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City of Kemah Police Department

INTERNSHIP PROGRAM

2021



PROGRAM OVERVIEW

We are proud to join efforts with area universities to extend the privilege of internship experiences. The City of Kemah Police Department (henceforth “KPD”) Internship Program is very dynamic and will offer college students some of the best experience and training available. KPD will expose its student interns to a vast array of areas within the Police Department. Students will receive hands-on experience in the areas of patrol techniques, criminal investigations, identification and records procedures, and victim assistance. Interns will observe, but they will be afforded the opportunity to train and work as well.

An internship experience with the City of Kemah Police Department should be a very rich and rewarding experience, but it is hard to predict specific experiences that interns will receive due to the cyclical nature of police activities and the unpredictability of criminal activity. Internships are typically composed of 80% observation and 20% actual work. Observation experiences for interns will included a wide variety of police work such as: tabulating citizen survey results, creating monthly expenditure reports, and performing computer searches for suspects. If the situation presents itself, some of our interns may even join detectives at autopsies. Interns will have the opportunity to compare and contrast academic instruction with real- life situations.

We hope to provide students with an opportunity to be actual participants and observers in the day-to-day operations of a law enforcement agency.

STUDENT INTERNSHIP OBJECTIVES

The objectives of the internship reflect the "worker-in-training" role. From the day an intern enters the department, they are expected to assume many of the role requirements of a regular staff member. The role requirements include:

1. Adhering to agency work hours, to agency policies and procedures and to rules governing professional staff behavior.
2. Adhering to agency policies governing the strict observance of confidentiality and the handling of confidential information.
3. Assuming responsibility for their actions and activities.
4. Maintaining strictly professional relationships with all clients.
5. Being a learner by using a courteous enthusiastic, open minded, critical approach to facts, fallacies, or fantasies.
6. Relating and using knowledge acquired in the classroom to practice in the department.
7. Assuming a positive attitude and proper maturity.
8. Developing self-awareness in regard to attitudes, values and behavior.
9. Preparing for and utilizing conferences and other opportunities for learning afforded to the department.

The student will be placed in our department for one full semester, receiving college credits but serving under the authority of our department and must abide by our general rules and regulations. Ideally, at the end of the internship, the student should have acquired a basic working knowledge of the entire spectrum of functions performed.

INTERNSHIP SELECTION CRITERIA

Intern selection is competitive due to the limited number of available positions, generally two to three students will be chosen per semester. Selection criteria typically include seven major areas:

1. Application Information
2. Education
3. Prior Work Experience
4. Screening/Examination
5. Oral Interview
6. Personal References
7. Background Check

A minimum grade point average of 2.7 - 4.0 is required to be eligible for acceptance into our internship program. Prior work experience, extracurricular activities, and special skills will be considered. Screening/Examination will be conducted prior to oral interview. The oral interview will be conducted to evaluate personal appearance, communication skills, and level of interest towards the position and personal demeanor. References will help verify an applicant's good moral character and fitness for the position. A background check of each applicant will be conducted to review past criminal history and driving record.

APPLICATION PROCEDURE

Applicants should first contact their university internship coordinator to ensure that all university requirements have been met and that they are in fact eligible for an internship program. Initial contact with the City of Kemah Police Department should be through the university internship coordinator. A letter from the university internship coordinator indicating student eligibility is mandatory. The City of Kemah Police Department encourages students to strictly adhere to their university procedures.

Each student will be required to submit an application to the City of Kemah Police Department. Students must submit their complete applications (signed and dated) to the attention of:

**Internship Coordinator
City of Kemah Police Department
1401 TX- 146
Kemah, TX 77565**

Students must include a resume and/or cover letter with their application. To obtain an application packet, call the Administrative Office Associate. The list below summarizes deadlines for the application process:

Summer Semester:

Applications should be received prior to March 1st.
Announcements will be made on or about April 1st.

Spring Semester:

Applications should be received prior to October 1st.
Announcements will be made on or about November 1st.

Fall Semester:

Applications should be received prior to April 1st.
Announcements will be made on or about May 1st.

PAYMENT

Interns receive no monetary compensation for participation. All students are responsible for their own tuition and expenses.

