

Rockford Police Department College Internship Program Guidelines

Please email our recruiter at recruiter@rockfordil.gov for more information.

Accountability:

Interns will be assigned to several Bureaus and Units of the Rockford Police Department. Interns will be under the direct supervision of the Recruiter, or his/her designee. All internships with the Rockford Police Department are unpaid internships.

Application Submission Requirements:

- All candidates must complete and submit a written application prior to the following dates:
 - Students **seeking a winter/spring semester** internship (January through May) must submit an application before **October 1** of the fall semester.
 - Students **seeking a summer semester** Internship (May through August) must submit an application before **February 1** of the winter/spring semester.
 - Students **seeking a fall semester** Internship (August through December) must submit an application before **May 1** of the spring semester.
 - Students **must** have written recommendation from the staff or faculty member at their college / university that has oversight of the internship program. Recommendation must be submitted at the time of application.
 - Intern applicants **must** provide name, address, and phone number information for three references, not related to the intern, who can speak to the applicant's general character and qualifications for acceptance as a law enforcement agency intern.

Selection:

The Rockford Police Department accepts up to three full-time interns per semester. Depending on individual circumstances, an occasional part-time intern may be accepted.

Applications will be reviewed following the due dates. Applicants will be contacted by the Intern Coordinator, to either set up an interview or to be informed they will not proceed in the selection process. Selections shall be made after designated applicants have been interviewed.

Seniors seeking full-time internships, who are pursuing careers in municipal law enforcement and Bachelor's degrees in the criminal justice field, shall be given first consideration. Juniors and persons seeking advanced degrees will be given second consideration. Normally, freshman and sophomore applicants are not accepted.

Duties:

- Interns will be assigned to various units of the Operations, Investigations, and Administration during the internship. Our goal is to familiarize the intern with all aspects of municipal police department operations.
- Interns may be required to do special studies, prepare written reports, perform clerical, data entry and maintenance tasks, as well as other duties that arise during the internship. Written and oral communication skills are emphasized during this program.
- The intern may be asked to participate in special programs and will participate in a series of ride-alongs, as observers, with officers and detectives in the field.

Work Hours:

- Interns are expected to work up to a 40 hour work week, with the various shifts and Units they are assigned to. The number of work hours is based on the number of college credits given.
- Hours are adjusted as needed based on specific tasks or assignments.

Other Requirements:

- Interns are subject to all rules, regulations, policies and procedures of the City of Rockford and the Rockford Police Department. Copies of the City of Rockford policies and Rockford Police Department policies will be distributed to the intern by the Intern Coordinator.
- Once accepted for internship, the point of contact will be the Intern Coordinator, available by telephone at (779) 500-6628.
- Interns must carry health and injury insurance during their internship. Such coverage is normally available from the college or university attended. Proof of medical insurance coverage must be submitted prior to the start of the internship.

