Internship Title: **Probation Intern**

**Agency:** Probation Office

**Location:** Brighton, Aurora, Northglenn

**Description:** This internship is available in adult or juvenile probation supervision, mentoring and facilitating groups. Develop case plans, implement sanctions, write court reports, participate in specialized staffing. The agency will match intern with specific interests and educational needs. Position must be done for academic credit.

**Majors:** SOC, BHS, CJC, PSC, HSP

**Qualifications:** MSU student with at least Junior and minimum 2.5 GPA.

**Time Schedule:** 10 hours per week.

**Pay Rate:** Unpaid for academic credit.

**Application Deadline:** Ongoing.
ADAMS COUNTY invites applications for the position of: Academy Cadet

**SALARY:** $18.39 - $25.75 Hourly
$3,188.00 - $4,463.00 Monthly
$38,256.00 - $53,555.00 Annually

**OPENING DATE:** 01/07/13

**CLOSING DATE:** 01/28/13 04:30 PM

**PRIMARY RESPONSIBILITY:**
This is a non-sworn Sheriff Cadet position which involves participation in a formal law enforcement training program involving both classroom and practical instruction in subjects such as criminal law, civil law, evidence collection and investigation, patrol activities, administration of justice, community relations, report writing, first aid/CPR, firearms, arrest control tactics and driving. This program is approved by the Colorado Peace Officer and Standards Training Board.

Throughout the Academy program, Cadets will also participate in regular physical training; knowledge, skills and abilities will be assessed through multiple choice and true/false tests, role playing exercises and performance tests.

Upon successful completion of Academy training, Cadets will take the Colorado P.O.S.T. test and upon successful completion, will receive Conditional Peace Officer Authority from Colorado P.O.S.T.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:**
- Attend all scheduled academy training sessions
- Check emails and other correspondence from academy staff and instructors
- Sit or stand for extended periods of time
- Take appropriate notes on material presented
- Prepare written reports
- Prepare for written tests through independent or group study
- Participate in physical training program
- Participate in field activities in various environmental conditions
- Engage in formal inspections
- Perform special duties as assigned

**REQUIREMENTS:**
- Must possess a High School Diploma or GED
- Must be at least 21 years of age prior to December 1, 2013
- Must have a Valid Colorado driver's license
- Must be a United States citizen
- No criminal convictions as defined by Colorado P.O.S.T.

**SPECIAL REQUIREMENTS:**
A lengthy testing and background process will be utilized to select the most qualified candidates.

The testing process includes:
- Written exam
- Physical Ability Course (PAC) testing
- Physical Fitness Test Battery
- Oral Board Interview
- Opportunity to obtain additional points in various categories to include education and military

service

The Background process may include any/all of the following:
- 2 phase psychological evaluation
- Integrity Interview
- CVSA exam
- Polygraph exam
- Physical exam

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.adcogov.org/index.cfm

4430 S. Adams County Parkway, Suite C4000B
Brighton, CO 80601-8213
720.523.6070

hr@adcogov.org
“Policing in Partnership with the People”

The mission of the Longmont Police Department Student Intern Officer Program is to provide a quality educational experience to college students by utilizing them in programs that enhance the delivery of service from the Longmont Police Department to the citizens of Longmont and provide an opportunity for students to gain practical work experience in their chosen field of study.
ELIGIBILITY

To be eligible for the Longmont Police Department Student Intern Officer (SIO) Program, students must:

Be enrolled in a college or university that is recognized by the higher education act. [Link]

Students must have a cumulative grade point average of 2.5 or better.

Must possess a valid driver’s license

Students must be able to pass the following: oral board interview, integrity interview, polygraph, drug screening, and background check.

Student Intern Officers are required to submit an application, unofficial transcript, and a letter of recommendation from a staff member at the college/university they are currently attending. Students must participate in an interview, submit to a background check and polygraph test as well as a drug screen.

The selection process is designed to find those students whose honesty and integrity are of the highest standards. The interviews, background check and polygraph test, drug testing, and polygraph examinations verify their character. The final selection for the program is subject to approval by the Longmont Police Department Support Services Commander.

Each Student Intern Officer is required to maintain a complete and accurate daily report listing the details and disposition of each incident handled during the shift.

Interns are encouraged to stay with the police department until they graduate from the college or university they are attending. Students who continue with the Longmont Police Department have the option of transferring to a special unit (i.e., Investigations).

