

# NAPERVILLE POLICE DEPARTMENT

## College Internship Program Guidelines

### **Accountability:**

Interns will be assigned to the Resource and Safety Section, and will be under the direct supervision of the Training Officer. All internships with the Naperville Police Department are unpaid internships.

### **Application Submission Requirements:**

- All candidates must complete and submit a written application prior to the following dates:
  - Students **seeking a winter/spring semester** internship (January through May) must submit an application before **September 30** of the fall semester.
  - Students **seeking a summer semester** Internship (May through August) must submit an application before **January 31** of the winter/spring semester.
  - Students **seeking a fall semester** Internship (August through December) must submit an application before **April 30** of the spring semester.
  - Students **must** have written recommendation from the staff or faculty member at their college / university that has oversight of the internship program. Recommendation must be submitted at the time of application.
  - Intern applicants **must** provide name, address, and phone number information for three references, not related to the intern, who can speak to the applicant's general character and qualifications for acceptance as a law enforcement agency intern.

### **Selection:**

The Naperville Police Department accepts up to two full-time interns per semester. Depending on individual circumstances, an occasional part-time intern may be accepted.

Applications will be reviewed following the due dates. Applicants will be contacted by the Training Sergeant, to either set up an interview or to be informed they will not proceed in the selection process. Selections shall be made after designated applicants have been interviewed.

Seniors seeking full-time internships, who are pursuing careers in municipal law enforcement and Bachelor's degrees in the criminal justice field, shall be given first consideration. Juniors and persons seeking advanced degrees will be given second consideration. Normally, freshman and sophomore applicants are not accepted.

**Duties:**

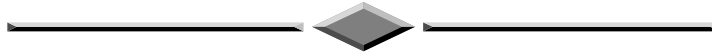
- Interns will be assigned to various units and sections of the Support Services, Patrol, and Investigations Divisions during the internship. Our goal is to familiarize the intern with all aspect of municipal police department operations.
- Interns may be required to do special studies, prepare written reports, perform clerical, data entry and maintenance tasks, as well as other duties that arise during the internship. Written and oral communication skills are emphasized during this program.
- The intern may be asked to participate in special programs and will participate in a series of ride-alongs, as observers, with officers and detectives in the field.

**Work Hours:**

- Interns are expected to work eight hours a day, five days a week. The number of work hours is based on the number of college credits given.
- It is expected that interns work approximately three hours a week for each credit hour given. Work hours will normally be between 8:00 a.m. and 4:00 p.m., Monday through Friday. Hours are adjusted as needed based on specific tasks or assignments.

**Other Requirements:**

- Interns are subject to all rules, regulations, policies and procedures of the Naperville Police Department. A copy of the department policy pertaining to auxiliaries is available by contacting the Naperville Police Department Training Sergeant, (630) 548-2992 attached to this document.
- Once accepted for internship, the point of contact will be the Training Sergeant, available by telephone at (630) 548-2992.
- Interns must carry health and injury insurance during their internship. Such coverage is normally available from the college or university attended. Proof of medical insurance coverage must be submitted prior to the start of the internship.



I voluntarily agree to a background check to confirm my suitability for the Internship Program.

I further understand that any violation of the rules and regulations of the Naperville Police Department may terminate my internship period.

I understand that I will ride in a police unit with police officers during tours of duty. In the event of a disturbance or emergency, I will remain in the police unit and not place myself in a position where I could hinder an investigation or place myself in danger. I hereby release and waive all responsibility to the City of Naperville, the Naperville Police Department, and all of its employees for any injury, physical or mental, that I might receive while at the police department or while accompanying members of the Department during the internship program. I shall not have any right for a cause of action against the City of Naperville or any of its employees for any act or neglect to act, whatsoever occurring while involved in the intern program.

I have read and understand these guidelines regarding the Naperville Police Department Internship Program, the requirements of the program and all of the associated waivers of liability.

\_\_\_\_\_  
Applicant (printed name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant (Signature)

**Witnessed by:**

\_\_\_\_\_  
Witness (Printed Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (Signature)