

Anne Arundel County Police Department
Student Intern Application

Dear Prospective Intern,

The Anne Arundel County Police Department is committed to developing partnerships within our community. One endeavor to work as community partners with colleges and universities is the *Student Intern Program*. This program allows the Anne Arundel County Police Department and the student to benefit from shared experiences.

The Anne Arundel County Police Department has established the Student Intern Program and is available to university and college students who meet the requirements for participation. The objective of the Student Intern Program is to provide a positive learning environment for interested college students to experience the various aspects and responsibilities of law enforcement while completing a project as part of their studies.

The interns, while working on operational, administrative, and support functions, will be provided an atmosphere for learning. Coordination of the Internship Program rests with our Recruitment Section. The Recruitment Section will ensure that communication is made directing between the intern, and to his or her initial job assignment supervisor.

The criteria for participation in the Anne Arundel County Police Department's Student Internship Program are as follows:

- * The student must be currently enrolled, through his or her respective college or university, in an internship or independent study class.
- * The internship **MUST** be a requirement in order to qualify for the position with the police department.
- * The student must currently have a 2.5 or higher grade point average on a 4.0 scale.
- * The student must, prior to acceptance into the Internship Program, submit a cover letter, a completed application form, at least one letter of recommendation from a faculty advisor or professor, and an official college transcript. Reference and criminal background checks will then be conducted.

Any felony arrest may preclude an intern from participation in the Internship Program. All misdemeanor arrests will be reviewed on a case-by-case basis and may be a cause for exclusion from the program. Misdemeanor arrests include, but are not limited to:

- Theft
- Fraud
- Drug-Related Offenses
- Resisting Arrest
- Obstructing a Peace Officer
- Sex-Related Offenses

NOTE: Failure to complete the program due to an arrest for any of the above-listed

Anne Arundel County Police Department
Student Intern Application

offenses during participation in the Student Intern Program will result in dismissal, with notification to the college or university for a failing grade.

Upon acceptance, **the intern will be required to schedule contact hours mandated by the intern's college degree requirements.** As examples, this may be:

- At least 12 hours per week during regular semester sessions of 15 weeks.
- Sixteen hours per week during the Summer Internship Program of a 10-week duration.
- Both the intern and supervisor can adjust hours of work.

The Anne Arundel County Police Department Dress Code for Interns is as follows:

- Male interns shall wear appropriate attire for an office environment, in good repair, clean, and neatly pressed at all times. This may include: a dress shirt buttoned at the neck, a conservative business-type necktie, normal business-type trousers, and polished business or dress-type shoes. A polo shirt would be acceptable. NO JEANS will be allowed.
- Female interns shall wear appropriate attire for an office environment, in good repair, clean, and neatly pressed at all times. This may include: business suits, dresses, blouses, skirts, hosiery, shoes, pant suits, or dress slacks. A polo shirt will be acceptable. NO JEANS will be allowed.
- The respective supervisor shall determine what clothing is appropriate for interns on occasions when certain job assignments mandate variation from normal business-type clothing.

Interns will be assigned to various areas of responsibility including exposure to patrol and traffic operations. Student interns may be scheduled to participate in ride-alongs with a member of Patrol during their internship. During ride-along participation, the intern will be considered the same as any other civilian participant. If the patrol officer is processing an arrest or has any reason for entering the Detention area, the ride-along will wait for the patrol officer in an area separate from the Detention area.

While interns will be exposed to many areas of Police work, there are some restrictions. The following restrictions conform to interns:

- Covert police functions.
- Police gun ranges while engaged in "live fire" operations.
- Police Detention Facility.
- Interns will not be allowed to operate any Department vehicles.
- Interns will not park in any area designated for police vehicles.
- Supervisors will ensure that interns are not placed in a position where they would be exposed to possible dangerous incidents.
- Interns will not be allowed to carry any firearm.

If there are any questions or concerns, please contact Corporal M. Yee at 410-222-8677 or p91492@aacounty.org.

Anne Arundel County Police Department
Student Intern Application

Complete the entire application. Incomplete applications may not be considered. No typed initials or signatures.

PERSONAL DATA

NAME:

 Last, First Middle

Date of Birth: _____ Social Security Number: _____

Home Address: _____

City State Zip Code

Current Address (if different from home): _____

City State Zip Code

Home Phone # _____ Cell # _____ Work # _____

Email: _____

Applicants Initials: _____

Anne Arundel County Police Department
Student Intern Application

Are you applying to this program in conjunction with a college course in order to earn credits? Y N

If yes, please list a contact who represents the internship program _____

EDUCATIONAL DATA

Circle the highest level of education completed: HS AA BA/BS DMA/MS Ph.D. Other

Did you graduate? Y N Degree: _____ Major: _____

Are you currently enrolled as a student? Y N

Name of School: _____ Primary Area of Study: _____

Anticipated Date of Graduation: _____

Other Training/ Licenses/ Certification:

SKILLS

Foreign Languages Spoken; _____

Foreign Languages Written: _____

(Give a brief description of your skills in the following categories)

Computer Skills: _____

Office Skills: _____

Applicants Initials: _____

Anne Arundel County Police Department
Student Intern Application

Other Skills: _____

INTERESTS (Please number the top 5 areas of interest, the most important to you starting with #1)