PROGRAM SCHEDULE

Interns shall receive a tentative schedule describing work hours and assignments. An example of a Spring/Fall Semester Schedule is shown in the following table. Summer Semester Schedules may be abbreviated. Our Department attempts to accommodate variations of this schedule for each student's individual preferences and requirements. Example of Spring/Fall Schedule

<u>Division</u>	<u>Shift</u>	<u>Duration</u>
Criminal Investigations Division	1	1 Week
Community Service Officer	1	1 Week
School Resource Officers	1	1 Week
Records	1	1 Week
Front Desk/PSR	1, 2 or 3	1 Week
Patrol	1	1 Week
Patrol	2	1 Week
Patrol	3	1 Week
Patrol	4	1 Week
Accreditation/CALEA	1	1 Week
Evidence/Crime Scene	1	1 Week
Office of Chief of Police	2	1 Week

OVERVIEW OF THE CITY OF KEMAH POLICE DEPARTMENT

The City of Kemah Police Department serves an approximately **1.915** square mile community of **2,037** and is staffed by **27** sworn and **6** civilian members. The divisions of City of Kemah Police Department are as follows:

PATROL DIVISION

Patrol officers are the foundation of the City of Kemah Police Department.

The Patrol Division of the City of Kemah Police Department consists of three shifts that provide 24 hour, city wide coverage. In keeping with our community policing philosophy, KPD officers regularly provide a wide variety of services to the community, and we continue to expand on the traditional roles of policing to meet the ever-growing needs of the people we serve.

Community opinions of how the Department operates are often made during this first contact. The patrol officer's initial response has a far-reaching impact on the success of our mission. Although some citizens do not recognize the patrol officer's commitment to ensuring their safety, many do and tell us of their positive experience with our officers. It is the dedicated patrol officer's individual contributions that play a major role in our successful police team.

7 AM TO 3 PM SHIFT

The personnel of the day shift patrol division continue to follow the principles of community policing. The officers of the 7 to 3 shift are proactive in providing services to the citizens in the community. This is accomplished by making frequent contacts with businesses and by performing foot and bicycle patrols. Officers on this shift also work closely with other Town departments to address individual or neighborhood concerns. In addition, shift personnel continue to make themselves available for presentations to groups from pre-school children to senior citizens. Our officers also address traffic complaints and concerns by performing Selective Traffic Enforcement. Much of this activity was self-initiated, but personnel also responded to areas of the city where citizens of the community made the department aware of the need for increased enforcement efforts. Efforts to detect and apprehend criminal violators remain a shift priority. This involves responding to reports of known criminal activity, investigating these incidents and making arrests when offenders were identified and located. The officers are also diligent at serving arrest warrants and summons.

3 PM TO 11 PM SHIFT

The principles of Community Policing guide the activity of the second shift personnel. When possible, officer-initiated activities include: staffing the patrol district, walking beats in the business areas, conducting Citizen Police Academy presentations, providing ride-a-longs, making vacation checks, business checks and performing bike patrols. We have expanded our Community Policing efforts by holding meetings to allow residents to voice their concerns as well as provide them with information. The 3-11 shift officers engage in pro-active law enforcement by seeking out crime prevention opportunities, providing special patrols for appropriate circumstances and continuing to detect and apprehend violators, both criminal and traffic. Officers on the 3-11 Shift continue to provide gang suppression and drug interdiction in high crime areas. Marked and unmarked patrol cars are assigned to address these concerns. Officers from the Shift often assist the Drug Unit with drug investigations and provide the Unit with useful leads.

11 PM TO 7 AM SHIFT

Comprised mostly of newer officers, the 11-7 shift is a very productive and highly motivated shift. Much of the activity on third shift is self-initiated by the officers. Examples of activities are: traffic and pedestrian stops, business and vacation checks, serving arrest warrants, DUI investigations and enforcing City Ordinances.

In the warmer months, bicycle patrols enhance the shifts effectiveness in enforcing drug and alcohol violations and address loud parties. Plain clothes details and foot patrols are also utilized for this purpose. The 11-7 shift combats gang activity through high visibility, proactive patrol and intelligence gathering. Through business

checks, bike patrols, vacation checks and meetings with residents regarding problems in their neighborhood, the officers work hard to gain the trust and confidence of the public and maintain a partnership with the community.

FRONT DESK

The Front Desk coordinates walk in and telephone complaints. Desk personal (Police Service Representatives) also control and monitor electric lock doors into the facility. PSR's have varied duties ranging from assigning reports to registering sex offenders. Due to their covert nature, interns are not typically assigned to the unit. Interns may request an appointment with the unit supervisors to discuss its operation.

