



# Fargo Police Department Internship Program



The Fargo Police Department Police Department Internship program exposes, educates, and involves students in day to day police operations. The internship program fosters student's interest in a law enforcement career and builds a mutual understanding between the student population and the police department. The students will acquire an understanding of law enforcement functions within their community, whether or not the student decides to enter the profession of law enforcement. The program strives to instill values in the student such as law abiding habits, attitudes, and practices as a contributing citizen of the community.

The Fargo Police Department Internship Program is an unpaid, eight week program that operates from June through July. Interns will be exposed to all three divisions of the police department and its specialty units. During the internship program, interns will be required to complete weekly reflection journals on their activities, and complete a final reflection paper at the end of the program which describes in detail their experience and what they learned throughout their time with the department.

## Application and Selection Process

The minimum requirements for applicants are:

- Must be enrolled and in good standing with an accredited college or university.
- If enrolled in a four year program, must be entering their junior or senior year; or if enrolled in a two year program, must be entering their final year.
- Must possess a cumulative GPA of 2.5 (on a 4.0 scale) or higher.
- Must complete and submit the Fargo Police Department Internship Program Application along with a copy of their post-secondary education transcripts, a letter of recommendation from a post-secondary educator, and a one to two page essay describing why they want to be an intern with the Fargo Police Department and what they think is the most pressing issue in law enforcement by **April 26, 2019**. Applications may be mailed or dropped off (during lobby hours 8 a.m. to 4:30 p.m.) to the Fargo Police Headquarters at 222 4 St. N., Fargo, ND 58102; Attention: Jessica Schindeldecker
- Applicants will be notified via e-mail regarding the status of their application.
- Oral Interviews will be offered to those meeting the minimum qualifications that will occur during the week of **May 6-10, 2019**.
- The applicant chosen for the internship program must successfully pass a criminal history check and drug screening prior to a full internship offer.

## Internship Schedule

The internship schedule has been created to allow the intern an opportunity to be exposed to the various divisions and specialties throughout the department. The internship schedule has been organized to assist in both intern schedule consistency and to maximize exposure and learning.

The intern will be assigned a project during their orientation. This project can be chosen by the intern in an area of their interest, or it can be directed by the internship program coordinator. The project portion of the internship program allows the intern to use and further develop what they have learned in the classroom and apply it to a police department setting.

### **Week 1 (6/3/19-6/8-19):**

- Orientation of the internship program, assignment of intern project, tours of the facilities, and the equipment with the Quartermaster (9 a.m. to Noon)
- Exposure to the Evidence and Property Unit (4 hours TBD)
- Exposure to the Records Unit (4 hours TBD)
- Exposure to the Recruiting and Training Unit (4 hours TBD)
- Red River Regional Dispatch Center (4 hours TBD)

### **Week 2 (6/10/19-6/15/19):**

- Exposure to specialty positions including the Community Trust Officers (9 a.m. to 3 p.m.); Cultural Liaison Officer (9 a.m. to 3 p.m.); School Resource Officer (4 hours TBD); and Downtown Resource Officers (9 a.m. to 3 p.m. and 5 to 10 p.m. days TBD)

### **Week 3 (6/17/19-6/22-19):**

- Fargo Police Community Picnic (6/25/19 8 a.m. to 9 p.m.); Crime Prevention & Public Information (4 hours TBD); Internship Project Assignment; Crime Analyst/ILP/Intelligence Unit (8 a.m. to 4 p.m.)

