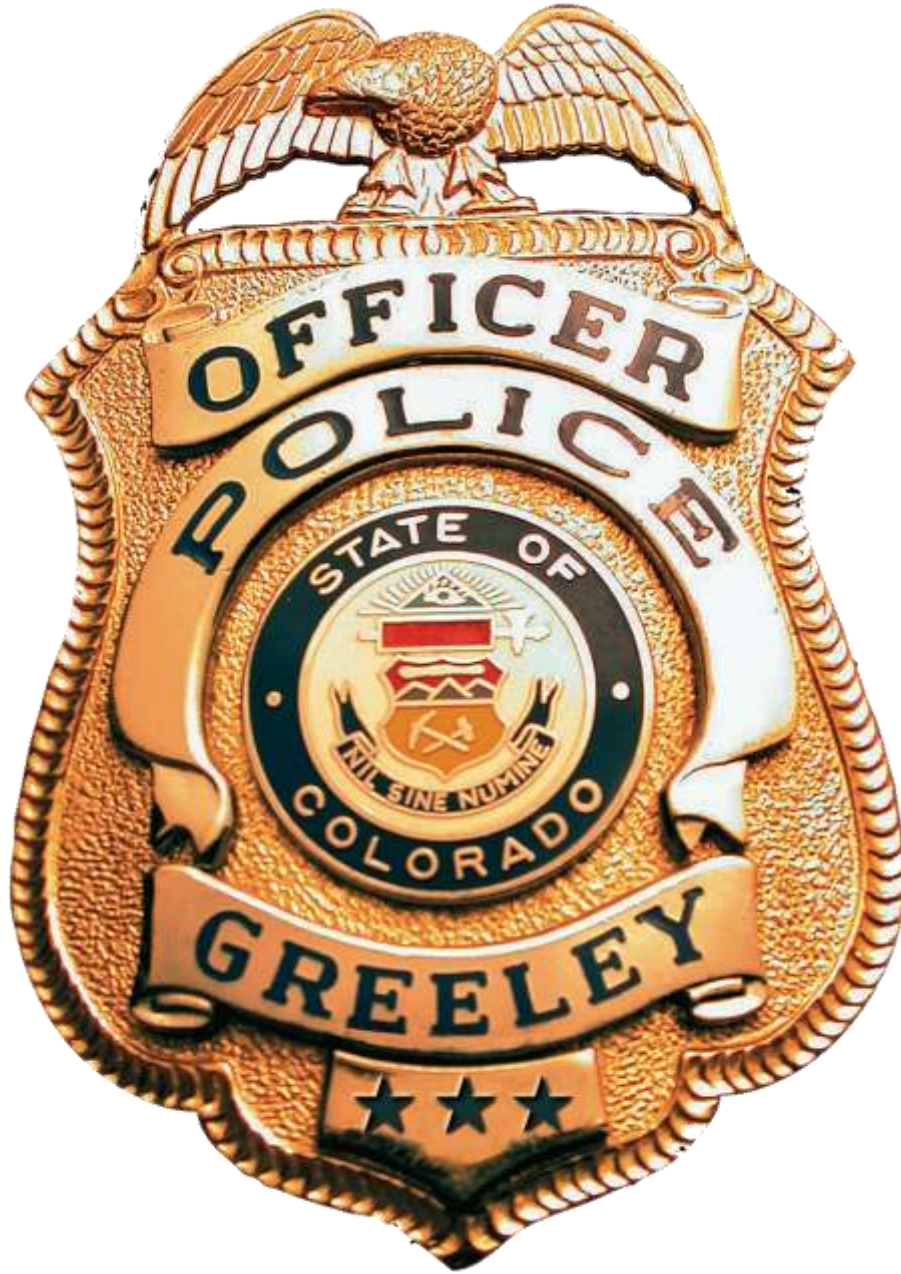


GREELEY POLICE DEPARTMENT INTERN PROGRAM



GREELEY POLICE DEPARTMENT **INTERN PROGRAM**

The Greeley Police Department will participate in a Career Exploration Internship Program. This program is designed to familiarize college and high school students with the Greeley Police Department and the criminal justice system.

INSTRUCTIONS

Please fill out application in its entirety and return completed application to the front desk of the **Greeley Police Department 2875 10th Street, Greeley, CO 80634 (ATTN: Officer Patella)**.