CANINE PROGRAM

Two highly trained full-service Police K-9's and their handlers assist our Patrol Division, our Vice Unit, Bloomington Police Department, McLean County Sheriff's Department, Illinois State University Police Department, and the Illinois State Police. The unit conducts vehicle searches, building searches, suspect tracking, area searches, and article searches. The largest numbers of canine calls-for-service were for vehicle searches. At the request of area schools, the Unit conducts school searches. The unit also conducts K-9 presentations for organizations such as Unit 5 Schools, the Humane Society, and the Citizen Police Academy.

EMERGENCY RESPONSE UNIT (COMING SOON)

The Emergency Response Unit (ERU) will be comprised of eleven officers specially trained and prepared to deal effectively with unusual and unexpected police situations. ERU team members spend time each month training to handle high-risk situations. These situations include, but are not limited to, felony narcotics search warrants, hostage situations and/or barricaded subjects. Officers receive advanced firearms training as well as ground fighting and tactical covert operations training. The Unit spends a considerable amount of time training for situations that could arise in our schools. Officers spend time getting familiar with the layout of each school in our community and take part in training scenarios.

CRIMINAL INVESTIGATION DIVISION

The Criminal Investigation Division (CID) is committed to the prevention of crime, the protection of life and property, and the preservation of peace, order and safety. The officers assigned to CID respond to problems and actively seek solutions through both traditional and innovative methods of police/citizen interaction. The functions and activities of the Criminal investigation Division include, but are not limited to:

- Investigation of criminal cases
- Crime scene processing and storage of evidence
- Maintenance of criminal intelligence files
- Grand jury testimony for the entire department

The Criminal Investigations Division is organized into seven major sections. Each section is assigned specific task/responsibilities that contribute to the over-all mission of the City of Kemah Police Department.

General Investigations: The cases that are investigated by the detectives primarily include: internal thefts, sexual assaults, burglaries, disorderly conduct cases and batteries. Detectives assigned to the specific sections described below may also assist with general investigations periodically. The CID Supervisor

reviews the daily activity reports and assigns those cases that have a potential of being solved. In situations where a case requires specialized skill or knowledge, the investigator who possesses the specific training or expertise is assigned.

Intelligence Analyst: This section has the task of collecting, analyzing and disseminating intelligence that is received through various sources. The main source of intelligence is from the field officers who document contacts with known criminals and gang members. Another source of intelligence information is from citizens who want to report suspected criminal activity in their neighborhood. Patrol officers also receive information from individuals with whom they come in contact. Field Contact cards are used to record the information. These cards are analyzed for information and value. After reviewing the information is distributed to officers in a Crime Bulletin.

Evidence/Property: The section currently has one Departmental Evidence Manager/Evidence Technician. Evidence technicians assist the officers in evidence recovery at crime scenes. When processing a crime scene the technicians document their actions, package all items of evidence collected at the scene, document the items, store the items of evidence, and send the packaged items of evidence to the crime lab for further analysis. Evidence technicians usually process crime scenes involving burglary, robbery, theft and criminal sexual assault. Evidence they may discover at the scene includes latent prints, hair fibers, tool marks, blood spatter, and instruments used in the commission of the crime.

CITIZEN POLICE ACADEMY

During the past eleven years, the City of Kemah Police Department has expanded the involvement of community members in community-based crime prevention efforts by offering a Citizen Police Academy. The Citizen Police Academy provides a mechanism for educating the public about the criminal justice system. The main goals of the academy are to partner with the community, explain the operations of the police department, and encourage citizens to undertake measures to prevent them from becoming crime victims. Typically, police personnel conduct the classes, which include: Investigations, Explosives, Hostage Negotiations, and Firearms, Self-Defensive, Narcotics, Street Gangs, Crime Scenes and Traffic stops. Participants also tour our Police Facility as well as the McLean County Jail, Juvenile Detention Center and METCOM the countywide 9-1-1 center. Each participant in the program is also encouraged to participate in ride-a-longs with patrol officers.

Academy participants gain an understanding of police procedures that are more reflective of everyday police work than what is portrayed by the media. They also learn how they can help to make their community crime-free. Participants become sources for new ideas as we learn from them in the process of teaching.

