



RICHLAND POLICE DEPARTMENT
INTERNSHIP APPLICATION

Date: _____

1. Full Name: _____ Sex: M ___ F ___
Last First Middle
2. Present Address: _____
Street City
Zip code: _____ Email: _____
3. Social Security #: _____ Driver License #: _____ Exp. Date: _____
4. Home: (____) _____ Cell: (____) _____
5. Email: _____
6. Height: _____ Weight: _____ Age: _____ Color Hair: _____ Color Eyes: _____
Date of Birth: _____ Place of Birth: _____ U.S. Citizen? _____
7. Vehicle Description: Year: _____ Make: _____ Model: _____ Color: _____
8. Major of Studies: _____
9. Internship hours needed: _____
10. Are you applying for a full time or part time internship? _____
11. If part time, where will you obtain your additional hours: _____

12. EDUCATION: (Please complete chart below)

| EDUCATION | Name of School | From | To | Degree/ Certificate |
|-------------|----------------|------|----|------------------------|
| High School | | | | |
| College | | | | |
| Other | | | | |
| | | | | |

13. EMPLOYMENT: List chronologically all places of employment (present position first) including employment while attending school. Use additional paper if needed.

| Name, Address and # of Employee | From: To: | Position, Duties/Responsibilities | Name of Supervisor | Why did you leave? |
|------------------------------------|--------------|--------------------------------------|-----------------------|-----------------------|
| | | | | |
| | | | | |
| | | | | |

14. MILITARY RECORD:

- A. Have you ever served in the Armed Forces of the U.S.? _____
- B. Branch: _____ C. Dates of Service: _____
- D. Serial Number: _____ E. Type of Discharge: _____
- F. Have you ever received a Court Marshall or an Article 15? _____
If so, explain: _____

- G. Highest Rank Obtained: _____

15. REFERENCE: List three (3) reference, other than relatives or past employees, who know you well enough to give information about you.

| Name | Complete Address and Phone number | Years Known |
|------|-----------------------------------|-------------|
| | | |
| | | |
| | | |

16. Have you ever been arrested, or held by police, at any time during your life? _____
If yes, please complete the chart below (use additional paper if needed).

| Date: | Place: | Charge/ Violation: | Disposition: |
|-------|--------|--------------------|--------------|
| | | | |
| | | | |
| | | | |

17. Have you ever been convicted of a crime under another name? _____
If yes, please explain: _____

18. List all your places of residence (Begin with present address):

| From: | To: | Complete Address: |
|-------|-----|-------------------|
| | | |
| | | |
| | | |

I do hereby certify that all statements made by me on this application are true and complete to the best of my knowledge:

Signature

Date

Printed Name



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 Richland 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 Richland, the Richland Police Department, and all its employees for any injury, physical, or mental, that I might receive while at the police department or accompanying members of the Department during the internship program. I shall not have any right for a cause of action against the City of Richland or any of its employees for any act or neglect to act, whatsoever occurring while involved in the intern program.

I understand that I will come into contact with sensitive material regarding cases, court records and city documents. I agree that all material or information is confidential and I will be held fully responsible for the release of department or city material pending an investigation. I understand that I am unable to take pictures or use social media during the intern program. Release of unauthorized photos can result in the immediate termination of my internship.

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

Applicant (printed name)

Date

Applicant (signature)

Richland Police Department

Internship Program Guidelines

The Richland Police Department has established the Student Intern Program and is available to 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.

Application Submission Requirements:

- All candidates must be currently enrolled, through his or her respective college, university, in an internship program.
- All candidates must complete and submit an application that will be provided to you by the Richland Police Department.
- Candidates must consent to a background check.
- Students must have a 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 the application.
- Interns 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.
- 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.
- The internship Program is an unpaid internship.

Selection:

- Applications will be reviewed following the due dates. Applicants will be contacted by the Chief of Police or Administration. Selections shall be made after designated applicants have been interviewed.

- Once a candidate has been chosen final approval into the program will come from the Mayor and Board of Alderman.
- Upon acceptance, the intern will be required to schedule contact hours mandated by the intern's college degree requirements.

Duties:

- Interns will be assigned to various sections of the police department including exposure to patrol, court services, communications, investigations, administration and city departments.
- All interns will be given an identification card that has to be worn at all times while in contact with police or city personnel. This would include working within Police Headquarters, attending any ride along sessions or while touring any city building.

Work Hours:

- Full-time interns are expected to show up for all scheduled hours. If you are unable to complete your scheduled hours then the intern may make-up those hours on a weekend upon request and approval by the department head.
- Part-time interns will need to submit a schedule prior to their start date.

Other Requirements:

- Interns are subject to all rules, regulations, policies and procedures of the Richland Police Department.
- All interns will be under direct supervision at all times.

Dress Code:

- Male interns shall wear appropriate attire for an office environment, clean, and well groomed at all times. Shirts with logos or inappropriate pictures are against policy. Any student wearing clothing that is considered inappropriate will be asked to change before returning to the department. Chains, baggy pants or facial jewelry of any kind will not be allowed.
- Female interns shall wear appropriate attire for an office environment, clean, and well groomed at all times. Low cut shirts, skirts and see through tops are considered inappropriate and will be asked to change before returning to the department. Facial piercings, alternative hair color, shirts with logos or inappropriate pictures are against policy and will not 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.

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

- Interns will not be allowed to carry any firearms.

- Interns will not be allowed to operate any Police or city vehicle.
- Police gun ranges while engaged in “live fire” operations.
- Covert Police functions
- Interns may not take 911 calls while in dispatch.
- Interns will not be allowed to answer any department phones.

The student must, upon completion of the Internship Program, take part in an exit interview with a representative from the Richland Police Department.

If there are any questions or concerns, please contact Brynne Fisackerly at 601-420-1570.

Richland Police Department
911 Town Square
Richland, MS 39218

Email: bfisackerly@richlandmspd.com