



Intern Application

The purpose of the Plano Police Department internship program is to provide a lasting experiential learning process to college students interested in careers within the field of Criminal Justice, Criminology, other fields related to law enforcement. This internship consists of 125 hours and is intended to satisfy 3 credit hours.

Eligibility/Applicant Requirements

- 1) Must pass a criminal background investigation
- 2) Must pass a polygraph test
- 3) Must be enrolled in a accredited university
- 4) Must have a cumulative grade point average of 2.5 on a 4.0 scale or higher
- 5) May not be on any form of academic or scholastic probation
- 6) Must commit a minimum of 125 hours to the internship

Application Documents

- 1) The intern application form must be completed and received by the student intern coordinator by the deadline listed below
- 2) The prescreening questionnaire
- 3) A copy of the student's official or unofficial transcript
- 4) Resume

*Please submit all documentation to Officer Andrae Smith,
via email to andraes@plano.gov by the deadline below:*

Semester:	Deadline:
Spring Semester	November 1
Summer Semester	April 1
Fall Semester	June 1

Incomplete application packets will not be processed.

Selection Process

- 1) The student's application will be reviewed by the student intern coordinator
- 2) The top internship candidates will be contacted for an interview
- 3) Following the interview the candidate will complete a Personal History Statement if chosen to move forward
- 4) The candidate will be extended a conditional internship pending the successful completion of a background



Plano Police Department Application for Internship Form

Date: _____

Name: _____
Last First Middle

Other names used (Maiden, Adopted, etc.): _____

Print name as it appears on your Social Security card: _____

Res. Address: _____
Street Name & Number City State Zip

Primary Phone #: _____ Additional Phone #: _____
Area Code Area Code

Date of Birth: _____ Driver's License: _____
Number State

Educational Institution:

Are you applying for an internship to earn college/university credit hours towards your degree?

YES ☐ NO ☐

Applied term of internship:

Fall ☐ Spring ☐ Summer ☐ Year _____ GPA (4.0 scale) _____

What is your applied field of study? _____ Undergraduate ☐ Graduate ☐

Title of Degree: _____ Graduation Date: _____

Name of Institution: _____

Name and job title of advisor or person whom information about your internship should be addressed to:

Email: _____ Phone Number: _____

How many credit hours will you receive for a completed internship with our department? _____

How many internship hours are required to earn the above credit hours? _____



Schedule Availability:

If accepted, what date can you start your internship? _____ What ending date? _____

Are there any dates/times you will be unavailable due to prior arrangements? YES ☐ NO ☐
If YES, please list.

Intern hours are generally completed Monday through Friday between 8:00 a.m. and 5:00 p.m. However, there will be some shifts scheduled outside of these times when observing units that work non-traditional hours. Your hours of availability are very important to the scheduling process. You will be held accountable for arriving on time and attending the full scheduled assignment. Please indicate the days and hours you are available for the applied internship:

Monday	Between 8 am - 5 pm _____	After 5 pm _____
Tuesday	Between 8 am - 5 pm _____	After 5 pm _____
Wednesday	Between 8 am - 5 pm _____	After 5 pm _____
Thursday	Between 8 am - 5 pm _____	After 5 pm _____
Friday	Between 8 am - 5 pm _____	After 5 pm _____
Saturday	Anytime _____	

Additional Comments

(specifically state any dates or times that you will be unavailable during this internship):

Email or deliver all required application documents in one packet to:

Plano Police Department
Attention: Officer Andrae Smith
909 14th St.
Plano, TX 75074
andraes@plano.gov

Incomplete packets will not be processed.

Print Name: _____ Date: _____

Signature: _____ Date: _____