

ST. PETERSBURG POLICE DEPARTMENT COLLEGE STUDENT INTERN PROGRAM INFORMATION FOR APPLICANTS



The St. Petersburg Police Department offers a limited number of unpaid, one-semester internships to college and university students aged 18 or older who will be **receiving academic or class credit** for their internships. The college or university must be accredited by a regional accrediting agency or by the Accrediting Council for Independent Colleges and Schools.

Application Process

The application consists of six steps:

1. Statement of Eligibility
2. Personal History Questionnaire
3. A referral letter from a faculty advisor or program director
4. Background check
5. Criminal history check
6. Polygraph examination

The completed application must be **EMAILED** to the Program Contact before application processes can begin. The applicant is offered an internship once all the above items are completed and cleared. **THIS PROCESS TAKES UP TO 30 DAYS TO COMPLETE.**

Students should complete the Statement of Eligibility first. Those answering all items in the positive may proceed to step 2. Others **may not apply**. The student is responsible for obtaining the faculty referral, which must state that:

- 1) the student is in good standing
- 2) the student has been approved to receive credit for the internship.

Assignments, Supervision and Orientation

Interns assist and shadow Police employees in one or more department units, depending on assignments and supervision available. Each intern is supervised by a sergeant, lieutenant or other supervisor who makes the intern's daily assignments, signs the time sheet, and evaluates the intern's performance. The intern is scheduled for specific hours and days and may be invited to ride with a unit during other hours. Internships are Monday through Friday, 0800 to 1700.

Interns must follow all rules that apply to Police Department employees. Each intern completes an orientation during which time the rules are reviewed. **At this time, the intern provides any time sheets or evaluation forms required by the college or university.** Interns will be provided with an identification badge and parking pass, both which are surrendered at the end of the internship.

Program Contact

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