Our Citizen Police Academy (CPA) also provides an avenue for the City of Kemah Police to learn about the concerns of community members. It encourages police interaction with the public, which can augment police job satisfaction and provide a measure of accountability to the community; The "Parking Ambassador" program is a community policing effort. Which came about through discussions between the CPA academy and KPD officers. CPA alumni are compensated by the Town and provide courtesy assistance in monitoring public streets, which typically have chronic parking problems during special events taking place in the community. Their role is to provide information to the motoring public about locations where they may legally park. Since ambassadors have no enforcement powers, if they receive a complaint from an area resident about an illegally parked vehicle and/or a hazardous situation, they contact the police department for assistance.

ACCREDITATION (CALEA) & TEXAS POLICE CHIEF ASSOCIATION- BEST PRACTICES

Law Enforcement Accreditation is a voluntary, ongoing process the City of Kemah Police Department has chosen to participate in. The process involves self-assessment of agency policies and procedures, application for accreditation and periodic review of agency operations by assessors from the Commission on Accreditation for Law Enforcement Agencies (CALEA). CALEA was formed in 1979 to establish a body of standards designed to increase law enforcement agency capabilities:

- To prevent and control crime;
- Increase agency effectiveness and efficiency in the delivery of law enforcement services;
- Increase cooperation and coordination with other law enforcement agencies and with other agencies of the criminal justice system;
- Increase citizen and employee confidence in the goals, objectives, policies, and practices of the agency.

In addition, the Commission was formed to develop the accreditation process. The City of Kemah Police Department will be accredited by October 2022. Being an accredited municipal police agency located in the Southeastern part of Texas will be a great distinction for the City of Kemah Police Department. Maintaining our accredited status demonstrates the professional and progressive philosophy and practices of the members of the Department. The City of Kemah Police Department is proud to become a part of this program and proud to become an accredited agency.

COMMUNITY SERVICES OFFICER

The Community Service Coordinator has the responsibility for seeing that requests from citizens for community services are staffed. This office has assisted in assigning police officers to fill requests for police speakers for several groups and local schools.

Another responsibility of the coordinator is to process all requests and to hold police related special events in Kemah. Processing requests consist of organizing, staffing and coordinating the event with other Town Departments to insure the safe conclusion of the event. The CSC's duties also include managing of the Department's contractual agreements for special police services.

In addition, the CSC is responsible for writing and distributing the monthly Neighborhood Watch Block Captain Newsletter.

Recruiting: The scheduling and coordination of the Department's recruitment activities is another responsibility of this Unit.

Neighborhood Watch: The Community Services Coordinator is responsible for writing and distributing the quarterly newsletter to all neighborhood watch block captains.

RECORDS DIVISION

The Records Division is responsible for the administration and maintenance of all departmental records, as well as security and disposition of evidence. All criminal histories, arrest records and related information are maintained within the division. The Records Division works closely with officers and investigators providing needed information on crimes, criminal suspects, and other information useful for neighborhood problem solving.

INTERNSHIP RULES

Interns are required to obey all State and local laws. Additionally, the following program rules must be obeyed. Violation of these rules shall be cause for removal from the internship program.

Safety: Interns must be situationally aware and always conduct themselves in a safe manner. Unsafe acts or conditions must be reported to the Shift/Unit supervisor and the Internship Coordinator as soon as possible.

Confidentiality: Interns shall treat the office business of the Department as confidential and shall not disseminate information regarding departmental business or operations unless expressly permitted by supervisory staff.

Weapons: Interns are prohibited from carrying weapons or handcuffs of any type.

Enforcement Action: Interns are prohibited from taking any type of enforcement action. Interns shall not at any time represent themselves as sworn officers.

I.D. Badges: Interns must have their Identification Badge clearly displayed when entering the building and during scheduled work hours (except when impractical or detrimental to the progress of criminal investigations). Lost or stolen I.D. badges must be immediately reported to the Internship Coordinator. Interns are required to return I.D. badges at the completion of the program.

Conduct: Interns shall not at any time engage in unbecoming conduct which tends to discredit the Department.

Courtesy: Interns shall not use profane or intentionally insulting or degrading language or actions toward any other member of the Department or to any citizen. Interns shall be courteous and tactful in the performance of their duties and shall promptly respond to all reasonable requests for assistance. Interns shall refer to sworn staff members by their appropriate rank and last name.

Punctuality and Attendance: Interns are required to punctually report for work and assigned duties. Time off from work shall be coordinated with the Intern Coordinator at least three days (if possible) in advance. In the event an illness or emergency which prevents attendance, contact the supervisor in your assigned unit prior to the work shift.