If a student is placed on academic probation, he/she will be suspended from the Student Intern Officer program until the probation is lifted.

OVERVIEW

There are many low priority calls for service that police officers are routinely called upon to handle at any given time. Those calls include investigating minor crimes, situations where there is little or no suspect information, minor traffic accidents, found property complaints, and general support and service-oriented calls that normally do not require the expertise of an officer.

BACKGROUND

As police agencies across the country shift traditional policing policies from reactive to proactive, and adopt the “Community Policing” concept, patrol officers are still responsible for low-priority, non-enforcement calls for service.

This places extreme demand on the time an officer has to work on higher priority calls, problem solving, and other important work in the community.

EDUCATIONAL GOALS:

To provide a quality learning environment for the student. To broaden the student’s law enforcement knowledge base. Develop both long and short-term job sites in the organization that will enhance our service capabilities. To provide operational units with a student sufficiently trained so that they can handle tasks with a minimum amount of training from the unit.

REQUIREMENTS OF WORK

Student Intern Officers will be trained by their mentors to, but is not limited to, instruction in the areas of report writing, radio procedures, officer safety, property room procedures, and physical protection training as well as call handling. Students will acquire knowledge of City of Longmont Municipal Code, standard operating procedures, and general orders dealing with ordinances associated within their scope of work.

Ability to meet the public tactfully and pleasantly while still maintaining authority. Ability to maintain effective working relationships with co-workers, full-time officers, as well as other volunteers that are associated with the Longmont Police Department. Ability to write clear and concise reports. Ability to communicate clearly with the public in order to obtain the necessary information to fill out required reports.
**PHYSICAL REQUIREMENTS**

- Ability to see, with or without corrective lenses, well enough to read procedures, policies, and laws.

- Ability to hear, with or without corrective hearing aid, and speak well enough to receive and convey information on the telephone and two-way radio.

- Enough manual dexterity to operate a computer keyboard, write with a pen or pencil, mark notes and drive an automobile.

- Enough stamina and agility to stand or sit for extended periods and participate in physical training during Student Intern Officer Academy and scheduled training.

**PROGRAMS/ACTIVITIES**

The department conducts two selection and training processes each year. The deadline for the Fall/Summer semester is April 1, and the Spring semester is November 1 of every year. Applications can be found online at www.ci.longmont.co.us/police

The department will provide a Patrol Field Training Officer Mentor directed at orientation and specific skill training. This is done in preparation of the student performing these skills for units of the department.

Students are permitted to attend sworn officer in-service training which can include PPCT training.

All students will be assigned to patrol the first semester of participation in the program. Students may be assigned to a specialized unit after the first semester of participation.

**DUTIES AND RESPONSIBILITIES**

- Take minor police reports.
- Malicious mischief reports – no suspects.
- Theft reports – no suspects (should be limited to theft under $1,000 only).
- Found property – property booking procedures and reporting (Exclusions: drugs and/or paraphernalia; evidence of fresh crimes; firearms/projectiles/ammunition unless it has been determined that the projectiles or ammunition is stable and not a hazard), and no larger than a .45 calibre; any hazardous or potentially hazardous materials). Any found property that is encountered which is questionable will be directed to the attention of the Longmont Emergency Communications Center so that a regular patrol officer may be dispatched to evaluate.

- Runaway reports
- Walk-a-way/missing reports (rest homes); assist in searches
- Welfare checks/assists
- Parking complaints
- Assist at crime scenes; perimeter guards; search for evidence; scribes; provide supplies at scene
- Log evidence (not a part of the chain of custody)
- Assist at traffic accident scenes; traffic and crowd control; assist with the investigation as needed
- Standby for tow trucks; impound/inventory; provide supplies at scene (flares, rope, cones)
- Assist at fire scenes; crowd control; traffic control
- Deliver messages to residents
- Handle any non-hazardous response as needed and directed by communications
- Juvenile in custody
- In-service activity; abandon vehicle referrals; special police problems; follow-up requests
- To observe and report any circumstances requiring police response
- Special events; parades; running races
- Events in which Student Intern Officer personnel may be of assistance
- Special detail: K-9 Unit Training, Academy patrol procedures; SWAT team training
SHIFT ASSIGNMENT

Students will be assigned to a commissioned law enforcement officer in patrol. Shifts available for Student Intern Officer personnel are in 5 hour blocks. Students may work no more than a ten hour shift in one day. Students are required to work 20 hours a month if the students are not utilizing the intern program for credit. Students are NOT PERMITTED to take the SIO internship for more than 3 credit hours.

