

High Point Police Department Internship Agreement

This document explains the roles and expectations of the High Point Police Department (HPPD) and any intern for the Police Department. Our goal is to provide interns with a firsthand experience of HPPD operations and a better understanding of municipal policing. The intern and their respective college or university should understand and agree to these conditions prior to accepting an intern position with the HPPD. INTERNSHIPS ARE ONLY OFFERED TO PEOPLE RECEIVING ACADEMIC CREDIT AND CURRENTLY ENROLLED IN SCHOOL.

Application

The HPPD Personnel/ Recruiting Officer will be responsible for the internship application process. The intern applicant will be expected to follow all requests of the Personnel/ Recruiting Officer in a timely manner. HPPD Internship positions are limited. The application process is competitive and assignments are made on a first come, first served basis. Criminal records checks and fingerprinting will be required as part of the selection process.

Compensation

Internships with the HPPD are an unpaid, voluntary position. In addition, the intern will not be covered by the City of High Point insurance policy or Worker's Compensation during their internship time. The intern will need to submit proof of health insurance during their application process. They will also be required to sign a waiver form prior to being allowed to participate in the internship.

HPPD Internship supervisor

After the intern has successfully completed the application process and received approval, they will be notified of who their supervisor will be during their internship time. This supervisor will be responsible for scheduling the intern's requested hours.

The intern's HPPD supervisor will not be responsible for completing an evaluation on the intern. The supervisor can verify the intern's attendance for scheduled hours, but will not be able to complete any evaluation on the intern's performance during the internship. Since the intern will be assigned to multiple units, the supervisor will not be able to closely monitor their performance.

Schedule

It will be the intern's responsibility to follow the schedule that they are given. The intern should notify their supervisor of any potential conflicts as soon as they are given their schedule. Once the schedule is agreed upon by the supervisor and the intern, any changes will be limited to emergencies only. It is expected that the intern will arrive on time to all internship hours and stay for the entire shift.

Building Access

When the intern meets with their supervisor at the beginning of their internship, they will be given an intern ID card and an access card. The intern will be expected to wear the ID card at all times while they are at the Police Department.

The access card will only be used for the intern to access the building. They will not allow any other person to enter using their access card, or bring any visitors into the Police Department. This includes

representatives from the intern's college or university. If there is a need for the intern to have a visitor, the intern will need to schedule this through their HPPD supervisor.

Video/ Photographs

The intern will not be allowed to photograph or record anything that they observe during their internship hours. This includes, but is not limited to; crime scenes, any evidence, the interior of the Police Department, the interior of any police vehicle, etc.

Attire

Interns are required to dress in appropriate attire that reflects a professional appearance. Business casual is the appropriate dress code. Generally speaking, this can be defined as a collared shirt (short or long sleeved), dress slacks or khaki pants, and comfortable, closed-toe shoes. The intern should not wear clothing with any marking that would lead the public to believe that they are in a position of authority; such as "police" or "security."

City Vehicles

An intern will not be allowed to operate a vehicle owned by the City of High Point. Interns will be allowed to be the passenger in a City vehicle.

Acknowledgement

I have read the above conditions and expectations and I agree to abide by these terms. I understand that failing to meet these conditions could result in my removal from the HPPD Internship Program.

Intern Name (Signed)	Date	HPPD Representative (Signed)	Date
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Intern Name (Printed)	Date	HPPD Representative (Printed)	Date
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Intern Applicant Information:

Last Name: **First Name:** **Middle Name:**

Street Address:

City **County** (NC only) **State** **Zip Code**

Home Phone Number **Cell Phone Number**

Driver's License Number **State of Issue**

Social Security (Last Four Only)

E-mail

Date of Birth **Age** **Sex** Male Female

Ethnic Group/Background White Black Spanish American Asian American
 American Indian/Alaskan Native Other

1. **How many hours are you required to complete for your internship (We can accommodate up to 140 hours per month)?**
2. **What college or university is requiring this internship (name and location)?**
3. **List the point of contact information (academic advisor) for your program (name, phone numbers and email address)?**
4. **What is your field of study?**
- 5.
6. **Our internships are offered on a monthly basis, when do you wish to complete your internship?**
7. **Are there any specific areas of the police department you have interest in observing during your internship?**

8. **Are you interested in future full-time employment with the High Point Police Department? If so what position?**

9. **Do you have a valid driver's license?** Yes No

10. **Is any member of your immediate family now in prison or on parole? If so, give name(s) and details**

In the chart below, write the dates of your first and last use for each illegal drug. The dates should be as accurate as possible. In the 'how drug used' column, write if the drug was injected, snorted, smoked, ingested, etc. If you have never used one of the listed illegal drugs, indicate such in the 'never' column.

Drug	1 st Time Used	Last Time Used	How Used	Never
Marijuana / THC				
Cocaine / Crack				
Ecstasy				
Methamphetamine				
Mushrooms				
Steroids				
LSD / Acid				
Angel Dust				
Inhalants				

*List **ALL** charges (**criminal and traffic**) that you have **ever** received. Please include specific dates and the dispositions of these charges (guilty, not guilty, fines paid, etc.) This also includes charges that have been **expunged** or removed from your record:*

Charge	Date	City & State	County	Disposition

Have you ever been involved in a domestic assault or spousal abuse incident? Yes No

➤ **Explain, even if the incident went unreported or was not prosecuted**

By checking the box below, I hereby certify that each and every statement made on this form is true and complete. I understand that any omissions of information will subject me to disqualification or dismissal.

_____ (Signature)

_____ (Date)

Upon Completion of your application please return it (signed) to the Recruiting Unit of the High Point Police Department along with a photocopy of your drivers license and current health insurance card (or proof of health insurance) to 1009 Leonard Avenue, High Point, NC 27260 by hand, mail or email.