- | | | |
|--|---|--|
| <input type="checkbox"/> Administrative | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Traffic |
| <input type="checkbox"/> Alcohol Enforcement | <input type="checkbox"/> Investigations | <input type="checkbox"/> Training |
| <input type="checkbox"/> Computer Support | <input type="checkbox"/> Forensics | <input type="checkbox"/> Translation |
| <input type="checkbox"/> Crime Analysis | <input type="checkbox"/> Policy Development | <input type="checkbox"/> Victim Assistance |
| <input type="checkbox"/> Crime Prevention | <input type="checkbox"/> Program Coordination | <input type="checkbox"/> Warrant Service |
| <input type="checkbox"/> Crime Solvers | <input type="checkbox"/> Records Management | <input type="checkbox"/> Writing/Editing |
| <input type="checkbox"/> Community Policing | <input type="checkbox"/> Research/Planning | <input type="checkbox"/> Work with Elderly |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Special Events | <input type="checkbox"/> Work with Youth |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Station Operations | |

Other (specify) _____

WORK EXPERIENCE

List any Volunteer or Intern positions you are holding or have previously held:

Are you currently employed?	Y	N	If yes, full time	part time
Current Employer:	_____		from: _____	to: _____
Occupation:	_____		Title: _____	
Major Duties:	_____			
Previous Employer:	_____		from: _____	to: _____
Occupation:	_____		Title: _____	
Major Duties:	_____			
Reason for leaving:	_____			

Applicants Initials: _____

Anne Arundel County Police Department
Student Intern Application

Previous Employer: _____ from: _____ to: _____

Occupation: _____ Title: _____

Major Duties: _____

Reason for leaving: _____

AVAILABILITY and SCHEDULE

Anticipated start date: _____

Approximately how many hours are you willing to contribute per week?

Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____
Sunday _____

Internship (how many hours do you need?) _____

Applicants Initials: _____

Anne Arundel County Police Department
Student Intern Application

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize full and complete Disclosure of my criminal history records, whether public, or private, or confidential to any properly identified agent of the Anne Arundel County Police Department.

The intent of this authorization is to provide full and free access to my criminal history records pursuant to determining my suitability for an internship with the Anne Arundel County Police Department.

I further release and hold harmless Anne Arundel County and its agents in conjunction with my criminal history records investigation.

PLEASE PRINT:

NAME: _____

ADDRESS: _____

SS #: _____

MAIDEN NAME: _____

SEX: _____ RACE: _____

DOB: _____

DRIVERS LICENCE #: _____ STATE ISSUED _____

SIGNATURE: _____ DATE: _____

WITNESS: _____ DATE: _____

Applicants Initials: _____

Anne Arundel County Police Department
Student Intern Application

CONFIDENTIALITY AGREEMENT

"I agree to treat the official business of the Anne Arundel County Police Department as **confidential**. I will not disseminate information regarding official business unless instructed to do so by a member of the department. I will not remove or copy official records or reports unless directed to do so as part of my duties. I understand that departmental activities are restricted and should not be discussed with anyone outside of the department."

Signature

Date

Applicants Initials: _____

Anne Arundel County Police Department
Student Intern Application

Responses to the following questions should not contain references to any previous or current medical conditions.

Please read and answer the questions listed below. If you do not understand them, contact the Intern Coordinator at (410) 222-8990.

1. Other than those prescribed by a doctor, have you ever used, tried, or experimented with any type of drugs including narcotics, marijuana, or inhalants/propellants? Yes No

Last time used: _____

2. Have you ever used the following:

- Marijuana and/or Hashish? Yes No

Name of Drug(s) _____ How Often _____

Number of Times _____ Last Time Used _____

- Hallucinogenic (PCP, LSD, Psilocybin, Ecstasy, etc.?) Yes No

Name of Drug(s) _____ How Often _____

Number of Times _____ Last Time Used _____

- Stimulants (Cocaine, Amphetamines, Methamphetamines, etc.?) Yes No

Name of Drug(s) _____ How Often _____

Number of Times _____ Last Time Used _____

- Barbiturates (Phenobarbital, Seconal, Amytal, Quaaludes, etc.?) Yes No

Name of Drug(s) _____ How Often _____

Number of Times _____ Last Time Used _____

- Heroin Yes No

Name of Drug(s) _____ How Often _____

Number of Times _____ Last Time Used _____

Anne Arundel County Police Department
Student Intern Application

- Inhalants (Rush, Glue, Nitrous, Oxide, Etc.?) Yes No

Name of Drug(s) _____ How Often _____

Number of Times _____ Last Time Used _____

3. Have you ever illegally obtained prescription drugs?

If yes, explain:

4. Have you ever participated in the distribution or sales of prescription/non-prescription or illegal drugs, including those previously mentioned? Yes No

If yes, explain: _____

5. Have you ever stolen anything (including from employers, shoplifting, buying or receiving stolen goods, or stolen from another person)? Yes No

If yes, indicate the **item(s), value, and date:**

Anne Arundel County Police Department
Student Intern Application

6. Have you ever been arrested or taken into police custody as an adult or juvenile?
Yes No

If yes, indicate the **charge, disposition, and date:**

I certify that the answers given on this document are correct and complete to the best of my knowledge and belief. In signing this questionnaire, I do so with the understanding that if any of the statements are found to be incorrect, incomplete, or misleading will result in the disqualification of my application. I also consider this as acknowledgement that the Anne Arundel County Police Department shall conduct a background investigation, knowing that I will not be informed of any information or facts developed by that investigation whether I am accepted or rejected for the position.

Signed: _____

Printed Name: _____

Date: _____