

Norristown Borough Police Department Position Description- Intern

Philosophy: The Norristown Borough Police department seeks to offer real world experience in the daily operations of an urban-suburban, municipal police department. This experience is offered to college students majoring in criminal and or other curriculums related to law, and law enforcement.

Schedule: Within the requirements of a student's class schedule, students accepted as interns will be expected to report to the police department, as though it was their regular full-time employment. While this generally means working 7:30am-3:30pm, due to the nature of this profession, that schedule may be modified in order to provide the intern with the opportunity to participate in other specialized activities, should they occur.

Assignment Interns will be assigned to the Criminal Investigations Division, but not to any one detective specifically. Rather, the intern may find that they are shuffled detective to detective, depending who might be able to afford the intern the valuable experience, yet who also might benefit most with the assistance of the intern.

Duties Interns can expect to perform clerical tasks in assisting detectives with official police reports, and case preparation. Clerical tasks may include, but not be limited to typing, and sorting/categorizing.

Interns can expect to learn about, and witness, the processing of suspects in custody.

Interns can expect to witness and be privy to official interviews of victims witnesses and suspects.*

Interns can expect to attend preliminary hearings and trials, should they occur in the regular course of the day.

Interns can expect to accompany detectives to crime scenes and to assist as required, once there.**

Interns can expect to assist detectives with evidence.

Attire: Interns are expected to dress as business professionals working in an office atmosphere. Keeping in mind that interns may be required to go to active crime scenes without warning. Interns should have sturdy shoes available.

Conduct: Interns will conduct themselves, at all times, with the same level of Professionalism expected of the sworn personnel, of the Norristown Borough Police Department.

*As interns will be exposed to actual cases, it is important for them to remember that they cannot discuss nor disclose (with any specificity) the content of those cases, nor those involved in them, with others outside the department.

**Crime scenes can be dangerous and must be protected for evidence. Interns must remain alert at times and follow directions precisely, Interns who do not like the sight of blood or have "weak stomachs" should make this known prior to arriving at a scene.

I, the undersigned "Intern" acknowledge the receipt of this position description. I also acknowledge that I have read its content, and fully understand what is expected of me. I acknowledge that Law Enforcement is an inherently dangerous profession, and that the Norristown Borough Police Department shall do everything in its power to protect me from harm. I therefore release and hold harmless the Borough of Norristown, the Norristown Police Department, its employees and agents for any injury or harm that may come to me due to my failure to follow the procedures outlined in this position description.

(Signature of Intern)

(Date)

(Address of Intern)

(Telephone # of Intern)

(Date of Birth)

NORRISTOWN POLICE DEPARTMENT

SPECIAL INVESTIGATION DIVISION

INTERNSHIP APPLICATION

Applicant Information		
Last Name:	First:	Date:
Street Address:		Apt/Unit:
City:	State:	Zip:
Date of Birth:	Cell Phone:	
Email address:	Driver's License Number:	State:
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes please explain:
How did you hear about our internship program?		

Availability							
Please check semesters of availability:							
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Other, please explain: _____							
Please check your general availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (approx. 7:30-11:30)	No Sunday Hours Available						No Saturday Hours Available
Afternoon (approx. 11:30-3:30)	No Sunday Hours Available						No Saturday Hours Available

Experience/Education and Skills	
Current employment status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Not Employed	
Current or most recent paid position held	
Are you currently a full-time student? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please indicate school:
Level <input type="checkbox"/> Freshmen <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate student	Areas of study:
Do you speak any other languages? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list language <input type="checkbox"/> Fluent <input type="checkbox"/> Semi-Fluent <input type="checkbox"/> Basic
Computer Skills/Software Used:	

Personal Information

Why are you interested in an internship in our organization?

What specific experience would you like to gain through this internship?

Describe your long-term career goals:

Professional References

Name

Relationship and contact info (e-mail and/or phone number)

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to an internship assignment, I understand that false or misleading information in my application may result in my release.

Signature:

Date: