

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 conscientious and motivated interns who are seeking a career in law enforcement. Internships are available for varying lengths and throughout the year. The Department makes every effort to accommodate the internship guidelines from the intern's academic institution.

Intern applicants must meet the minimum requirements listed below and must pass an interview and background check. Generally, the department will only host one intern per available session. Interns must be sponsored and approved by an accredited university. The application **must** include 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**.

The Department has high expectations of interns including, but not limited to, 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.

It is the goal of the Carmel Police Department to expose our interns to experience as many aspects of law enforcement as possible. An intern can expect to gain insight into patrol operations, administration, school resource unit, training, and communications. Interns may be asked to complete a research project during their time at CPD.

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 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,

Lt. Tim Byrne
Support Division
Carmel Police Department
tbyrne@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 than 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 _____

(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 ANYTHING? _____ 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:

Lt. James Semester
Support Division
Carmel Police Department
3 Civic Square
Carmel, IN 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 _____

CITIZENSHIP: United States _____ Other Country _____

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 | 16. Unlawful Gambling |
| 2. Criminal Recklessness | 17. Provocation |
| 3. False Crime Reporting | 18. Refusal to Aid an Officer |
| 4. Disorderly Conduct | 19. Obstructing an Emergency Medical Person |
| 5. Unlawful Use of Police Radio | 20. Interference with Jury Service |
| 6. Possession of a Switchblade | 21. Interference with Witness Service |
| 7. Visiting a Common Nuisance | 22. Unlawful Use of Communication Medium |
| 8. Public Intoxication | 23. Invasion of Privacy |
| 9. Reckless Driving | 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 |
| 10. Furnishing Alcohol to a Minor | |
| 11. Speed Contest | |
| 12. Leaving the Scene of an Accident | |
| 13. Harassment | |
| 14. Criminal Mischief | |
| 15. Voyeurism | |

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

WHAT I HOPE TO GAIN FROM MY EXPERIENCE AS AN INTERN