Supervisors will assign a mentor to each SIO. The officer assigned will coincide with the schedule the student is desiring to work. All students wishing to ride after 10pm must be with a sworn officer.

UNIFORMS

Uniforms will be issued to all Student Intern Officers at the beginning of the academy. The department will cover the cost of two uniform shirts, one pair of pants, and a department jacket. The uniform is the property of the Longmont Police Department and must be returned at the time the student terminates from the program.

PERSONAL CONDUCT

Student Intern Officers are identified as volunteer civilian members of the Longmont Police Department and shall conduct themselves at all times, on and off duty, in a manner that reflects credibility on themselves, the Student Intern Officer program, the police department, and the city.

REGULATIONS

Student Intern Officers are governed, where applicable, by the same rules, regulations, policies and procedures set forth in the Longmont Police Department and the city.

It is the responsibility of each Student Intern Officer to be familiar with the contents of the Student Intern Officer manual and the LPD manual and/or directives appropriate for their duties.

ORDERS OF SUPERIORS

Student Intern Officers, while on duty, will obey all orders of the immediate field supervisor or any other supervisor to whom they are assigned.

While assisting sworn officers in the field, students will follow directions and instruction from those officers.

In the event that an order conflicts with a previous order or policy, the Student Intern Officer will call it to the attention of the supervisor providing the last order.

VEHICLES

Each student is responsible for checking his/her assigned vehicles prior to shift. The vehicle check includes an inventory of all equipment assigned to the vehicle, and to wash, vacuum (as needed), and remove any refuse or trash before securing.

WEAPONS

Student Intern Officers will be unarmed in the performance of their duties. While on duty, Student Intern Officers will not be allowed to carry a weapon of any type. Student Interns will be trained to carry pepper mace.

INTOXICATING BEVERAGES, NARCOTICS AND DANGEROUS DRUGS

Any Student Intern Officer found under the influence of alcoholic beverages or drugs; or having alcohol or drugs in their possession at any time while on duty, will be subject to possible arrest and dismissal from the program.

DISCLOSURE AND WARNINGS HAZARDS AND RISKS

Some of the many hazards and risks involved in participating in the Longmont Police Department Student Intern Officer program include:

Risks and hazards commonly associated with physically demanding activities

Acts of violence and unlawfulness by other persons with whom participants may come in contact during the volunteer service activity

Various and diverse negligent acts of other students, instructors, staff or supervisors.

Deficiencies in planning, monitoring, supervision, or procedures.

All Student Intern Officer’s are covered under the City of Longmont’s Accidental Death and Dismemberment policy.

For further information contact the Longmont Police Department at 303.651.8533.
We heard about a couple of job opportunities and wanted to pass them on to you or if you know anyone who might be interested. Please use the contact information in the postings to find out more information.

PUBLIC POLICY DIRECTOR – ACLU OF COLORADO

Position Overview:

The ACLU of Colorado is seeking to fill the position of Public Policy Director with an experienced legislative and policy advocate. The Public Policy Director is a member of the ACLU of Colorado’s senior leadership team and is responsible for advancing the civil liberties agenda of the ACLU before the Colorado legislature, executive branch, as well as city, county, or state governmental bodies. The position will advocate for the policies of the ACLU through one-on-one lobbying of legislators, working with staff of key policymakers, coalition building, planning legislative strategies, drafting legislation, developing public education strategies, presenting testimony, and involving ACLU members and leaders in the policy work of the organization. The Public Policy Director works under the supervision of the Executive Director and in close collaboration with the ACLU of Colorado’s legal, development, and communications teams. The Director will manage public policy staff and contract positions.

