

MOORHEAD POLICE DEPARTMENT

INTERNSHIP PROGRAM APPLICATION

(Please print all information)

Full Name: _____
(First) (Middle) (Last)

Other Names You Have Been Known To Use: _____

Date Of Birth: _____

Drivers License: _____
(State) (Number)

Current Address: _____

Permanent Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Other States Or Country's In Which You Have Resided: _____

Parent(s) Name and Phone

Number: _____ School Currently

Attending: _____

Advisor: _____ Phone Number: _____

GPA: _____

City And School Graduated From: _____

Have you ever been arrested or issued a citation for a non-traffic offense? _____

If yes, provide details: _____

Have you ever been arrested or issued a citation for a traffic offense?

If yes, provide details: _____

Have you ever been involved / served in a civil process?

If yes, provide details: _____

Provide names, addresses, and phone numbers for three personal references:

1. _____
2. _____
3. _____

Career
Goals: _____

Semester Applying For: _____

Number of Credits: _____

Number of Credit Hours Required: _____

The above information is true and correct to the best of my knowledge. Misrepresentation or omission of facts will be cause for applicants to be immediately removed from consideration for the Moorhead Police Department Internship Program.

Signature: _____

Date: _____

BACKGROUND INVESTIGATION

As an applicant for the Moorhead Police Student Volunteer Program, you are being asked to provide information about yourself which will be used to evaluate your suitability for this program.

The purpose of this background investigation is to review information concerning criminal and non-criminal history which reflects upon your suitability to participate in the program. This process will include, but not be limited to, all incidents of police contact, driving record and/or other incidents or information (conviction data, incident data, neighborhood data) which may be relevant.

The purpose and intended use of this data is to conduct the background inquiries under applicable City of Moorhead policies before allowing individuals to participate in this program. The specific use for each category of data is described below:

1. To conduct a criminal history and background check name(s) by which an applicant is known must be listed.
2. In order to access driver's license data, date of birth must be supplied.
3. In order to access criminal history data, date of birth and gender must be supplied.
4. A criminal history, background check and driver's license check are required minimum selection standards in order to determine whether there are any factors which affect the applicant's suitability for participation.

This data will be used solely for the abovementioned purposes. The data will be forwarded to the appropriate City staff and/or consultants as determined necessary for completion of the background investigation. This data may also be used for other purposes necessary for the administration of law, rule or ordinance but will be disseminated only as required by law.

You are not legally required to provide the requested information. However, if you do not, the City of Moorhead Police Department will be unable to conduct the required background inquiries and will not be able to process your application and the City of Moorhead Police Department will not be able to consider you for participation in this program.

I hereby authorize the City of Moorhead to use this information to determine my suitability for participation in the Student Volunteer Program.

(Signature of Applicant)

(Date)

(Signature of parent / guardian if applicant is under 18 years of age.)

CONFIDENTIALITY AGREEMENT

I, _____ recognize that, if I am accepted into the Moorhead Police Department Student Volunteer Program, I will, at times, be in a position to read or come into contact with confidential, private and sensitive information in the course of my volunteer duties.

I understand that this information cannot be copied, removed from the Law Enforcement Center, or shared with anyone other than the Moorhead Police Department employees.

I understand that a violation of this confidentiality agreement will mean termination of my Moorhead Police Student Volunteer status.

(Signature)

(Date)

MOORHEAD POLICE DEPARTMENT INTERNSHIP PROGRAM

Recruiting and selecting qualified entry-level officers are two of the most critical issues facing law enforcement agencies today. Communities continue to place increasing demands on the police, while looking to the police for immediate solutions to both real and perceived threats of crime. Today's officers require a wider base of knowledge than that of their predecessors in order to handle the diverse calls for service, investigate crimes, and act as first responders to the many misfortunes of the community. This creates a serious dilemma for both young job seekers and their potential employers. How does a prospective employee gain experience to get hired without getting hired to get experience? Internship programs provide a way for prospective police candidates to serve the agency and community while gaining valuable on-the-job training and Knowledge. (Dale, Kevin 1996)

THE INTERNSHIP PROGRAM/GOALS & OBJECTIVES

GOALS:

To provide an opportunity for students to experience the routine and unique aspects of law enforcement.

