



## URBANDALE POLICE DEPARTMENT APPLICATION FOR INTERNSHIP

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The Urbandale Police Department is committed to developing partnerships not only within the community of Urbandale, but also those surrounding the City. The Internship Program, which is a joint effort with local colleges and universities, fulfills this role. It is available to any university and/or college student who meets the requirements for participation.

### OBJECTIVE:

The objective of the Urbandale Police Department's Internship Program is to provide you with a positive learning environment so you can experience the various aspects and responsibilities of municipal law enforcement.

As an intern with the Urbandale Police Department you will be assigned to all of our divisions for observation of duties and responsibilities of officers. These divisions are the Criminal Investigations Division, Patrol Division and Support Services Division. You will spend time with each division in addition to any specified assignments during the length of your internship time.

As an intern, while working on operational, administrative, and support functions, you are provided an atmosphere for learning and observation. Coordination of your Internship experience is the responsibility of the Support Services Division. The Support Services Sergeant supervises your internship experience and will also coordinate your initial job assignment and schedule.

### REQUIREMENTS:

The requirements for participation in the Urbandale Police Department's Internship Program are:

- The student must be currently enrolled, through his/her respective College in an internship program and considered to be in good academic standing with the school.
- The student must have a **2.5 or higher** grade point average on a 4.0 scale.
- The student, prior to acceptance in the Internship Program, must submit the following:
  - Completed Application Form
  - Resume
  - Copy of an Official Transcript
- A letter of recommendation from your advisor or internship coordinator from your school



## **URBANDALE POLICE DEPARTMENT APPLICATION FOR INTERNSHIP**

Once your completed application and required documents have been received, all paperwork shall be reviewed for approval.

If being considered for internship with UPD, you will be contacted to come in for and administrative interview with department personnel.

Please return your completed application packet to:

**Urbandale Police Department  
3740 86<sup>th</sup> Street  
Urbandale, IA 50322  
C/o Sgt. Jeff Casey**

### **NOTE:**

As part of the approval process the Urbandale Police Department will conduct a check of your background for security purposes, to include all traffic and criminal related offenses.

For questions regarding the application, application process, or general internship questions contact:

Sergeant Jeff Casey  
Administrative Services Division  
Urbandale Police Department  
(515)-331-6812  
jcasey@urbandale.org







# URBANDALE POLICE DEPARTMENT APPLICATION FOR INTERNSHIP

## Continued:

College Faculty Advisor: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

School Address: \_\_\_\_\_

City

State

Zip

How many hours do you need to complete for your internship? \_\_\_\_\_

## AVAILABILITY:

What hours are you most available to complete this internship?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What days are you most available to complete this internship?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were you referred to the Urbandale Police Department:       Yes       No

If yes, by whom? \_\_\_\_\_

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## **Application Certification**

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I certify that the information I have submitted in this application is true and correct.

I further certify that I am enrolled in a degree program at an accredited university or college, and currently have a **2.5 or higher G.P.A. on a 4.0 scale**. I am in good academic standing in the degree program I am enrolled in.

I further understand that prior to my acceptance into the Internship Program; I must pass a background check which is conducted to protect the security and integrity of the Urbandale Police Department.

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **URBANDALE POLICE DEPARTMENT APPLICATION FOR INTERNSHIP**

### **Applicant Statement of Confidentiality and Waiver**

I understand that any material omissions and/or false information I record on the application will be sufficient reason for rejection of this application or termination of my intern status. In addition, I authorize and request former employees, schools, individual agencies, organizations or law enforcement agencies, to answer any and all questions about my past and current activities, about my attitude, behavior and beliefs that may be asked by officers of the Urbandale Police Department in conjunction with the background investigation for internship. I do hereby withhold such persons harmless for giving of this information based on their knowledge and/or recollection.

I understand that I do not have the right to continue my internship status or possess appeal rights as an Intern if terminated from the program.

I understand that I am not an employee of the City of Urbandale or any department thereof, and am not being paid a nominal fee or in benefits of any kind during my internship period.

I understand and agree that in the performance of my duties as an Intern with the Urbandale Police Department, I will hold all names and information regarding the Department in the strictest confidence including observations made from street patrol, assisting the Investigation Division, or heard while participating in the internship program.

I understand that disclosure of confidential information to unauthorized sources may result in termination from the program.