Responsibilities:

- Responsible for the development and management of a Public Policy Department, which includes a Campaign Director and contract lobbyist, and will expand to include two Public Policy Associate positions. Develop and oversee the implementation of broad strategies to promote policy changes at the city, county, and state levels around ACLU of Colorado’s key issues, which include mass incarceration, racial profiling, religious liberties, prisoner treatment, police practices, immigrants’ rights, criminal justice reform, and free speech, among others;
- Collaborate with the Legal Director and staff attorneys to analyze legislation before the Colorado legislature, to manage proactive legislation and work to defeat bills that jeopardize civil liberties, by lobbying committee members, educating the Governor’s staff on civil liberties implications of legislation, providing committee testimony on behalf of the ACLU, and securing strong bipartisan sponsors of ACLU initiatives;
- Research, write, and edit policy and advocacy materials, including public policy reports, issue briefs, letters, press statements, opinion editorials, action alerts, and talking points related to ACLU’s policy work;
- Lead ACLU efforts to enhance our statewide presence by mobilizing members, local chapters, volunteers, and activists to participate in coalitions around policy initiatives, attend strategy meetings and events in legislators’ districts, and work with local media to promote ACLU’s public policy priorities;
- Develop strategic campaigns integrating legislative and public education efforts;
- Participate in development activities to fund the Public Policy Department;
- Build volunteer and intern programs to develop the potential of ACLU’s diverse constituencies;
- Work with the national ACLU and other affiliates regarding public policy matters; and prepare reports to key funders on ACLU public policy activities.

Qualifications:

- B.A. required and at least 5 years of substantial experience in public policy development, legislative advocacy, government affairs, public education, or political campaign work, JD degree a plus;
- Minimum of 3 years of staff management experience;
- Demonstrated commitment to work in diverse communities; fluency in Spanish is a plus;
- Ideal person will be adept with key tools in advocacy and policy change, will understand Colorado’s political
Advanced communications skills including public speaking, persuasive writing and negotiations;
Ability to communicate tactfully and effectively, both orally and in writing, with a wide range of external contacts;
Ability to analyze and articulate legal concepts and other complex issues and to communicate them to the public; a "quick study" on a dynamic array of issues;
Demonstrated commitment to a broad range of civil liberties and civil rights issues, particularly individual liberties, racial justice, criminal justice, and issues involving youth;
Ability to keep organized in a fast-paced environment, to manage several projects simultaneously, and to adjust to frequently changing demands;
Experience in supervising and motivating volunteers and working cooperatively with groups;
Creative, result-oriented, self-starting, willing to learn, able to inspire collaboration and work beyond normal business hours.
Proficiency in Microsoft PowerPoint, Excel, Word, and Outlook, and ability to prepare graphic presentations and conduct internet research.

Compensation:

Salary based on experience. Excellent benefits include eleven paid holidays and two personal days, 12 days paid vacation (increasing with seniority), paid sick leave; medical and dental insurance; life and long-term disability insurance; and 401(k) with matching contribution.

Apply:

Send a cover letter, resume, three professional references (notice will be given before references are checked) and a writing sample related to public policy issues to: Jobs@ACLU-CO.org

Please put "Public Policy Director" in the subject line. Applications will be reviewed as received. Candidates are encouraged to apply immediately, but initial reviews will be conducted before September 1st. The ACLU is an equal opportunity/affirmative action employer and encourages women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals to apply.

GRASP - Case manager

Organization Description: The Gang Rescue and Support Project (GRASP), a program of Metro Denver Partners, is a peer-run, intervention program that works with youth who are at-risk of gang involvement or are presently active in gangs, helps families of gang victims, and serves as a youth advocate

Job Assignment: Overall assistance and coordination of the services of the GRASP (Gang Rescue And Support Project). Responsibilities include: Conducting GRASP support groups and participant follow up; participation in presentations and outreach efforts of GRASP; recruiting for and instructing in MHCD's (Mental Health Center of Denver) Project RISE, which is a trauma treatment program for teens who have experienced severe trauma.

Supervisor: GRASP Program Director, and reports to the Project RISE Program Director
Specific Duties Include:

- Participate in and lead weekly support group. Also, assist with scheduling and preparing discussion topics, assist with security and counseling youth.
- Provide case management to assigned youth.
- Assist with program evaluation including outcome measurements and reporting.
- Participate in GRASP outreach efforts including: presentations, crisis response, and parent support.
- Serve as back-up whenever GRASP Program Director is unavailable.
- Design and conduct recreational/cultural activities for GRASP participants which includes preparation work, event planning, transportation, and supervision of youth attendees.
- Represent Metro Denver Partners/GRASP/MHCD at meetings and resource fairs.
- Make follow-up phone calls to referral agencies, program participants and parents.
- Attend GRID meetings, Metro Denver Partners (MDP) staff meetings and all GRASP meetings.
- Develop collaborative relationships with community members, service providers, organizations, and schools.
- Assist in coordinating mural projects including materials purchasing, compiling and monitoring budget, contracting with artists, overseeing the painting of murals.
- Support the development and participate in gang training presentations to parents, community members and service providers.
- Promote and recruit participants for Project RISE.
- Attend all Project Rise trainings and coordination meetings.
- Prepare monthly reports documenting Project Rise efforts, and meet monthly with the Project Rise Director.
- Other duties as assigned.