To allow students to apply their academic experience in a professional field setting, while exploring a possible career choice.

To provide the Moorhead Police Department an opportunity to partner with the area academic institutions to better serve the community and its citizens.

OBJECTIVES:

To build student understanding and awareness of law enforcement problems and objectives, while developing police/student relationships.

To provide the opportunity to broaden the student's understanding and firsthand knowledge of the challenges and job skills that make up the community's police service.

To provide the law enforcement community an opportunity for further investment in its own future by strengthening relationships with students having strong interest in law enforcement as a career.

THE INTERN CANDIDATES

To be considered as a candidate for the Moorhead Police Internship Program the following criteria must be met:

- Student is currently enrolled (in good standing) in a criminal justice or related program at an accredited college, university, or vocational/technical school; **OR**
- Student has completed her/his academic requirements for POST, but has not yet been hired as a sworn police officer
- Student has an accumulated GPA of 2.5 or higher (students will be required to provide a

- current copy of their transcript during the application process)
- Student will successfully complete a background check

THE APPLICATION/SELECTION PROCESS

The following procedure will be followed in the selection of successful intern applicants:

- Intern candidates must complete a written application
- Intern candidates must sign all required background release forms
- Intern candidates must complete an interview process
- Intern candidates must commit to the internship program schedule and requirements

THE INTERNSHIP SCHEDULE

The internship schedule has been created to allow each intern an opportunity to be exposed to several different areas and divisions. The internship schedule has been organized so that the intern will spend a block of time within each area or division to assist in both intern schedule consistency and to maximize learning. The internship schedule has been designed to allow the intern time to acclimate to the Moorhead Police Department and to discover the internal sociological interactions. Thus, the intern can build a firm foundation of understanding as to the day-to-day inner workings of the Moorhead Police Department.

The internship schedule will also include both scheduled and non-scheduled time allocated for each intern to complete a community-based project. This project can be chosen by the intern in an area for her/his interest, or it can be directed by the internship program supervisor. The intern project will account for a minimum of one-tenth of the total hours of the internship. The project will be required to be identified by the second week of the internship program, and a working model for its completion must be in place by the fourth week of the internship program.

The project portion of the internship program allows interns to use and further develop what they have learned in the classroom, and apply it to a working dynamic public environment. This portion of the internship is critical. Emphasis will be placed on it for successful completion of the internship program.

The internship schedule has been developed around a 10-week internship program. A 10-week framework allows for consistent scheduling throughout the school year semesters. It also allows time for the application process, on-going assessment of the program, and some flexibility for internship scheduling. The number of hours of internship required by each intern will be divided equally across the ten-week internship program as follows:

WEEK 1: Orientation of the internship program, the physical facility and equipment. Exposure to the Moorhead Police Department's community orientated policing philosophy through working with the Community Police Coordinator. Exposure to law enforcements role in the Moorhead Public School system working with Youth Intervention Officers.
(Hours M-F 9-4)

WEEK 2: One-half of the intern's time will be spent observing local court proceedings. (807 11th St N)
(Hours M-F 9-4)
One-half of the intern's time will be spent in the dispatch center. (300 NP Ave Suite #206, Fargo, ND)

- WEEK 3:** Patrol Division. Day Shift 0800-1700
- WEEK 4:** Patrol Division. Evening Shift 1700-0300
- WEEK 5:** Patrol Division. Midnight Shift 2300-0800
- WEEK 6:** **Patrol Division.** Hours to be equally divided between all three shifts
(Patrol division time will be equally distributed in the blocked time sections between all of the current patrol shifts, with an attempt made to expose the intern to as many facets of the patrol division as possible. No more than four hours shifts.)
- WEEK 7:** Detective Bureau
(Hours M-F 9-5)
- WEEK 8:** Detective Bureau
(Hours M-F 9-5)
- WEEK 9:** One-half of the intern's time will be spent with the administration division. One-half of the intern's time will be spent with the Community Service Officers.
(HOURS M-F 9-4)
- WEEK 10:** Project completion.