I understand that Police Officers are by nature of their profession under constant threat of harm and danger. I understand that there are times during my internship that I may also be under this same threat by nature of being in an Urbandale Police vehicle and/or in close proximity to an Urbandale Police Officer.

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Being made aware of the potential for threatening, dangerous circumstances during my internship experience, I do release the City of Urbandale, the Urbandale Police Department, Urbandale Police Officers and Urbandale Police Department employees from all liability and responsibility of me during my internship hours with the department. This includes any action that may result from any accident, injury or other liability incurred or suffered by me while in my capacity as an intern with the Urbandale Police Department.

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_



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## Internship Applicant Agreement

I, \_\_\_\_\_ request to serve as an Intern with the Urbandale Police Department.

As an Intern, I agree to:

- Perform the tasks outlined in the internship guidelines to the best of my ability.
- Attend any training offered by the department that will enhance my performance as an intern with the department.
- Report to the Urbandale Police Department on time when scheduled and to call my supervisor if I am unable to report as scheduled.
- Comply with and follow the same rules and policies as required of all Urbandale Police Department employees.
- Refrain from using my intern position to attempt to influence anyone in any manner.
- Notify my supervisor upon terminating my involvement with the internship program and participate in an exit interview/evaluation. I will relinquish to my supervisor any and all items or equipment issued to me as an intern with the department.
- Notify my supervisor of any arrest or citation I may receive for all traffic, misdemeanor or felony charges and all contact with law enforcement officials in their official capacity.
- I am aware that my intern status may be terminated at any time for failing to follow these rules, including the procedures, policies and terms of the Urbandale Police Department and this intern agreement.

I have read and understand all of the conditions of this agreement and agree to follow all as well.

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

# **URBANDALE POLICE DEPARTMENT APPLICATION FOR INTERNSHIP**

## **Internship Policy and Procedure**

Each Intern shall be assigned to each of the following three divisions for a specified amount of time as determined by the Internship Program supervisor. The amount of time with each division and Intern schedule will be determined by the Intern Program supervisor taking into account special events, the interns work schedule, class schedule, and other commitments by the intern.

### **CRIMINAL INVESTIGATION DIVISION (20 hours minimum)**

When assigned to the Criminal Investigation Division (CID), the intern will meet with the division sergeant for discussion of policies and expectations. The sergeant shall give the intern an overview of the division, its personnel, job duties and functions, and areas of expertise and responsibility of each detective.

While assigned to CID the sergeant shall schedule the intern to maximize exposure to all facets of CID including time with the Fraud Detective, Juvenile Detective, Persons Detective, and Property Detective. A division summary completed by the Intern may be required by the Intern Program supervisor.

### **PATROL DIVISION (50 hours minimum)**

When assigned to the Patrol Division, the intern will meet with a division sergeant for discussion of policies and expectations while assigned to Patrol Division. The sergeant shall give the intern an overview of the division, its personnel, job duties, functions and many aspects of the Patrol Division. The sergeant shall explain the hours, rotation schedule, and the intern's assignment while assigned to Patrol. The Sergeant shall assign the intern to selected patrol officers, rotating this selection so as not to narrow the intern experience by assignment to the same officer. A division summary completed by the intern may be required by the Intern Program supervisor.

### **SUPPORT SERVICES DIVISION (40 hours minimum)**

When assigned to the Support Services Division, the intern will meet with the division sergeant for discussion of the intern's schedule while assigned to the division. The sergeant shall give the intern an overview of the division, its personnel, job duties and functions and areas of expertise and responsibility of each division officer. Within the Support Services Division, the intern may be exposed to an overview of the CALEA process and provided time with the Property and Evidence Officer, Administrative Specialist and Administrative Technician functions. The intern may also be utilized to move paper records into electronic files using Laserfiche. The division sergeant shall ensure that the intern is scheduled time with the CSO, Community Relations Officer, School Resource Officer, and may ensure that the intern is exposed to a City Council meeting, court hearings, and Westcom dispatch center. The division sergeant shall ensure the intern is exposed to the vehicle maintenance process, Citizens Police Academy, Safety City, National Night Out, or other events that occur at the time of internship. Within this division the sergeant shall issue a department key card. A division summary completed by the Intern may be required by the Intern Program supervisor.

At the request of the intern's college/university, the Internship Program supervisor will write up an evaluation of the intern based on observations and feedback from the Division Sergeants and officers.