Job Requirements:

- High School Diploma or equivalent
- Minimum two years experience working with at risk youth
- Undergo a comprehensive background check including fingerprinting and possess a good motor vehicle driving record
- Ability to have a flexible work schedule that includes evenings and weekend work
- Preferred proficient in Spanish both verbal and written
- Proficiency with Microsoft Office, including Word, Excel, Outlook and database management

Knowledge & Skills:

- Knowledge of community resources and neighborhoods and the ability to network and organize diverse grass-roots stakeholders
- Ability to work both independently and with a team to promote and recruit teens for a trauma treatment program, Project RISE
- Experience with and knowledge of street gang systems
- Knowledge of juvenile justice, youth development, quality youth intervention and treatment, and substance abuse treatment resources
- Effective public-speaking skills

Compensation:

Full-time position, with health, dental and life insurance. Salary $31,000-$34,000, depending on experience. To apply, please email a resume and cover letter to jobs@graspyouth.org These things are due by August 29th at 5 pm, Mtn time. Please no phone calls or in person questions about this position.
The mission of the Longmont Police Department Student Intern Officer Program is to provide a quality educational experience to college students by utilizing them in programs that enhance the delivery of service from the Longmont Police Department to the citizens of Longmont and provide an opportunity for students to gain practical work experience in their chosen field of study.
ELIGIBILITY

To be eligible for the Longmont Police Department Student Intern Officer (SIO) Program, students must:

Be enrolled in a college or university that is recognized by the higher education act. [Link]

Students must have a cumulative grade point average of 2.5 or better.

Must possess a valid driver’s license

Students must be able to pass the following: oral board interview, integrity interview, polygraph, drug screening, and background check.

Student Intern Officers are required to submit an application, unofficial transcript, and a letter of recommendation from a staff member at the college/university they are currently attending. Students must participate in an interview, submit to a background check and polygraph test as well as a drug screen.

The selection process is designed to find those students whose honesty and integrity are of the highest standards. The interviews, background check and polygraph test, drug testing, and polygraph examinations verify their character. The final selection for the program is subject to approval by a Longmont Police Commander.

Each Student Intern Officer is required to maintain a complete and accurate daily report listing the details and disposition of each incident handled during the shift.

Interns are encouraged to stay with the police department until they graduate from the college or university they are attending. Students who continue with the Longmont Police Department have the option of transferring to a special unit (i.e. Investigations).

If a student is placed on academic probation, he/she will be suspended from the Student Intern Officer program until the probation is lifted.

BACKGROUND

As police agencies across the country shift traditional policing policies from reactive to proactive, and adopt the “Community Policing” concept, patrol officers are still responsible for low-priority, non-enforcement calls for service.

This places extreme demand on the time an officer has to work on higher priority calls, problem solving, and other important work in the community.

EDUCATIONAL GOALS:

To provide a quality learning environment for the student. To broaden the student’s law enforcement knowledge base. Develop both long and short-term job sites in the organization that will enhance our service capabilities. To provide operational units with a student sufficiently trained so that they can handle tasks with a minimum amount of training from the unit.

REQUIREMENTS OF WORK

Student Intern Officers are required to successfully complete the 40-hour academy that includes, but is not limited to, instruction in the areas of report writing, radio procedures, officer safety, property room procedures, and physical protection training as well as call handling. Students will acquire knowledge of City of Longmont Municipal Code, standard operating procedures, and general orders dealing with ordinances associated within their scope of work.

Ability to meet the public tactfully and pleasantly while still maintaining authority. Ability to maintain effective working relationships with co-workers, full-time officers, as well as other volunteers that are associated with the Longmont Police Department. Ability to write clear and concise reports. Ability to communicate clearly with the public in order to obtain the necessary information to fill out required reports.
PHYSICAL REQUIREMENTS

Ability to see, with or without corrective lenses, well enough to read procedures, policies, and laws.

