

# **FARGO POLICE DEPARTMENT INTERNSHIP DESCRIPTION**

**POSITION:** FARGO POLICE DEPARTMENT INTERN

**ORGANIZATION:** FARGO POLICE DEPARTMENT

**ADDRESS:** 222 4<sup>TH</sup> ST N

FARGO, ND 58102

**CONTACT:** FPD HUMAN RESOURCES GENERALIST

**PHONE:** (701) 241-8162

**EMAIL:** [scrowell@cityoffargo.com](mailto:scrowell@cityoffargo.com)

## **DESCRIPTION:**

The Fargo Police Department Internship Program is a flexible 10 week or 200 hour program. Interns are expected to partake in numerous tasks in various areas of the department. Interns are also assigned a project during the 200 hours. Upon internship completion, interns are required to complete a reflection paper (3-5 pages, double-spaced, 12 pt. font) which describes, in detail, their internship experience. The reflection paper must be completed within three weeks of completing their 200 hours. Interns will be encouraged to keep a daily journal of activities to aid in the evaluation process and with their reflection paper. The intern will be assigned a mentor, which organizes specific activities and provide support for the intern; and a sergeant who will oversee the internship. Interns will be compensated at the current minimum wage for their time.

## **REQUIREMENTS:**

Individuals seeking an internship with the Fargo Police Department must complete a Fargo Police Department internship application (see appendix B). Accompanying the application must be a copy of their transcript and a letter of recommendation from their academic advisor. The following requirements must be met to be considered for the internship program:

- Must be currently enrolled in an accredited college or university
- If enrolled in a 4 year program, must be at a junior or senior level.
- If enrolled in a 2 year program, must be in the final year.
- Must successfully pass a criminal history and background investigation
- Must possess a GPA of 2.5 (on a 4.0 scale) or higher

**Only fully completed applications will be considered.**

# FARGO POLICE DEPARTMENT INTERNSHIP APPLICATION

**NAME:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_  
(last, first middle)

**CURRENT ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERMANENT ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **CELL PHONE NUMBER:** \_\_\_\_\_  
\_\_\_\_\_

**PARENT(S) NAME, HOME ADDRESS AND PHONE NUMBER (HOME AND WORK):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY CONTACT:** \_\_\_\_\_

**RELATIONSHIP:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_  
\_\_\_\_\_

**SCHOOL CURRENTLY ATTENDING:** \_\_\_\_\_

**SEMESTERS SUCCESSFULLY COMPLETED:** \_\_\_\_\_

**GPA:** \_\_\_\_\_ (a copy of most current transcript must be attached)

**NAME OF HIGH SCHOOL GRADUATED FROM:** \_\_\_\_\_

\_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_

\_\_\_\_\_

**HAVE YOU EVER BEEN ARRESTED OR ISSUED A CITATION FOR A NON-TRAFFIC OFFENSE?**

**YES**

**NO**

**IF YES, PLEASE PROVIDE DETAILS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HAVE YOU EVER BEEN ARRESTED OR ISSUED A CITATION FOR A TRAFFIC OFFENSE?**

**YES**

**NO**

**IF YES, PLEASE PROVIDE DETAILS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HAVE YOU EVEN BEEN INVOLVED / SERVED IN A CIVIL PROCESS?**

**YES**

**NO**

**IF YES, PLEASE PROVIDE DETAILS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES: PLEASE PROVIDE THREE NAMES, ADDRESSES AND PHONE NUMBERS FOR PERSONAL REFERENCES.**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

**DESIRED START DATE / SEMESTER:** \_\_\_\_\_

**DESIRED HOURS / CREDITS:** \_\_\_\_\_

**ADVISOR NAME:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

\_\_\_\_\_

**\*\*\*PLEASE ENCLOSE ALONG WITH THE ABOVE APPLICATION\*\*\***

- **A 1-2 PAGE ESSAY DOUBLE-SPACED (12 POINT FONT) DESCRIBING:**
  1. **WHY YOU ARE INTERESTED IN AN INTERNSHIP WITH FPD**
  2. **WHAT DO YOU THINK IS THE MOST PRESSING ISSUE IN LAW ENFORCEMENT TODAY AFFECTING FARGO, ND?**
  
- **A LETTER OF RECOMMENDATION FROM YOUR ACADEMIC ADVISOR OR INTERNSHIP COORDINATOR**
  
- **A CURRENT COPY OF COLLEGE TRANSCRIPTS**

**THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, MISREPRESENTATION OR OMISSION OF FACTS WILL BE CAUSE FOR APPLICANTS TO BE IMMEDIATELY REMOVED FROM CONSIDERATION FOR THE FARGO POLICE DEPARTMENT INTERNSHIP PROGRAM.**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**DATE APPLICATION IS RECEIVED:** \_\_\_\_\_

**RECEIVED BY:** \_\_\_\_\_