

City of Columbia Police Department



Internship Program

*1 Justice Square
PO Box 1059
Columbia, SC 29201
(803)545-3500
www.columbiapd.net*

General Information

Thank you for your interest in the City of Columbia Police Department's Internship Program.

The City of Columbia Police Department offers an exciting and rewarding non-paid internship program designed to provide college and graduate students the opportunity to gain practical experience in the criminal justice field and introduces students to the opportunities and disciplines within law enforcement.

Various placements are available based on candidate's interests, skills and the needs of the department. Interns will be exposed to effective problem solving and partnership building skills, as well as gaining a better understanding of day-to-day operations of the police department.

Any information obtained during the internship is of a confidential nature and may not be disseminated to other persons outside of the department.

The City of Columbia Police Department values all its interns and strives to create a work atmosphere that facilitates growth and learning. We value integrity and are committed to enhancing our organization and community through hard work and respect for others. We are very excited about the Internship Program and look forward to meeting and placing new interns in positions throughout the department.

Intern Qualifications and Expectations

Interns must be undergraduate or graduate students currently enrolled in a college or university.

Have reached their 18th. Birthday or will attain the age of 18 prior to beginning the internship.

Candidates will be required to successfully complete an oral interview and background investigation.

The candidate's criminal history, arrests and past drug use will be reviewed as part of the qualification process.

Interns are expected to:

- Be on time to assignments and provide appropriate notice to their supervisor when absences are anticipated;
- Have reliable transportation to and from work;
- Attend all necessary training and meetings;
- Possess strong oral and written communication skills; and
- Contribute to a positive work environment.

Intern Application Process

All candidates must complete an internship application and submit a letter of interest specifying the following:

- Why have you selected The City of Columbia Police Department as a potential agency with which to intern
- Area(s) of interest
- Overall career goals

Candidates will be required to submit:

- A letter from your college or university stating how long your internship will be, what duties you are to fulfill while working with our department and any other pertinent conditions.
- Resume
- A copy of your unofficial transcript
- A copy of your Birth Certificate
- A copy of your Social Security Card
- A copy of your Drivers License
- A copy of your High School Diploma or GED
- An official copy of your ten - year driving record

All forms in this application packet must be filled out completely (black ink or typewritten) and original signatures are required.

Please return the completed application packet accompanied by your resume, letter of interest, and all required credentials to:

The City of Columbia Police Department – Felicia Prince-Heath, Intern Coordinator
1 Justice Square
PO Box 1059
Columbia, SC 29201

For additional information on the City of Columbia Police Department's Internship Program, please contact:

Felicia Prince-Heath
Intern Coordinator
(803) 545-3398
frprinceheath@columbiasc.net

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Internship Application Form

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Name _____
Last First Middle

Date of Birth _____ Race _____ Sex _____

Home Address _____

Home Phone _____ Mobile Phone _____

Email _____

Driver's License State _____ Number _____

Name of School _____

School Address _____

School Phone _____

Major _____ Minor (if applicable) _____

Classification (circle one) Freshman Sophomore Junior Senior Graduate

Desired Internship Semester: Spring _____ Summer _____ Fall _____ Year _____

Times available for Internship work:

Monday
Tuesday
Wednesday
Thursday
Friday

School Intern Advisor _____ Telephone _____

Emergency Contact:

Name _____ Relationship _____

Address _____

Home Phone _____ Work Phone _____

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Criminal History:

Have you ever been charged with a Felony or Misdemeanor? Yes _____ No _____
If you answered yes to this question, please submit a detailed explanation of the incident including the offense for which you were charged, the law enforcement agency by which you were charged, the date of the offense and the disposition of the case. Failure to report any criminal involvement may result in the candidate's removal from the selection process.

Drug Use:

Have you ever experimented or used any illegal drugs? Yes _____ No _____
This can include the use of prescription drugs that were not prescribed to you by a doctor. If you answered yes to this question, please submit a detailed explanation of what drug was used, the last time used and the circumstances surrounding your use of this drug.

I, _____, authorize the Columbia Police Department to conduct a background check to include, but not limited to, SLED checks, NCIC checks, and Drivers License checks for purposes of becoming an intern with the Columbia Police Department.

Social Security Number

Signature

_____/_____/_____
Date of Birth

SWORN TO AND SUBSCRIBED before me

This _____ day of _____ 20 _____

Notary Public for South Carolina
My commission expires _____

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Internship Waiver of Liability Form

I _____, do hereby discharge and release the City of Columbia, its agents and employees from liability or claim which may arise because of personal injury or property damage which I may suffer or which may result from or have its origin in my riding in a City of Columbia Police Department vehicle or my accompanying any member of the City of Columbia Police Department as an intern from _____ / _____ / _____ through _____ / _____ / _____.

In addition, I, _____, am aware of the danger and risks incident to riding in a City of Columbia Police Department vehicle or accompanying any member of the City of Columbia Police Department as an intern. I am aware of the risks involved in the above activities and I hereby specifically assume said risks.

If I ride in a City of Columbia Police Department vehicle, or if I accompany a member of the City of Columbia Police Department on an official mission, I understand and agree to abide by the following:

I WILL NOT: assist any sworn law enforcement officer in the City of Columbia Police Department in the accomplishing of ANY task or in the performance of ANY duty which must be performed or accomplished by law enforcement officers.

I UNDERSTAND: that I am NOT in any way, sworn or authorized to act as a law enforcement officer. I also understand that I am in no way authorized to carry ANY type of weapon while participating in this internship.

I AM: fully aware that any violation of the City of Columbia Police Department's Internship Policy, Departmental Directives, State or Federal Law, will result in immediate termination from the City of Columbia Police Department's Internship Program, and possible internal and/or criminal investigation.

This _____ Day of _____, _____
(Date) (Month) (Year)

Intern: _____
(Print Full Name) (Signature)

Witness: _____
(Print Full Name) (Signature)

Intern Application Checklist

- A letter of interest describing why you have chosen the City of Columbia Police Department as a potential agency to intern with, area(s) of interest and overall career goals
- A letter from your college or university stating how long your internship will be and what duties you are to fulfill while working with our department
- Resume
- A copy of your unofficial transcript
- A copy of your Birth Certificate
- A copy of your Social Security Card
- A copy of your Drivers License
- A copy of your High School Diploma or GED
- An official copy of your ten-year driving record
- Completed application packet (pages 1-3)

Return the completed application to frprinceheath@columbiasc.net