Ability to hear, with or without corrective hearing aid, and speak well enough to receive and convey information on the telephone and two-way radio.

Enough manual dexterity to operate a computer keyboard, write with a pen or pencil, mark notes and drive an automobile.

Enough stamina and agility to stand or sit for extended periods and participate in physical training during Student Intern Officer Academy and scheduled training.

PROGRAMS/ACTIVITIES

Conduct selection and training processes each year. Deadline for the Fall/Summer semester is April 1, Spring semester is November 1.

Provide a minimum 40-hour block of basic training directed at orientation and specific skill training in preparation of the student performing these skills for units of the department.

Maintain a temporary job board for tasks of short duration.

Students are permitted to attend sworn officer in-service training.

All students will be assigned to patrol the first semester of participation in the program.

DUTIES AND RESPONSIBILITIES

Take minor police reports.

Malicious mischief reports – no suspects.

Theft reports – no suspects (should be limited to theft under $1,000 only).

Found property – property booking procedures and reporting (Exclusions: drugs and/or paraphernalia; evidence of fresh crimes; firearms/projectiles/ammunition unless it has been determined that the projectiles or ammunition is stable and not a hazard), and no larger than a .45 calibre; any hazardous or potentially hazardous materials). Any found property that is encountered which is questionable will be directed to the attention of the Longmont Emergency Communications Center so that a regular patrol officer may be dispatched to evaluate.

Runaway reports

Walk-a-way/missing reports (rest homes); assist in searches

Welfare checks/assists

Parking complaints

Assist at crime scenes; perimeter guards; search for evidence; scribes; provide supplies at scene

Log evidence (not a part of the chain of custody)

Assist at traffic accident scenes; traffic and crowd control; assist with the investigation as needed

Standby for tow trucks; impound/inventory; provide supplies at the scene (flares, rope, cones)

Assist at fire scenes; crowd control; traffic control

Deliver messages to residents

Handle any non-hazardous response as needed and directed by communications

Juvenile in custody

In-service activity; abandon vehicle referrals; special police problems; follow-up requests

To observe and report any circumstances requiring police response

Special events; parades; running races

Events in which Student Intern Officer personnel may be of assistance

Special detail: K-9 Unit Training, Academy patrol procedures; SWAT team training
**SHIFT ASSIGNMENT**

Students will be assigned to a commissioned law enforcement officer in patrol. Shifts available for Student Intern Officer personnel are in 5 hour blocks. Students may work no more than a ten hour shift in one day. Students are required to work 10 hours a week (Mon-Sun).

Supervisors will assign a mentor to each SIO. The officer assigned will coincide with the schedule the student is desiring to work. All students wishing to ride after 10pm must be with a sworn officer.

**UNIFORMS**

Uniforms will be issued to all Student Intern Officers at the beginning of the academy. The department will cover the cost of two uniform shirts, one pair of pants, and a department jacket. The uniform is the property of the Longmont Police Department and must be returned at the time the student terminates from the program.

**PERSONAL CONDUCT**

Student Intern Officers are identified as volunteer civilian members of the Longmont Police Department and shall conduct themselves at all times, on and off duty, in a manner that reflects credibility on themselves, the Student Intern Officer program, the police department, and the city.

**REGULATIONS**

Student Intern Officers are governed, where applicable, by the same rules, regulations, policies and procedures set forth in the Longmont Police Department and the city.

It is the responsibility of each Student Intern Officer to be familiar with the contents of the Student Intern Officer manual and the LPD manual and/or directives appropriate for their duties.

**ORDERS OF SUPERIORS**

Student Intern Officers, while on duty, will obey all orders of the immediate field supervisor or any other supervisor to who they are assigned.

While assisting sworn officers in the field, students will follow directions and instruction from those officers.

In the event that an order conflicts with a previous order or policy, the Student Intern Officer will call it to the attention of the supervisor providing the last order.

**VEHICLES**

Each student is responsible for checking his/her assigned vehicles prior to shift. The vehicle check includes an inventory of all equipment assigned to the vehicle, and to wash, vacuum (as needed), and remove any refuse or trash before securing.

**WEAPONS**

Student Intern Officers will be unarmed in the performance of their duties. While on duty, Student Intern Officers will not be allowed to carry a weapon of any type. Student Interns will be trained to carry pepper mace.

