



CINCINNATI POLICE DEPARTMENT INTERNSHIP PROGRAM



The Cincinnati Police Department offers numerous opportunities for college students to complete internships with the largest Police Department in the region.

We are proud to join efforts local universities to offer the opportunity of internship experiences. Our non-paid internships offer students an opportunity to observe and work throughout our Department.

In the past students have been assigned to administrative functions in:

➤ **Police Districts**

- District 1 – Downtown
- District 2 – Hyde Park
- District 3 – Price Hill
- District 4 – North Avondale
- District 5 – Clifton
- Parks

➤ **Specialized Assignments**

- Communications
- Headquarters
- Impound Unit
- Inspections
- Park Police
- Traffic Section

The objective of our program is to provide a meaningful learning and work experience and to provide an opportunity to assess the police profession first hand.

It is hard to predict specific experiences that interns receive. Internships are typically composed of 70% actual work and 30% observation. It is our intention to provide a comprehensive learning experience. However, we cannot guarantee the exact experiences you will receive due to the nature of police activities and the unpredictability of criminal activity.

An internship with the Cincinnati Police Department can be a very rich and rewarding experience. 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. Interns will have the opportunity to compare and contrast academic teachings to real-life situations.

If you are interested in participating in our college student internship program, contact your college or university internship coordinators.

CINCINNATI POLICE DEPARTMENT INTERNSHIP PROGRAM

Please note:

The Cincinnati Police Department will only accept internship applications directly from University/College Internship Program Coordinators.

If you are a student interested in an internship, take the following steps:

1. Download and fully complete the attached internship application.
2. Review the application to ensure completeness. Incomplete applications **will not** be considered.
3. Arrange to meet with your University/College Internship Program Coordinator.
4. Once your College Internship Program Coordinator has reviewed your application, they will submit it directly to the Cincinnati Police Department.

Because of the large volume of intern candidates, prospective interns should not call the Department with internship questions. The Department regularly meets and communicates with Internship Program Coordinators and they have all forms, program descriptions and answers regarding the program.

Specific internship programs are set-up for Associate, Bachelors and Graduate Programs.

As a rule, internships in Homicide, CIS or "CSI", vice or undercover sections are not available .

The Cincinnati Police Department has active internship coordinators with:

Beckfield College
Brown-Mackie College
Cincinnati State Tech
Great Oaks Police Academy
ITT Tech
Miami Jacobs
Miami University
Mount Saint Joseph

Northern Kentucky University
Southwestern College
UC Police Academy
University of Cincinnati – Main Campus
University of Cincinnati – Blue Ash
University of Cincinnati – Clermont
Wilmington College
Xavier University

If your University/College is not listed above, have your professor or internship coordinator submit a written request to the:

Cincinnati Police Department,
Attn: Volunteer Programs Coordinator
310 Ezzard Charles Drive
Cincinnati, Ohio 45214-2805



CINCINNATI POLICE DEPARTMENT

FIELD PLACEMENT STUDENT APPLICATION

PLEASE PRINT OR TYPE CLEARLY

**APPLICATION MUST BE FULLY COMPLETED
TO PARTICIPATE IN PROGRAM**

NAME [FIRST, MI, LAST]:		
CURRENT ADDRESS:		ZIP CODE:
HOME ADDRESS:		
CITY:	STATE:	ZIP CODE:
CELL PHONE / PAGER: -- --	HOME PHONE: -- --	WORK PHONE: -- --
DATE OF BIRTH: -- --	DRIVERS LICENSE #:	STATE ISSUED:
EMAIL ADDRESS: @	MAJOR:	GRADE POINT AVG:
UNIVERSITY:	PROFESSOR	

I need to complete a total of _____ internship hours by ___/___/___.

These hours are to fulfill requirements necessary for: graduation service learning extra credit

PLEASE INDICATE THE DAY(S) AND TIME FRAMES YOU ARE MOST GENERALLY AVAILABLE:

I request special consideration for placement as noted below:

HAVE YOU EVER BEEN ARRESTED AND/OR CONVICTED OF A CRIME?* Yes No

** IF YES TO ARREST/CONVICTION OF A CRIME, PLEASE ATTACH A BRIEF EXPLANATION OF THE INCIDENT INCLUDING DATE, LOCATION AND JURISDICTION OF THE INCIDENT*

EMPLOYER:	EMPLOYERS ADDRESS:	
SUPERVISOR:	PHONE :	

APPLICATION WILL NOT BE PROCESSED WITHOUT ALL BLOCKS COMPLETED.

I understand that as a requirement for application to become a member of the Cincinnati Police Department's Intern Program, I must truthfully have completed this application form. In addition, I must sign the Cincinnati Police Department Personal Information Release Form authorizing the release of my traffic/criminal convictions. Failure to complete either will result in my removal as a candidate for the Intern Program.

X _____ Date
Applicant's Signature

City of Cincinnati

Student Intern Applicant:

Thank you for the interest in becoming a student intern for the City of Cincinnati Police Department. Applicants must complete all parts of this form in order to be considered for the program.

FORM 580 ■ EFC

CINCINNATI POLICE DEPARTMENT

Revised 1/85

PERSONAL INFORMATION RELEASE FORM

PLEASE PRINT ALL INFORMATION (EXCEPT YOUR SIGNATURE):

FULL NAME: _____
(First) (Middle) (Last) (Maiden)

SEX: M F RACE: _____ SOCIAL SECURITY NUMBER: -- -- DATE OF BIRTH: - -

ADDRESS: _____

I hereby authorize the Cincinnati Police Division to release any information regarding my traffic or criminal convictions that are on file with the Cincinnati Police Records Unit. I hereby release the Cincinnati Police Division (the custodian of such records) and any other governmental agency, including their officer, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it. The authorization is void if not exercised within one (1) year from the date of signing. Should there be any question as to the validity of this release, you may contact me as indicated below:

(Signature)

(Date Signed)

(Signature of Parent/Guardian, if required)

(Date Signed)

Telephone Numbers: _____
(8:00 A.M. to 5:00 P.M.)

(Other Times)

APPLICATIONS MUST BE SUBMITTED BY FIELD PLACEMENT COORDINATORS.
THEY WILL NOT BE ACCEPTED FROM INDIVIDUAL STUDENTS.

**PLEASE RETURN THE COMPLETED FORMS TO
YOUR DESIGNATED FIELD PLACEMENT COORDINATOR OR INSTRUCTOR
FOR PROPER SUBMISSION AND PROGRAM PLACEMENT.**

THIS PAGE HAS BEEN LEFT
INTENTIONALLY BLANK

ATTACH YOUR
TRANSCRIPTS OR
DEGREE AUDIT
HERE

ALL INFORMATION REGARDING
STUDENT INTERNSHIPS AND
THIS PACKET IS AVAILABLE FROM
YOUR STUDENT ADVISOR

DO NOT CONTACT THE
DEPARTMENT UNLESS DIRECTED
TO DO SO BY YOUR ADVISOR
OR PROFESSOR

STUDENT INTERNSHIP INTERVIEW

We endeavor to place internship applicants in areas within the Department that best match their educational background and career aspirations.

Describe yours in the areas below:

Student Name:

College/University:

Field Placement Coordinator:

College/University Address:

Academic Year in School:

Major

GPA:

What are your hobbies and interests?

What do you most hope to see / do / experience during your internship?

What skills and abilities would you bring to the internship?

Describe your strengths and how they would benefit you in the work environment:

How would your strengths benefit the Police Department?

What are your career goals?
