



# Saint Cloud Police Department

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## STUDENT INTERNSHIP APPLICATION

**Wm. Blair Anderson**

Chief of Police

**Sergeant Dawn Shattuck**

Internship Coordinator

320-345-4395

[dawn.shattuck@ci.stcloud.mn.us](mailto:dawn.shattuck@ci.stcloud.mn.us)

**Lee Ann Justin**

Police Administrative Secretary

320-345-4200

[leeann.justin@ci.stcloud.mn.us](mailto:leeann.justin@ci.stcloud.mn.us)

### **APPLICATION INSTRUCTIONS**

Students must include a resume and a cover letter with their application. For additional information contact our Internship Coordinator or the Police Administrative Secretary. Please complete all questions, print the packet, sign and date the appropriate pages. Students must mail, or drop off at the front desk of the police department, their completed application packet, a resume and a cover letter, to the attention of:

**Saint Cloud Police Department  
Dawn Shattuck - Internship Coordinator  
101 11<sup>th</sup> Avenue North  
St. Cloud, MN 56303**

The Saint Cloud Police Department encourages interested individuals to submit their application by the following deadlines:

**Summer Semester - March 1<sup>st</sup>.**

**Fall Semester - May 15<sup>th</sup>.**

**Spring Semester - September 15<sup>th</sup>.**

**APPLICANT**

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Last Name	First Name	Middle Name	
Permanent Residential Address		City	State
School Residential Address		City	State
(        )        -	(        )        -	Zip Code	
Cell Phone	Other Phone (Specify Type)		
Sex M/F	Driver's License Number	State Of Issue	
Email Address			

**INTERNSHIP**

What semester are you applying for? (circle one)                      **Summer**                      **Fall**                      **Spring**

Are there any areas of specialized interest you'd like your internship to emphasize?                      **YES / NO**

If Yes, Explain:

**COLLEGE**

Name of College or University you are currently attending? \_\_\_\_\_

Dates Attended: \_\_\_\_\_                      Number of Semesters completed: \_\_\_\_\_

Major / Minor: \_\_\_\_\_                      Current GPA: \_\_\_\_\_

Occupational Goal: \_\_\_\_\_

**LAW ENFORCEMENT EXPERIENCE**

List current position(s) you hold, or previous position(s) you have held with a law enforcement agency:

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**PROFESSIONAL SKILLS**

Whenever possible, the Saint Cloud Police Department attempts to fully utilize the skills of our interns. Please indicate your level of expertise in each of the skill areas listed below.

Statistics	N/A	Low	Medium High
MS Word	N/A	Low	Medium High
MS Excel	N/A	Low	Medium High
MS Access	N/A	Low	Medium High
MS PowerPoint	N/A	Low	Medium High
MS Outlook	N/A	Low	Medium High
Keyboarding/Typing	N/A	Low	Medium High
Photography/Videography	N/A	Low	Medium High
Research	N/A	Low	Medium High

Additional skills not listed:



## INTERNSHIP RULES

Interns are required to obey all State and local laws. Additionally, the following program rules must be obeyed. Violation of State or local laws and/or program rules shall be cause for removal from the program.

**Safety:** Interns must be situationally aware and conduct themselves in a safe manner at all times. Unsafe acts or conditions must be reported to the Shift/Unit supervisor and our Internship Coordinator as soon as possible.

**Confidentiality:** Interns shall treat the office business of the Department as confidential and ***shall not*** disseminate information regarding departmental business or operations unless expressly permitted by supervisory staff.

**Weapons:** Interns are prohibited from carrying weapons or handcuffs of any type.

**Enforcement Action:** Interns are prohibited from taking any type of enforcement action. Interns ***will not*** represent themselves as sworn officers.

**I.D. Badges:** Interns must have their Identification Badge clearly displayed when entering the building and during scheduled internship hours (except when impractical or detrimental to the progress of criminal investigations). Lost or stolen I.D. badges must be immediately reported to our Internship Coordinator. Interns are required to return I.D. badges at the completion of the program.

**Conduct:** Interns ***will not*** engage in unbecoming conduct which tends to discredit the Department. Interns ***will not*** disseminate any information regarding their internship/departmental business or operations on any of their personal social media sites.

**Courtesy:** Interns shall not use profane or intentionally insulting or degrading language or actions toward any other member of the Department or to any citizen. Interns shall be courteous and tactful in the performance of their duties and shall promptly respond to all reasonable requests for assistance. Interns shall refer to sworn staff members by their appropriate rank and last name.

**Punctuality and Attendance:** Interns are required to punctually report for work and assigned duties. Time off from the internship shall be coordinated with our Internship Coordinator or designated supervisor, at least three days in advance. In the event of an illness or emergency which prevents attendance, contact the supervisor in your assigned unit prior to the work shift.

**Appearance:** Interns represent the Saint Cloud Police Department and shall maintain a neat, well-groomed appearance, with attire and foot wear that is approved by the Chief of Police. Interns will be provided one (1) light blue uniform shirt, one (1) dark navy blue uniform pant, one (1) hat, and one (1) name plate, by the police department. A jacket will be provided depending on the season. Interns will be required to supply their own footwear (all black shoes or boots). Supervisors may allow adjustments to this rule for certain work situations when appropriate.

***Absolutely NO***; sandals, flip-flops, shorts, cut-offs, T-shirts, clothing with offensive wording, logos or images.

**Parking:** Interns will be given access to the underground parking at the police department

**Driving of City Vehicles:** Interns driving city vehicles shall pay strict adherence to traffic laws and shall wear seat belts when driving or riding.

***I have read the above and understand a violation of State or local laws and/or program rules shall be cause for removal from the internship program.***

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Signature

Date