### **Week 4 (6/24/19-6/29/19):**

- Field Services Division Day Shift to include the Community Service Officers (1 p.m. to 5 p.m. days TBD)

### **Week 5 (7/1/19-7/6/19):**

- Field Services Division Evening Shift and the K9 Unit (8 p.m. to Midnight days TBD)

### **Week 6 (7/8/19-7/13/19):**

- Field Services Division Night Shift and the K9 Unit (10 p.m. to 2 a.m. days TBD)

### **Week 7 (7/15/19-7/20/19):**

- Investigations Division: Personal, Property, Financial, CAC (9 a.m. to 3 p.m. Tuesday through Thursday)

### **Week 8 (7/22/19-7/27/19):**

- Investigations Division: Narcotics and Metro Area Street Crimes Unit (9 a.m. to 3 p.m. Tuesday through Thursday)

\*Scheduling is subject to change due to needs of the affected divisions or units.

Only fully completed applications will be considered.



# Fargo Police Department Internship Application



As an applicant for the Fargo Police Department Internship Program, you are being asked to provide information about yourself which will be used to evaluate your suitability for this program.

The purpose of a criminal history check is to review information concerning criminal and non-criminal history which reflects upon your suitability to participate in this program. This process includes all incidents of police contact, driving record and other incidents or information which may be relevant.

This data will be used solely for the above mentioned purposes. You are not legally required to provide the requested information. However, if you do not, the Fargo Police Department will be unable to conduct the required background inquiries and will not be able to process your application resulting in the applicant not being considered for the Fargo Police Department Internship Program.

By completing and submitting this application you are authorizing the Fargo Police Department to use this information to determine your suitability for participating in the Fargo Police Department Internship Program.

Please type or print *neatly* in **black** ink.

## Personal Information

**Information provided in this section is used for identification purposes only.**

Last Name	First Name	MI	Maiden
Current Address (including unit/apt number)			
City	State	Zip Code	
<b>Mailing Address (if different from residence)</b>			
Telephone No. 1	Telephone No. 2		
Date of Birth	Social Security No.	Driver's License No. & State	
Email Address			

**Do you have any alias? If yes, list them below.**

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**Social Media Handles**

Facebook: \_\_\_\_\_ Twitter: \_\_\_\_\_ Snapchat: \_\_\_\_\_

Instagram: \_\_\_\_\_ Other: \_\_\_\_\_ Other: \_\_\_\_\_

## Education History

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High School	City, State	Dates Attended	Graduated
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_____	_____	___ / ___	Yes No
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**Do you have a G.E.D. Certificate?** Yes No

**Were you ever expelled from school? If yes, give details:**

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**List all awards, honors, scholarships, etc. you received during high school and college:**

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List all organizations, societies, clubs and associations in which you have held membership:

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Identify all colleges, universities or technical schools you have attended. Make additional copies if more space is needed.

Name of School		Dates Attended MM/YY – MM/YY
Major/Course of Study		
Hours/Credits Completed	Degree Obtained	

Name of School		Dates Attended MM/YY – MM/YY
Major/Course of Study		
Hours/Credits Completed	Degree Obtained	

Have you completed Law Enforcement Skills Training? Yes No

If yes, complete the following:

Law Enforcement Skills Training Program Name		Dates Attended MM/YY – MM/YY
Awards/Honors	POST Certified?	POST number?

If no, when and where do you plan to attend an academy? \_\_\_\_\_

# Employment History

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Please provide your employment history for the past five (5) years.

Employer	Dates of Employment	
City, State		
Telephone No.	Job Title	Name of Supervisor

**Have you ever been fired or asked to resign from a job?**      Yes      No

If yes, give details:

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Employer	Dates of Employment	
City, State		
Telephone No.	Job Title	Name of Supervisor

**Have you ever been fired or asked to resign from a job?**      Yes      No

If yes, give details:

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**\*\*Make additional copies of this page if more employment history is needed.\*\***

# Criminal History

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**Have you ever been arrested or detained by law enforcement?** Yes No

If yes, complete the following:

Date MM/DD/YY	Agency	Offense	Outcome
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Date MM/DD/YY	Agency	Offense	Outcome
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**Have you ever been convicted of, charged with, investigated for, or accused of any violations of criminal law?**

Yes No

If yes, complete the following:

Date MM/DD/YY	Agency	Offense	Outcome
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Date MM/DD/YY	Agency	Offense	Outcome
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**Have you *ever* committed an act of domestic violence? (“Domestic Violence” includes physical harm, bodily injury, sexual activity compelled by physical force, assault, or the infliction of fear of imminent physical harm, bodily injury, sexual activity compelled by physical force, or assault, not committed in self-defense, on the complaining family or household members- North Dakota Century Code Section 14-07.1)**

Yes No

If yes, explain

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**Have you ever assaulted another person since the age of seventeen (17)? (“Assault” means to willfully cause bodily injury to another human being, or negligently cause substantial bodily injury to another human being by means of a firearm, destructive device or other weapon, the use of which against a human being is likely to cause death or serious bodily injury- North Dakota Century Code Section 12.1-17-01.1.01)** Yes No

If yes, explain

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**Have you ever been considered or named as a suspect in a criminal investigation or criminal offense?**

Yes No

If yes, explain

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**Other than crimes that would have been sealed by juvenile records, have you ever committed or assisted another person in the commission of a Felony crime, Class A Misdemeanor crime or a crime involving moral turpitude that went undetected or unreported to law enforcement?** Yes No

If yes, explain

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# Alcohol & Drug Use

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**Do you consume alcoholic beverages?** Yes No

If yes, how often? \_\_\_\_\_

**Have you ever consumed alcoholic beverages when under the legal age?** Yes No

If yes, provide how often and the circumstances surrounding the incident(s)

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**Have you ever furnished alcohol for anyone under the legal age?** Yes No

If yes, provide how often and the circumstances surrounding the incident(s)

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**Have you ever used marijuana or hashish?** Yes No

If yes, provide how often, method of use and the circumstances surrounding the incident(s)

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**Have you ever used any illegal drug (including a performance-enhancing steroid) not prescribed by a physician?**

Yes                      No

If yes, provide the name of the drug (s), how often you used it, how you used it and the circumstances surrounding the incident(s)

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**Have you ever used any illegal drug other than marijuana?** Yes                      No

If yes, provide the name of the drug (s), how often you used it, how you used it and the circumstances surrounding the incident(s)

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## Personal References

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List three (3) persons who know you well enough to provide current information about you. **Do not list relatives, former or present employers, or supervisors.**

Full Name		Time Known
Phone No. 1	Phone No. 2	Email Address

Full Name		Time Known
Phone No. 1	Phone No. 2	Email Address

Full Name		Time Known
Phone No. 1	Phone No. 2	Email Address

## Statement of Acknowledgement

*I certify that all of the statements by me in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false information or omission of information from this application may be cause for rejection.*

*I understand that nothing contained in this application or in the granting of an interview or any policies, procedures, or handbooks that I might receive is intended to create an employment contract between the City of Fargo and myself for either employment or for the providing of a benefit. No promises regarding employment has been made to me, and I understand that no such promise or guarantee is binding upon the City of Fargo unless made to me and I understand that I have the right to terminate my employment at any time, for any reason, and the City of Fargo retains a similar right regarding the discontinuation of my employment.*

I hereby acknowledge that I have read the above statements and understand it.

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Signature (acknowledgement)

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(Date)

## Confidentiality Agreement

*I recognize that if I am accepted into the Fargo Police Department Internship Program, I will at times be in a position to read or come into contact with confidential, private and sensitive information in the course of my duties.*

*I understand this information cannot be copied, removed from the Police Department, or shared with anyone other than Fargo Police Department employees.*

*I understand that a violation of this confidentiality agreement may result in the termination of my position with the Fargo Police Department Internship Program.*

I hereby acknowledge that I have read the above statements and understand it.

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Signature (acknowledgement)

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(Date)

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### **For Official Use Only:**

Date received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Interview scheduled: Yes No

Letter of Recommendation received: Yes No

Education transcripts received: Yes No