

**Postsecondary Criminal Justice Intern**  
Barnstable Police Department

**Definition:**

The Barnstable Police Department offers unpaid internships for area college students seeking a career in a criminal justice related field of work. Interns may work in various divisions of the Department over the course of a semester, gaining experience in the different facets of police work.

**Goals of the Program:**

The goals of the Law Enforcement Intern Program are:

- To provide students interested in a law enforcement career with a better understanding of police operations.
- To provide interns with exposure, experience and training in various police duties and activities, and

**Program Requirements:**

To participate in the Intern Program, all applicants must:

- Be at least 18 years old
- Be a second year (or higher) Criminal Justice or other law enforcement related major in good standing at an accredited college or university that sponsors the student for the program
- Be recommended by a college faculty member
- Be covered by liability insurance through the college or university
- Basic computer skills
- Have the ability to work at least 15 hours per week during regular business hours Monday-Friday 9am-4pm
- Need no more than 120 credit hours
- Successfully pass a background check
- Participate in an oral interview
- Sign a liability waiver, and
- Attend the BPD Citizens Police Academy (if in session) as part of the internship.
- Depending on department needs, only one intern will work per semester.

**Physical Requirements:**

Interns must be able to meet the following physical requirements:

- Perform moderate physical efforts required for duties in an office setting
- Occasionally lift supplies weighing up to 20 pounds
- Sit for periods of time
- Use fingers, hands and arms, and
- Talk, see and hear.

**Intern Duties:**

Interns will be assigned various duties during his/her internship, which may include:

- Assisting the Accreditation Office in
  - Maintaining the Accreditation file system
  - Compiling and revising Police Manuals
  - Performing research on Accreditation/Policy matters
  - Other accreditation tasks as directed
- Assisting the Records Unit in:
  - Maintaining the Records Management System
  - Assist in moving property

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- Assist in organizing files
- Other records management tasks as directed
- Assisting in the Training Unit in :
  - Maintaining training records
  - Participating in training exercises
  - Other training tasks as directed
- Observe in the Communications Center
- Attend a District Court session to observe the duties of the Prosecution Office
- Staff the Reception Area
- Participate in a police ride-along
- Assisting officers at special events, and
- Other tasks as directed.

**Intern Rules:**

To participate in the Intern Program, applicants must agree to follow the following rules:

- Appearance: Interns shall maintain a neat, well-groomed appearance. Attire shall consist of khaki-style pants, a Department issued polo shirt and shoes.
- Conduct: Interns shall not engage in conduct that brings discredit to himself/herself or the Department.
- Confidentiality: Interns shall treat the office business of the Department as confidential and shall disseminate information regarding the Department business only when authorized to do so by Department staff.
- Courtesy: Interns shall be courteous and tactful in the performance of their duties and shall promptly respond to all reasonable requests for assistance. Interns shall not use profane, insulting or degrading language to members of the Department or the general public.
- Payment/Wages: Internships are volunteer positions and interns shall not receive any compensation for this work.
- Punctuality: Interns shall report punctually for all scheduled work and assigned duties. If unable to fulfill their duties due to an illness or an emergency, interns are required to contact the Finance and Support Services Director as soon as possible.
- Vehicle Usage: Interns shall not operate any Department vehicle nor be asked to use their personal vehicles to perform Departmental activities.

For further information regarding the Intern Program, please contact:

Anne Spillane, Finance and Support Services Director  
(508)778-3806 or [spillanea@barnstablepolice.com](mailto:spillanea@barnstablepolice.com)