Appearance: Interns represent the City of Kemah Police Department and shall maintain a neat, well-groomed appearance, with attire and footwear that is appropriate for an office work environment (business casual).

Supervisors may allow adjustments to this rule for certain work situations when appropriate. Absolutely NO; sandals, flip-flops, shorts, cut-offs, T-shirts, clothing with offensive wording, logos or images are acceptable.

Parking: Interns will be given a parking permit valid for the dates of their internship. Intern parking is available in the spaces marked Permit Parking in the lot north of the police building.

Driving of City Vehicles: Interns driving city vehicles shall pay strict adherence to traffic laws and shall wear seat belts when driving or riding.

Schedules: All interns shall receive a schedule indicating their assigned units and work hours. Just prior to proceeding to a new unit, interns shall contact the highest-ranking supervisor in their new assigned unit and receive instructions as to when, where, and whom to report.

CITY OF KEMAH POLICE DEPARTMENT **STUDENT INTERNSHIP APPLICATION**

APPLICATION INSTRUCTIONS

Applicants should first contact their university internship coordinator to ensure that all university requirements have been met and that they are in fact eligible for an internship program. Initial contact with the City of Kemah Police Department should be through the university internship coordinator.

A letter from the university internship coordinator indicating student eligibility must accompany the application. The City of Kemah Police Department encourages students to strictly adhere to their university procedures.

Students must include a resume and/or cover letter with their application. For additional information contact our Internship Coordinator or the Administrative Office Assistant.

Please complete all questions, print the packet, sign and date the appropriate pages. Students must mail their completed application packet, including the letter from your university internship coordinator, a resume and/or cover letter, to the attention of:

Internship Coordinator
Kemah Police Department
1401 TX-146
Kemah, Texas 77565

The City of Kemah Police Department encourages interested individuals to submit their application by the following deadlines:

- 1. Fall Semester - April 1**
- 2. Spring Semester - October 1**
- 3. Summer Semester – March 1**

APPLICANT

Last Name	First Name	Middle Initial
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Social Security Number	Date of Birth	Sex M/F
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Driver's License Number	State of Issue	Date Issued	Class Expiration Date
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E-Mail	Phone	Cell Phone
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Any history of a change of name or use of another name?	Yes	No
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If yes, list names, dates used and circumstances:

Permanent Residential Address	City, State,	Zip Code
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School Residential Address	City, State,	Zip Code
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In case of Emergency, who shall we notify?

Name	Address,	City, State,	Zip Code
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Phone	Alternate Phone
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INTERNSHIP

What semester are you applying for?	Fall	Spring	Summer
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Are you available on weekends, nights and/or holidays?	Yes	No
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If NO, explain:

Are there any areas of specialized interest you'd like your internship to emphasize? Yes No

If Yes, explain:

COLLEGE/UNIVERSITY

College or university you are currently attending:

Major/Minor	Dates Attended	Hours Completed	GPA
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Internship Coordinator	Address, City, State,	Zip Code
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Phone	E-Mail
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Colleges you previously attended:

College	Major/Minor	Dates Attended
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Hours Complete	GPA	Degree Earned
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College	Major/Minor	Dates Attended
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Hours Complete	GPA	Degree Earned
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College	Major/Minor	Dates Attended
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Hours Complete	GPA	Degree Earned
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List college activities, academic awards, etc.:

EMPLOYMENT HISTORY

To complete this section, begin with your present or more recent employer first, and continue in reverse chronological order.

Employer

Address	City/State	Supervisor Name
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Phone Start Date	End Date Position	Duties
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Employer

Address	City/State	Supervisor Name
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Phone Start Date	End Date Position	Duties
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Employer

Address	City/State	Supervisor Name
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Phone Start Date	End Date Position	Duties
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MILITARY EXPERIENCE

Branch of Service	Service Dates Highest	Rank	Earned
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Specialization Duties:

Have you been the subject of a military court martial?	Yes	No
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If Yes, _____ list dates, circumstances and outcome:

DRIVING RECORD

List any traffic convictions for the last five years.

	<u>Date:</u>	<u>Charge:</u>	<u>Penalty:</u>	<u>City, State:</u>
01.	_____	_____	_____	_____
02.	_____	_____	_____	_____
03.	_____	_____	_____	_____
04.	_____	_____	_____	_____

CRASH RECORD

List any traffic convictions for the last five years.