**INTOXICATING BEVERAGES, NARCOTICS AND DANGEROUS DRUGS**

Any Student Intern Officer found under the influence of alcoholic beverages or drugs; or having alcohol or drugs in their possession at any time while on duty, will be subject to possible arrest and dismissal from the program.

**DISCLOSURE AND WARNINGS HAZARDS AND RISKS**

Some of the many hazards and risks involved in participating in the Longmont Police Department Student Intern Officer program include:

- Risks and hazards commonly associated with physically demanding activities
- Acts of violence and unlawfulness by other persons with whom participants may come in contact during the volunteer service activity
- Various and diverse negligent acts of other students, instructors, staff or supervisors.
- Deficiencies in planning, monitoring, supervision, or procedures.

All Student Intern Officer's are covered under the City of Longmont's Accidental Death and Dismemberment policy.

For further information contact the Longmont Police Department at 303.651.8533.
LONGMONT POLICE DEPARTMENT
SPRING 2010
STUDENT INTERN OFFICERS

APPLICATION DEADLINE
NOVEMBER 1, 2009

UNIFORMED POSITIONS

REQUIREMENTS:
GPA OF 2.5 OR BETTER,
MUST PASS ORAL BOARD INTERVIEW,
INTEGRITY INTERVIEW,
POLYGRAPH, DRUG SCREENING, AND BACKGROUND CHECK.
MUST BE ENROLLED IN A COLLEGE OR UNIVERSITY THAT IS RECOGNIZED BY THE HIGHER EDUCATION ACT.

FOR MORE INFORMATION AND APPLICATIONS:
WWW.CI.LONGMONT.CO.US/ POLICE/VOLUNTEER
# LONGMONT POLICE DEPARTMENT

**STUDENT INTERN OFFICER APPLICATION**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of Birth:</th>
<th>Social Security #:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>School Address:</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Permanent Address:</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Phone Number:</th>
<th>Home (<strong>) (</strong>) - Work (<strong>) (</strong>)</th>
</tr>
</thead>
</table>

## College/University Information

College/University currently enrolled:

<table>
<thead>
<tr>
<th>Major</th>
<th>GPA</th>
<th>College Credits Completed</th>
<th>quarter/semester</th>
</tr>
</thead>
</table>

Semester you are applying for (Please circle): Summer Fall Spring Year ________

Do you speak a foreign language ____ yes ____ no?

If yes, what language and to what degree of proficiency?

Are you seeking college/university credit for this volunteer internship? ____________

Please note that you will need to contact your college/university and make all arrangements for college credit.

## Motor Vehicle Information

Name as it appears on driver’s license:

<table>
<thead>
<tr>
<th>Drivers License #</th>
<th>State</th>
</tr>
</thead>
</table>

Please list all other states in which you have been licensed to operate a motor vehicle:

<table>
<thead>
<tr>
<th>State</th>
<th>Year(s) Issued</th>
<th>Name under which license was granted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please list all traffic citations (excluding parking violations) you have received within the last five years. Make sure you list all traffic citations even if they were dismissed.

<table>
<thead>
<tr>
<th>Nature of Violation</th>
<th>City/State</th>
<th>Approximate Date</th>
<th>Amount of Action Taken on License</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Has your license ever been suspended, revoked, or placed on negligent operator's probation?

Yes ______ No If yes, date(s) of suspension ________________________________

Criminal History

Have you ever been arrested, issued a summons, or notice to appear in court? _____ Yes _____ No

Have you ever been convicted of a felony? _____ Yes _____ No

Have you ever been convicted of a misdemeanor? _____ Yes _____ No

If yes for any of the above, give complete details of each offense, investigating law enforcement agency, disposition, dates, and locations. Explain:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Have you ever committed an act that you were not caught doing, but if caught, you would have been arrested (regardless of how minor you feel the offense is or your rationale for the situation)? Explain:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What are your reasons for applying for the Student Intern Officer position with the Longmont Police Department?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Internship Title: Public Information Intern

Agency: District Attorney
Location: Golden

Description: The Public Information Department of the District Attorney's Office is looking for a volunteer intern interested in gaining experience in the District Attorney's Office -- the largest law office in Jefferson County. The position would involve coordinating a variety of communications between the DA's office, the public, the media and staff while learning about the criminal justice system.

