



Leicester Police Department Student Internship Application

**Deadline: Applications must be received no
later than 4 pm on December 15, 2008**

If mailing your application send it to:

**Leicester Police Department
Attn: Sgt. Kenneth Antanavica
90 South Main Street
Leicester, MA 01524**

Leicester Police Department Student Internship Opportunities

General Information

The Leicester Police Department hosts two (2) student internships per semester (Spring/Fall), provided that adequate resources are available to administer the internship program. The internships are offered in two separate focus areas within the Leicester Police Department. Those focus areas are:

1. Criminal Justice
2. Media Production/Technology

Students seeking to participate in the internship program must be currently enrolled in college with a primary course of study in one of the internship focus areas. Candidates also must meet the requirements set forth below. Whereas the Leicester Police Department's primary responsibility is providing law enforcement in the Town of Leicester, preference will be given to internship applicants from the Town of Leicester.

Criminal Justice Internship

The Leicester Police Department's internship program seeks to expose students, studying criminal justice to all of the professional requirements and responsibilities associated with employment as a local police officer. Interns, who participate in the Leicester Police Department program, will be required to serve part of their internship assignments in the following program areas:

1. ***Clerical/Support Staff Assignments*** – Interns will be required to participate in the basic clerical and support staff operations which are essential to the operation of the department. This may include filing, public records retention work, and a variety of other record management functions.
2. ***Dispatch Center Operations*** – Interns will be required to develop a complete understanding of the crucial role that the dispatch center plays in the delivery of police, fire, and EMS services.

3. ***Court Officer Functions*** – Interns will attend court and monitor the work conducted by the court officer including, but not limited to, the management of court paperwork. Interns will also be required to monitor court room proceedings in order to develop a better understanding of the court's role in the criminal justice system.
4. ***Patrol Operations*** – Interns will be required to participate in a ride along program which permits them to observe first hand the duties and responsibilities of a patrol officer.
5. ***Research and Development*** – Interns will be required to assist in the preparation of grant applications if any are released during the student's internship. Interns will also be required to participate in technology research and special projects as required by the Chief of Police.
6. ***Training Programs*** – The Leicester Police Department hosts regional training courses on a regular basis. The logistics associated with hosting a class are important to the success of the course and ultimately the continuation of the department's training program. Interns will be required to assist in the hosting of any training course which may occur during their internship.

The recommended number of program hours required to successfully complete the student internship program for a criminal justice major is 120 hours (15 – 8 hour days).

Media Production & Technology *(This is a new internship program)*

The Leicester Police Department is a progressive law enforcement agency which subscribes to the concept/theory that “the police are the public and the public are the police.” This commitment by the Leicester Police Department requires the agency to be transparent and open to public inspection. In order to release information to the

public in a timely fashion the department relies heavily on the media (electronic and print) and technology.

Interns who participate in this program will be required to work on, develop or expand the following projects:

1. **Website** (www.leicesterpd.org) – The intern will be required to coordinate the updating and maintenance of the department’s website. This will require a specific focus by the intern to update the website with information that is of interest to the public.
2. **Leicester Public Access Cable Program** – The intern will be required to produce the department’s public access cable television show entitled “Police Beat,” which is broadcast locally and can also be viewed from the department’s website.
3. **Media Releases** – The intern will be required to prepare press/media releases for the Chief of Police or the supervisor on duty.
4. **Podcasts** – The intern will be required to produce podcasts pertaining to information of interest to the public and post the podcasts on the department’s website.
5. **Production of Special Event Videos** – The intern will be required to produce public service videos at the direction of the Chief of Police pertaining to special events or projects which are of interest to the department and/or the public.

The recommended number of program hours required to successfully complete the student internship program for a media production/technology major is 120 hours (15 – 8 hour days).

Compensation

These are non paid internship positions at the Leicester Police Department.

Application/Selection Process

The following is a synopsis of the process candidates will be required to undergo in order to be considered for an internship position:

1. Submission of resume and cover letter;
2. Submission of a completed application;
3. Interview with a screening panel;
4. Background check;
5. Completion of department policy and liability paperwork;

All of the aforementioned documentation must be submitted within the timeline set forth on the internship position posting.

Criminal Justice Internship – Expectations & Results

The Criminal Justice Internship program at the Leicester Police Department is a unique program that affords the opportunity to participate in the entire workings of a local police department (including patrol activities) and the criminal justice system.

As testimony to the success of the Leicester Police Department's Internship Program, previous interns have gone on to be employed as dispatchers and/or police officers in area departments upon completion of the internship program. This success has also made the selection process for the internship program highly competitive. Those seeking to participate in the internship program must have a previously demonstrated commitment to achieve predefined goals and objectives.

Upon completion of the internship program at the Leicester Police Department, interns will be evaluated by the internship panel and will be required to participate in an exit interview upon completion of the program. An intern who receives the highest score on his/her internship panel evaluation may request that the Leicester Police Department sponsor the intern (at the intern's own expense and liability) for the Reserve Intermittent Police Academy in Boylston.