INTERN EXPECTATIONS/COMMITMENT CONDUCT AND DRESS

COMMITMENT:

Successful interns must make a commitment to both the pre-arranged schedule and scheduled hours of internship program participation.

The internship schedule will mirror an actual workplace schedule. Attendance is expected at each and every scheduled time block. Any exceptions or emergencies must receive prior approval. This is a critical component of the internship experience and will be monitored closely.

Successful interns must strive to reach the goals and objectives that are set out in the Moorhead Police Department internship program.

Successful interns will complete all requirements set forth by both their respective academic institutions and the Moorhead Police Department, including course work, daily logs, the community-based project, ECT.

CONDUCT:

All interns involved in the Moorhead Police Department internship program will be required to use good judgment concerning situations both while involved in intern activities and in their private lives.

All interns involved in any internship activity while participating in the Moorhead Police Department internship program will follow the same code of conduct and the same code of ethics that the Moorhead Police Department officers follow.

No intern shall release, convey or communicate in any manner any confidential law enforcement information to any party or person outside of the Moorhead Police Department, including spouses, friends, and relatives, ECT.

All interns will keep in strict confidence any and all information, details, identities, and ect., of any and all activities and / or persons they are exposed to during the internship program. Interns will have access to private data throughout their internship programs, and this data must be protected and not disseminated in any manner at any time outside of the law enforcement experience. This is imperative, and will be closely monitored. If at any time this confidence is violated the internship for that student will be terminated immediately.

DRESS:

All interns shall be neat in appearance and well groomed while participating in any and all internship program activities.

Every intern's manner of dress and demeanor must be professional at all times. The only exceptions will be planned occasions when interns are involved in special assignments that require unconventional dress and demeanor. Appropriate dress shall include casual dress clothing, appropriate for the season. Clothing with tears, rips, or holes is not acceptable.

Baseball caps and similar headgear are strongly discouraged. Winter caps / headgear are acceptable during appropriate weather conditions.

DAILY LOG

A daily log will be kept by each intern participating in the Moorhead Police Department internship program. The log will document both scheduled hours and non-scheduled hours completed by the intern. The log will also document activities, experiences, perceptions, and issues encountered by the intern throughout her/his internship program. The information contained in the daily logs will be utilized by the Moorhead Police Department to assist in monitoring the intern and to facilitate positive future change and adaptations in the internship program. The daily log will be monitored on a regular basis by the internship supervisor.

SUCCESSFUL/UNSUCCESSFUL INTERNSHIPS

Intern's will be monitored and assessed regularly. Anything detrimental to a successful internship program will be communicated to the intern immediately. Depending on the circumstances, communication will be made through the internship supervisor or another officer. In each case a decision will be made concerning communicating the issue to the intern's academic institution.

If any violation of confidentiality occurs the student's internship program will be terminated immediately.

RELEASE OF CLAIM AND LIABILITY

I have requested permission of the City of Moorhead through its agents to ride in a squad car owned by the City of Moorhead and operated by an officer of the Moorhead Police Department, the purpose of said request being the acquisition of additional knowledge and practical experience for the furtherance of my educational objective; and

I am duly aware of the risks and hazards inherent upon riding in said squad car; I hereby elect voluntarily to assume all risk of loss, damage, or injury, including death, that may be sustained by the undersigned. Therefore, I do hereby, for myself, my heirs, executors and administrators, release and forever discharge the City of Moorhead and all of its officers, agents and employees from any and all claims, demands, actions or causes of action on account of my death or on account of any injury to me which may occur while I am riding in any squad car owned by the City of Moorhead, or while I am at or on the scene of any event which is as a result of my riding in a squad car owned by the City of Moorhead.

Signature: _____

Printed Name: _____

DATE: _____