

**Barnstable Police Department**

**College Undergraduate Student Internship Program**

The Barnstable Police Department is committed to developing partnerships within our community. One endeavor to work as community partners with colleges and universities is the College Undergraduate Student Internship Program. This program allows the Barnstable Police Department and the student to benefit from shared experiences. The Barnstable Police Department has established the College Undergraduate Student Internship Program and is available to college students who meet the requirements for participation. The objective of the College Undergraduate Student Internship Program is to provide a positive learning environment for interested college students to experience the various aspects and responsibilities of law enforcement while completing a project as part of their studies. The interns, while working on operational, administrative, and support functions, will be provided an atmosphere for learning. Internships are unpaid, with the exception of the summer intern opportunity, in which a separate application must qualify for a hire as a Community Service Officer through the regular hiring process and have their educational institution approve this as an internship. Coordination of the Internship Program rests with Anne Spillane, Finance & Support Services Director. Ms. Spillane will ensure communication is made directing the intern to his or her initial job assignment and supervisor.

The criterion for participation in the Barnstable Police Department's College Undergraduate Student Internship Program is as follows:

**Application Requirements:**

- \* The student is enrolled in a two-year or four-year degree program at an accredited university or college majoring in the field of Criminal Justice and be at least 18 years old. The student enrolled, will have completed one-half (1/2) of required credits toward a degree within their major.
- \* The student must also be covered by liability insurance through the college or university and be able to provide a copy of that proof of insurance. Student must have their own health insurance.
- \* Must be able to meet the physical requirements of the internship: moderate physical effort required for duties in an office setting; occasionally lift supplies weighing up to 30 pounds; sit for long periods of time; use fingers, hand and arms; talk, see and hear.
- \* The student must be currently enrolled, through his or her respective college or university, in an internship or independent study class for credit towards their degree.
- \* The student must currently have a 3.0 or higher grade point average on a 4.0 scale.

- \* The student must be proficient in Word, Excel and have the capacity to accurately input data and information into police software.
- \* The student must also have the capacity to compose simple letters.
- \* If applying for a summer internship, the internship will be achieved through the Department's Community Service Officer (CSO) Program and will require a formal application to that program and acceptance into that program. This summer CSO internship is paid and requires availability from early June to Labor Day, 40 hours a week including some weekdays and weekend days. This opportunity is posted on the department's website [www.barnstablepolice.com](http://www.barnstablepolice.com) in January of each year. Please email Anne Spillane at [spillanea@barnstablepolice.com](mailto:spillanea@barnstablepolice.com) for more information, if you are interested in a summer internship.
- \* If applying for a fall internship (typically 1<sup>st</sup> Semester), the internship must be available to attend the Citizens Police Academy on Monday evenings from 6pm to 9pm from approximately late September to Early January (start week may vary). These hours spent in the class will count towards the required hours of the internship.

**Application Process:**

- \* The student must, prior to acceptance into the Internship Program, submit a cover letter, a completed application form (available on the BPD website Intern Section), a professional resume, at least one letter of recommendation from a faculty advisor or professor, and an unofficial transcript of all college work. The student must also complete page two (2) of and have notarized an *Authority for Release of Information* form (available on the BPD website Intern Section). Applications should be MAILED to:  
  
Anne Spillane, Finance & Support Services Director, Barnstable Police Department, P. O. Box B, Hyannis, MA 02601
- \* Background checks will then be conducted by the Barnstable Police Department background office. The Department reserves the right to deny an internship application based on the findings of the background investigation. Failure to complete the program due to an arrest or misconduct due to unprofessional demeanor, behavior or events during participation in the Student Intern Program will result in dismissal, with notification to the college or university for a failing grade.
- \* Upon completion of a background check on an intern applicant an interview will be scheduled with the student. It is preferred that an in-person interview be completed, but if the student attends school more than 150 miles from the Barnstable Police facility an alternative interview format can be arranged. Appropriate interview attire is required.
- \* The student must, upon completion of the Internship Program, take part in an exit interview with a representative from the Barnstable Police Department. Prior to the exit interview, each intern will complete an evaluation of the internship program. Any evaluations required by the

school will also be completed and reviewed with the student at the end of the completion of all credit hours towards the internship, before submission to the school.

**Basic Requirements of the intern once accepted:**

- \* Upon acceptance, the intern will be required to schedule hours as determined by the intern's college degree requirements. The Department limits total hours to 150 hours for the duration of the internship. Interns are expected to be punctual and if they cannot come in as expected, they must call the intern supervisor. Variances from the schedule must be discussed in advance.
- \* Dress Code for Interns is as follows: An intern shirt will be supplied on the first day of the internship. This shirt must be worn with khaki/chino style pants that are either tan, navy or black – no jean-style pants. The intern is required to wear this attire to the internship and maintain it in good repair, clean, and pressed. Tie shoes must also be worn – no sandals or flip-flops. The respective supervisor shall determine what clothing is appropriate for interns on occasions when certain job assignments mandate variation from the regular intern attire.
- \* Interns will be assigned to various areas of responsibility including exposure to patrol, dispatch, records, grant work, data input, court sessions, serve as a greeter, work on special projects and any other assignments as deemed appropriate.
- \* Student interns will be scheduled to participate in ride-alongs with a member of Patrol during their internship. The intern must sign an initial waiver to participate in ride-alongs over the course of the internship. An attempt will be made to schedule ride alongs on various shifts to expose the intern to police patrols at various times of day and/or days of the week. During ride-along participation, the intern will be considered the same as any other civilian participant. The intern must follow the directions of the patrol officer on the ride-along.
- \* Interns cannot work in the following areas: covert police functions; police gun ranges while engaged in "live fire" operations; operate any Department vehicles; park in any area designated for police vehicles. Interns will not be allowed to carry any firearm. Exposure to certain areas of the Department such as Investigative Services may be limited for reasons of confidentiality.
- \* Interns must never act in the capacity of a police officer and doing so will be grounds for termination of the internship.
- \* The student will be expected to complete a research paper on a topic assigned by the Internship Coordinator. The student will be credited 30 hours for this project. Expectations for the project will be given to the student during orientation.

If there are any questions or concerns, please contact Anne Spillane, Finance & Support Services Director, P. O. Box B, Hyannis, MA 02601 - - 508-778-3806 – [spillanea@barnstablepolice.com](mailto:spillanea@barnstablepolice.com)