Media Production/Technology Internship – Expectations and Results

This is a new internship program at the Leicester Police Department. The purpose of this internship is to provide the intern with the opportunity to develop and produce media programs that assist the public's access to information on what is occurring in their Leicester Police Department. All the productions worked on by the intern remain the exclusive property of the Leicester Police Department. Interns may, with the prior written permission of the Leicester Police Chief, retain copies of productions for inclusion in the intern's portfolio.

Upon completion of the internship program at the Leicester Police Department, interns will be evaluated by the internship panel and will be required to participate in an exit interview. An intern who receives a score in the top two evaluation categories on his/her internship panel evaluation may request that the Leicester Police Department provide a letter of reference which will be placed in the intern's personnel file for future access by potential employers.

Additional Requirements *(Uniform & Attire)*

Criminal Justice Interns are required to wear a tan kaki uniform with a student intern name tag, black shoes and black socks if socks are visible.

Media Production/Technology Interns are required to wear casual business attire with a name plate identifying them as a student interns.

All intern uniform costs are the responsibility of the intern. Interns are also required to comply with all the department policies and procedures and should specifically be aware of the policy pertaining to grooming, tattoos, and piercing.

**The Leicester Police Department is an equal
opportunity employer**

**Student Internship Application
Check List**

Resume and cover letter

Completed application

General release

C.O.R.I. check waiver, release and authorization

College internship paperwork

Copy of college transcripts

Student internship agreement

LEICESTER POLICE DEPARTMENT INTERNSHIP APPLICATION

CRIMINAL JUSTICE INTERSHIP

MEDIA / TECHNOLOGY

NAME: _____ D.O.B.: _____

HOME ADDRESS: _____

CITY / TOWN: _____ ZIP CODE: _____

HOME PHONE: _____ CELL: _____

EMAIL: _____

EDUCATION:

CURRENTLY ATTENDING: _____

ADDRESS: _____

CITY / TOWN: _____ ZIP CODE: _____

ADVISOR'S NAME: _____

PHONE: _____ EXTENSION: _____

REFERENCES:

LIST THREE (3) REFERENCES BELOW:

AT LEAST ONE MUST BE A PROFESSOR OF A CLASS THAT YOU HAVE ATTENDED.

1. NAME: _____ RELATIONSHIP: _____

PHONE: _____

ADDRESS: _____

2. NAME: _____ RELATIONSHIP: _____

PHONE: _____

ADDRESS: _____

3. NAME: _____ RELATIONSHIP: _____

PHONE: _____

ADDRESS: _____

PLEASE INCLUDE ANY ADDITIONAL INFORMATION BELOW THAT YOU BELIEVE MAY BE
PERTINENT TO YOUR APPLICATION:

GENERAL RELEASE

Date: _____

I, _____, born at _____

on _____, having filed an application for an internship with the Leicester Police Department, consent to have an investigation made as to my moral character, reputation and fitness for the position to which I have applied and such information as may be, received, reported to the appointing authority. I agree to give any further information, which may be required in reference to my past record.

I also authorize and request, every person, firm, company, corporation, governmental agency, court, association or institution having control of any documents, records and other information pertaining to me, to furnish to the police department any such information, including, documents, records, files regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, and to permit the police department or any of its agents or representatives to inspect and make copies of such documents, records and other information.

Specifically, I hereby authorize the release of the following data or records to the Leicester Police Department.

I hereby release, discharge and exonerate the Leicester Police Department, its agents and representatives and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Ipswich Police Department.

This authority shall continue for one year unless sooner revoked in writing by the undersigned.

Signed

Witness

Address

CORI CHECK ACKNOWLEDGMENT

I, _____ residing at _____
_____, acknowledge that a Criminal Offender
Record Information (CORI) check will be performed as part of the municipality's
hiring process. I further acknowledge that a refusal to allow the CORI check to
be performed will cause my application to be rejected.

Name _____

Address _____

Date of Birth _____ Place of Birth _____

Social Security Number _____

Signature



Leicester Police Department
90 South Main Street
Leicester, MA 01524



Student Internship Agreement

1. I understand I am not an employee of the Leicester Police Department or the Town of Leicester, Massachusetts
2. I understand that this is a volunteer position without any pay or benefits.
3. I will abide by all of the rules and policies of the Leicester Police Department.
4. I understand that the nature of police work deals with confidential information and agree that any information that I become aware of as a result of my capacity of being a student intern with the Leicester Police Department will be confidential and shall not be disclosed without the prior approval of the Chief of Police or his designee.
5. I agree to fully execute the necessary waivers of liability as required by the Leicester Police Department rules and regulations in order to participate in certain aspects of the internship program (i.e. ride along etc.)
6. I understand that at no time will I be permitted to work the 11 PM – 7 AM shift unless I have received prior approval from the Chief of Police or his designee.
7. While interning at the Leicester Police Department I agree to follow the direction of the officer or civilian member of the department who has direct supervision of my activities.
8. I understand that I will be required to wear a tan colored "kaki style" uniform (pants and shirt). The shirt will display the lettering "Student Intern" on the front above the pocket.

Student Intern