	<u>Date:</u>	<u>Nature of Accident:</u>	<u>Number of Injuries or Fatalities:</u>	<u>City, State:</u>
01.	_____	_____	_____	_____
02.	_____	_____	_____	_____
03.	_____	_____	_____	_____

04. _____
CRIMINAL HISTORY

Have you been arrested for violation of a State or Local law (other than traffic)? Yes No

If Yes, list dates, City and State of violation:

Have you been convicted of a misdemeanor for violation of a State or Local law? Yes No

If Yes, list dates, City and State of conviction:

Have you been convicted of a felony for violation of a State or Federal law? Yes No

If Yes, list dates, City and State of conviction:

PROFESSIONAL SKILLS

Whenever possible, The City of Kemah Police Department attempts to fully utilize the skills of our interns. Please indicate your level of expertise in each of the skill areas listed below.

Accounting/Bookkeeping	N/A	Low	Medium	High
Statistics	N/A	Low	Medium	High
MS Word	N/A	Low	Medium	High
MS Excel	N/A	Low	Medium	High
MS Access	N/A	Low	Medium	High
MS PowerPoint	N/A	Low	Medium	High
MS Outlook	N/A	Low	Medium	High
Keyboarding/Typing	N/A	Low	Medium	High
Photography/Videography	N/A	Low	Medium	High
Research	N/A	Low	Medium	High

Additional skills not listed:

REFERENCES

List three persons who we may contact who are not related to you and who have definite knowledge of your qualifications and fitness for an intern position.

Name

Address,

City, State,

Zip Code

Phone

Relationship

Name

Address,

City, State,

Zip Code

Phone

Relationship

Name

Address,

City, State,

Zip Code

Phone

Relationship

Name

Address,

City, State,

Zip Code

Phone

Relationship

WRITING SAMPLE

In 150-300 words, describe why you want to enter the field of law enforcement:

REFERENCE RELEASE OF LIABILITY

I respectfully request that you forward to the City of Kemah, Texas, any and all information that you have concerning me, my work record, or my reputation. This includes any information that may appear in my personnel file, criminal conviction records, or other confidential files or records. This information will be used to determine my qualifications and fitness for the position of Intern I am seeking with the City of Kemah.

I hereby release you and/or your employer from any liability and/or damage of whatever nature due to the furnishing of such information requested above.

Further, I acknowledge that the internship program typically involves riding in agency vehicles and participating in policing activities. I realize that such activity involves risk of personal injury or property damage, and I hereby assume such risk and release and agree to hold harmless the City of Kemah, The City of Kemah Police Department, their officers, agents and employees from any liability for civil damages arising out of their actions or the actions of others in connection with this activity.

In consideration of participating in the ride-a-long program, I further covenant and agree, as a condition of the granting of my internship request, to indemnify and hold harmless the City of Kemah, The City of Kemah Police Department, their officers, agents and employees from any liability which may be incurred by them or either of them proximately resulting from any acts or omissions by me during this activity.

I further represent that I am above the age of 18 years, with full understanding of all risks involved and agree that this release and its indemnity agreement shall be binding upon my heirs, executors, administrators, and assigns.

A copy of this release is as valid as the original signed **REFERENCE RELEASE OF LIABILITY** even though the copy does not have my original signature.

Print _____ Signature: _____ Date: _____

I have read the above and understand a violation of State of local laws and/or programs rules shall be cause for removal from the internship program.

Print _____ Signature: _____ Date: _____

APPLICATION CERTIFICATION

I hereby certify that all answers to the above questions are true and I agree and understand that any false statement contained in this application may cause rejection of this application or termination of internship, and shall constitute gross misconduct for benefit eligibility. I understand that an incomplete application may result in a lost internship opportunity.

I authorize the City of Kemah to contact my current and past employers and personnel references listed above to verify employment, work records, and suitability for internship with the City, and to investigate personal, criminal, or other areas, such as personal contact with neighbors, friends, or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that my appointment to an internship may be subject to satisfactorily completing a pre-employment medical exam, including drug and alcohol screen, and that the truthfulness of the statements in this application may be verified by polygraph examination.

I understand that I will have to provide acceptable documentation attesting that I am a U.S. citizen.

I understand that this application is not a contract of internship. I understand that any oral or written statement to the contrary is expressly disavowed and should not be relied upon by my prospective or existing employee.

Print

Signature:

Date: