City of Carmel

Carmel Police Department

Internship Application

To: Internship Applicants

The Carmel Police Department is an Equal Opportunity Employer. The Department is interested in good interns who are seeking a career in law enforcement.

From time to time the Carmel Police Department will have openings for internships in the Spring **or** Summer. The active pool of interns will include all individuals who have submitted an application **and** who meet the minimum qualifications for the position. We will conduct interviews before an intern is placed, and the department will only host one intern per available session.

Interns must be sponsored and approved by an accredited university. The application **must** accompany a sponsorship letter from the university intern coordinator. Depending on the university's credit requirements, most internships are at least 30 hours per week. In addition, internships with the Carmel Police Department are **unpaid**. Many universities require their sponsored intern student to keep daily journals and submit papers on a bi-weekly basis.

The police department also has expectations of their interns and include, but not limited too: punctuality, responsibility, confidentiality, dependability, and the ability to work well with others. These are important characteristics that an intern must have in order to get the most out of their internship experience with our department. In addition, they are required to submit weekly journals to the Intern Coordinator of the police department.

It is the goal of the Carmel Police Department to expose our interns to all divisions within the police department. The police department is comprised of the Administration, Criminal, Special, Patrol, and Support Divisions. In addition, the intern will be exposed to the Carmel Clay Communications Center.

The Carmel Police Department thanks you for expressing interest in our internship program. We hope that you find your experience with us beneficial to your long term career goal. On the last page of the application please ***write*** **(do not type)** a paragraph or two explaining why you want to be an intern with our department and what you hope to gain from your experience.

Sincerely,

Officer Gary Bowman
Intern Coordinator
Carmel Police Department
gbowman@carmel.in.gov

MINIMUM REQUIREMENTS FOR CARMEL POLICE INTERNSHIP APPLICANTS

1. Must be a high school graduate and currently attending college
2. Shall possess a valid driver's license and have no more than six (6) active points.
3. Shall be in good standing with the sponsored university
4. Shall be at least 18 years of age **AND** sponsored by an accredited university
5. Shall be drug-free and have no convictions for driving under the influence of drugs.
6. Shall have no more then two (2) alcohol-related violations as a minor (18-20 years of age).
7. Shall not have a conviction for operating a vehicle while intoxicated (OWI), or operating a vehicle with a blood alcohol content in excess of the legal limit as set by state law.
8. Shall have no felony convictions.
9. Shall have no convictions for any Class A misdemeanor.
10. Shall have no convictions for selected Class B misdemeanors (list attached). The Chief of Police will make the final decision regarding disqualification in this area.
11. Shall not have received other than an honorable discharge from the military, or other discharge with honorable conditions.

If you meet these minimum standards and wish to apply, please fill out the Intern application COMPLETELY AND TRUTHFULLY and return page 3 through 8

INCOMPLETE INTERN APPLICATIONS WILL NOT BE CONSIDERED

CARMEL POLICE INTERN APPLICATION

THE FOLLOWING INFORMATION WILL BE USED FOR IDENTIFICATION PURPOSES ONLY AND MAY BE USED IN CONDUCTING A LIMITED INTERN BACKGROUND INVESTIGATION

(PLEASE PRINT LEGIBLY)

NAME _____ DATE _____
Last First Middle

SOCIAL SECURITY NUMBER _____-____-_____DATE OF BIRTH _____

HOME PHONE ( ) _____CELL PHONE ( )_____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

DRIVERS LICENSE NUMBER _____ STATE ____ EXP DATE _____

UNIVERSITY ATTENDING_____

LEVEL_____CREDIT HOURS_____

ADDRESS _____ CITY _____ STATE ____ ZIP _____

INTERN COORDINATOR_____PHONE_____

MAJOR(S) OF STUDY_____

MINOR_____

ANTICIPATED GRADUATION DATE_____

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D? YES _____ NO _____

HIGH SCHOOL _____ CITY _____ ST____

PREVIOUS WORK EXPERIENCE _____

INTERNSHIP REQUESTED DATES_____

THE CARMEL POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

(AS A JUVENILE OR AN ADULT)

HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____ YES _____ NO
HAVE YOU EVER BEEN ARRESTED FOR A FELONY? _____ YES _____ NO
IF YES, EXPLAIN _____

_____

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR? _____YES _____ NO
HAVE YOU EVER BEEN ARRESTED FOR A MISDEMEANOR? _____YES _____ NO
IF YES, EXPLAIN _____

_____

HAVE YOU EVER BEEN CONVICTED OF DOMESTIC BATTERY? _____YES _____NO
HAVE YOU EVER BEEN ARRESTED FOR DOMESTIC BATTERY? _____YES _____NO
IF YES, EXPLAIN _____

_____

_____

HAVE YOU EVER RECEIVED A TRAFFIC TICKET? (INCLUDE PARKING)
_____YES _____ NO
IF YES, EXPLAIN (INCLUDE DATE, LOCATION, CHARGE, FINE OR SENTENCE)

_____

_____

HAS YOUR DRIVERS LICENSE EVER BEEN SUSPENDED/REVOKED?
_____YES _____ NO
IF YES, EXPLAIN _____

_____

HAVE YOU EVER COMMITTED OR ASSISTED ANOTHER PERSON IN THE CRIME OF MURDER, KIDNAPPING, RAPE, ROBBERY, BURGLARY, ARSON?_____ YES _____ NO
IF YES, EXPLAIN _____

_____

HAVE YOU EVER STOLEN ANYTHIING?_____LAST 3 YEARS?_____LAST 5 – 10 YEARS?_____MORE THAN 10 YEARS AGO?_____IF YES TO ANY, EXPLAIN _____

_____

HAVE YOU EVER PURCHASED OR SOLD ANYTHING YOU KNEW OR SUSPECTED WAS STOLEN? _____ YES _____ NO IF YES, EXPLAIN _____

_____

_____

HAVE YOU EVER POSSESSED, PURCHASED, SOLD OR DISTRIBUTED ANY ILLEGAL DRUGS? _____ YES _____ NO IF YES, EXPLAIN _____

_____

HAVE YOU EVER USED AN ILLEGAL DRUG?_____YES _____NO
IF YES, EXPLAIN (INCLUDE ALL DRUGS USED AND LAST TIME USED) _____

_____

_____

HAVE YOU EVER BEEN ARRESTED FOR AN ALCOHOL-RELATED VIOLATION? (i.e., public intoxication, operating while intoxicated, illegal possession or consumption of alcohol) _____ YES _____ NO IF YES, EXPLAIN _____

_____

_____

HAVE YOU EVER BEEN DISMISSED OR ASKED TO RESIGN FROM A POSITION OF EMPLOYMENT? _____YES _____ NO
IF YES, EXPLAIN _____

_____

I HAVE ANSWERED ALL THE ABOVE QUESTIONS FULLY AND TRUTHFULLY. I UNDERSTAND THAT ANY MISREPRESENTATION OR OMISSION OF REQUESTED INFORMATION COULD ELIMINATE ME FROM CONSIDERATION AS AN INTERN WITH THE CARMEL POLICE DEPARTMENT. IF ANY OF THE INFORMATION CHANGES, I UNDERSTAND THAT I AM RESPONSIBLE FOR PROMPTLY UPDATING THAT INFORMATION IN WRITING.

I AUTHORIZE THE CARMEL POLICE DEPARTMENT TO CONDUCT A PRE-APPLICATION BACKGROUND INVESTIGATION.

SIGNED _____ DATE _____

PLEASE REMIT TO: OFFICER GARY BOWMAN
INTERN COORDINATOR
CARMEL POLICE DEPARTMENT
3 CIVIC SQUARE
CARMEL, INDIANA 46032

CARMEL POLICE DEPARTMENT
REQUEST FOR DATA

Information on this form is requested for the sole purpose of evaluating the effectiveness of the City's recruiting programs. All information is provided on a voluntary basis, and will not be used in making internship placement decisions. Failure to complete this form will not affect your chances of being an intern with our department.

NAME: _____

POSITION APPLIED FOR: _____

HOW DID YOU LEARN OF THIS POSITION? _____

AGE: Are you age 18 or older? Yes _____ No _____ GENDER: Male _____ Female _____

CITIZENSHIP: United States _____ Other Country _____

ETHNIC DATA (please check one):

_____ WHITE: (Not of Hispanic origin); Persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

_____ BLACK: (Not of Hispanic origin): Persons having origins in any of the Black racial groups of Africa.

_____ HISPANIC: Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

_____ ASIAN OR PACIFIC ISLANDER: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. (Includes China, Japan, Korea, the Philippine Islands and Samoa.)

_____ AMERICAN INDIAN OR ALASKAN NATIVE: Persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.

_____ MULTI-RACIAL

VETERAN STATUS: Are you a disabled veteran (a person entitled to disability compensation for disability at 30% or more, or a person whose discharge from active duty was for a disability incurred or aggravated in the line of duty)? Yes _____ No _____

The following CLASS B MISDEMEANORS may be cause for disqualification. Convictions will be evaluated by the Chief of Police on a case-by-case basis.

1. Battery
2. Criminal Recklessness
3. False Crime Reporting
4. Disorderly Conduct
5. Unlawful Use of Police Radio
6. Possession of a Switchblade
7. Visiting a Common Nuisance
8. Public Intoxication
9. Reckless Driving
10. Furnishing Alcohol to a Minor
11. Speed Contest
12. Leaving the Scene of an Accident
13. Harassment
14. Criminal Mischief
15. Voyeurism
16. Unlawful Gambling
17. Provocation
18. Refusal to Aid an Officer
19. Obstructing an Emergency Medical Person
20. Interference with Jury Service
21. Interference with Witness Service
22. Unlawful Use of Communication Medium
23. Invasion of Privacy
24. Using or seeking to use a false, counterfeit or altered handgun carrying license to obtain a handgun contrary to the provisions of Regulation 35-47-2-8

WHY I WANT TO BE AN INTERN WITH THE CARMEL POLICE DEPARTMENT

WHAT I HOPE TO GAIN FROM MY EXPERIENCE AS AN INTERN