screened on 8/1/2015.