INTERN RESPONSIBILITIES

- A. The student interested in becoming a Greeley Police Department Intern will:
1. Contact their Career Counselor at their school.
 2. Agree to participate in the program on a non-pay basis for a minimum of (150) hours (for 3 college credits). Work hours will vary, approximately 10 hours per week when practical.
 3. Complete and sign a Greeley Police Department Intern Application. (If the applicant is under 18 years of age, a parent/guardian must also sign.)
 4. Successfully complete a records check.
 5. Complete and sign a Greeley Police Department Ride Along Request and Waiver form. (If the applicant is under 18 years of age, a parent/guardian must also sign).
 6. Submit a completed "Authorization to Participate" form (provided by the school) or have the career counselor send an acknowledgement of participation via email to the GPD intern coordinator.
 7. Read and sign a Greeley Police Department "Confidentiality of Information Agreement" form (If the applicant is under 18 years of age, a parent/guardian must also sign).
 8. Participate in an **oral board interview** to determine suitability for the position.
 9. Conduct himself/herself in the proper manner while working in the different departments, divisions, and agencies.

10. Dress in a manner appropriate to an office environment; dress slacks, blouses or dress shirts, skirts or dresses
 - a) Blue jeans will not be acceptable attire except when assigned duties that could otherwise result in dress type clothing being damaged, or upon approval by their direct supervisor.
 - b) Any jewelry worn will be tasteful and appropriate to an office environment.
 - c) The use of make-up will be conservative.
11. Be responsible for reporting any conflict to the intern coordinator.
12. Maintain regular attendance in the program by reporting promptly to the assigned department, division, or agency at the agreed upon time. All absences will be reported at least two (2) hours prior to the time scheduled to work to the intern coordinator and supervisor the intern is currently assigned to report to.
13. Insure that the intern coordinator receives a copy of their evaluation/term paper on the internship at the completion of the program.

SELECTION PROCESS

Due to the high demand of students wishing to participate in the program, a selection process will be used to determine the most qualified candidates.

- A. The Greeley Police Department will consider the following criteria when selecting interns:
 - a. Resume and Accomplishments
 - b. Integrity
 - i. Criminal History
 - c. Oral Board Interview
 - i. Professionalism
 - ii. Communication Skills
 - iii. Suitability
 - d. Availability and Schedule Flexibility

GREELEY POLICE DEPARTMENT RESPONSIBILITIES

- A. Arrangements will be made for the intern to work/observe in some/all of the following areas:
1. Patrol Division (all shifts as a ride along)
 2. Investigations Division
 3. Police Records Division
 4. Police Communications Division
 5. N.A.T. (Neighborhood Action Team)
 6. Traffic Unit
 7. School Resource Officer Unit
 8. Police Property/Evidence Division
 9. Victim Services Division
 10. Training Division
 11. Municipal Court
 12. Any other divisions or agencies as deemed necessary
- B. Upon completion of the program, the intern will be evaluated by the supervising officer (intern coordinator). This will be done by completing the evaluation form provided by the intern's school.

GREELEY POLICE DEPARTMENT
POLICE INTERN APPLICATION

All questions must be answered completely. Please type or print clearly in black ink.

NAME: _____
(Last) (First) (Middle)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOW LONG AT THIS ADDRESS? _____ years _____ months

HOME TELEPHONE: _____ WORK TELEPHONE: _____

SCHOOL/EMPLOYER: _____
(Name) (Address) (City, State, Zip)

HOW LONG HAVE YOU BEEN AT THIS SCHOOL/EMPLOYER? _____ years _____ months

DATE OF BIRTH: _____ PRESENT AGE: _____
(Month/day/year)

EMERGENCY NOTIFICATION INFORMATION:

NAME: _____
(Last) (First) (Middle)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME TELEPHONE: _____ WORK TELEPHONE: _____

COMPLETE THIS SECTION ONLY IF YOU ARE UNDER 18 YEARS OF AGE:

PARENT/GUARDIAN NAME: _____
(Last) (First) (Middle)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME TELEPHONE: _____ WORK TELEPHONE: _____

BRIEFLY DESCRIBE WHAT YOU HOPE TO GAIN FROM THIS PROGRAM: _____

GREELEY POLICE DEPARTMENT
CONFIDENTIALITY OF INFORMATION AGREEMENT

I, _____, have been informed on this date, _____ by _____, that during my research assignment with the Greeley Police Department, I will have access to confidential information concerning arrests, criminal investigations, and official police reports of suspicious activities of both juveniles and adults. I understand that any dissemination of this confidential information on my part could result in civil litigation against me. Therefore, I agree to keep this information confidential to the best of my ability. I agree that any reports resulting from this project will be used by the Professor for grading purposes only and that any public release of the findings or facts associated with this project must be approved by the Chief of Police of the Greeley Police Department.

INTERN SIGNATURE: _____ DOB: _____

WITNESS SIGNATURE: _____ DOB: _____

PARENT SIGNATURE: _____ DOB: _____

(If intern is under 18 years of age).

DATE: _____ TIME: _____

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FOR DEPARTMENT USE ONLY

CLEARANCES:

LOCAL: _____ DRIVER'S LICENSE QUERY: _____
(NUMBER-STATE)

CCIC: _____ VALIDITY: _____

NCIC: _____

RECORDS CLERK SIGNATURE: _____

DATE: _____

