Intern Application

The purpose of the Plano PD internship program is to provide a lasting experiential learning process to high school or college students interested in careers within the field of Criminal Justice, Criminology, or field 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 high school or an 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 liaison 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 Jessica Serrano, Victim Advocate, via email to jessicas@plano.gov by the deadline below:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Spring Semester</td>
<td>November 1</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>April 1</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>June 1</td>
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</tbody>
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Incomplete application packets will not be processed.

Selection Process
1) The student’s application will be reviewed by the student intern liaison
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: Jessica Serrano, Victim Advocate
909 14th St.
Plano, TX 75074
jessicas@plano.gov

Incomplete packets will not be processed.

Print Name: _________________________________________________  Date: __________________
Signature: __________________________________________________  Date: __________________