The position reports to the Director of Public Information who is responsible for the release of information to the media, development and maintenance of the District Attorney's website, and coordination of community outreach programs.

The District Attorney's Office is a busy, fast-paced and very interesting place to work. The ideal candidate for this internship would possess the following qualifications:

- Excellent writing skills as well as editing, proofreading and layout skills.
- Strong desktop publishing skills including experience with Microsoft Word, Publisher, Power Point, and Excel.
- Good people skills are essential because duties will involve interaction with attorneys and support staff in an office of 175, the media, court and law enforcement personnel.
- The best candidate would be pleasant, articulate, detail-oriented and professional.
- An independent worker who does not require much immediate supervision. This would include having the ability to take a project through to completion using resources available throughout the office.
- Well-organized, flexible, resourceful, bright, intelligent, mature, interested in the criminal justice process (although experience is not required) and works well under pressure.

Duties of the position may include:

- Responding to routine media inquiries regarding pending cases, monitoring news coverage, light filing, copying, and general clerical tasks.
- Maintenance of high profile case list and weekly dissemination to media.
- Working with the supervisor to develop, write and update content for DA website www.districtattorney1.com.
- Development and maintenance of DA's social media.
- Other duties may include preparation and set-up for news conferences and special events, writing news releases, covering high profile court cases, promotion of crime prevention programs, creating brochures or power point presentations, or other special projects as requested.

This is a great opportunity for a bright, highly motivated student studying journalism, marketing, public relations or criminal justice.

Majors: ENG, JRN, SPE, CJC, MKT, PSC

Qualifications: MSU student with at least junior status and minimum 2.5 GPA.,

Time Schedule: The position is for 8-10 hours a week and is ongoing. Minimum time commitment is four months.

Pay Rate: Unpaid. Must receive academic credit.

Application Deadline: Recruit Until Filled

Job ID: 14401

Applied Learning Center * The Internship Program * 1045 9th Street Park * Denver, CO 80217
303 556-3290 * internships@msudenver.edu * www.msudenver.edu/internship

08/14/2013
Job ID: 13100

Internship Title: Probation Officer Intern - Juvenile or Adult

Agency: State

Location: Golden

Description: Student intern will supervise juvenile offenders placed on probation through the district courts. Hands on opportunity for training in the court system. Positions also available in drug and alcohol unit where student would assist in supervising defendants with drug related offenses; assess defendants for appropriate treatments, conduct interviews and evaluations.

Majors: SOC, BHS, CJC, HSP

Qualifications: MSU student with at least minimum 2.5 GPA., Junior Status

Time Schedule: 13 hours per week.

Pay Rate: Unpaid for academic credit.

Application Deadline: Available each semester
Internship Title: Intern Intake Specialist

Agency: Youth Services

Location: Denver, CO

Description: This position is responsible for providing:
- Intake screening services for youth being referred to detention by law enforcement
- Assessment, case management services for youth in detention, responding to violations of youth on pretrial release, and installing electronic equipment as needed
- Back-up support to Paramount Youth Services, LLC Staff as needed
- Providing individual and family assessment of youth referred to detention
- Complete Detention Screening Instrument and related logs and paperwork
- Work closely with other agencies to obtain and share information as needed
- Administer Colorado Juvenile Risk Assessment (CIRA)
- Maintain logs and statistics
- Attend bi-weekly department meetings and trainings as needed
- Provide office coverage and conduct general office duties
- Install electronic equipment as needed for youth screened for home detention
- Data entry

Majors: BHS, HDV, HSP, PSY, SOC, SWK, CJC

Qualifications: Within 12 months of receiving a Bachelor's degree in human services, juvenile justice or related fields.

Time Schedule: Flexible; 24/7.

Pay Rate: Unpaid for Academic Credit.

Application Deadline: Open until filled.
Internship Title: Deputy Probation Officer Intern

Agency: Probation Department

Location: Boulder

Description: Student intern assists Probation Officers in case management, in investigation, in assessment, and in monitoring alcohol/drug usage. Assists in supervision and monitoring of clients.

The Deputy Probation Officers (DPO) Program allows interns to work one-on-one with adult and juvenile offenders in a variety of probation services.

DPO's may supervise an adult or juvenile caseload on individuals who have been granted Probation supervision to ensure Court ordered compliance.

Specific duties may include but are not limited to: meeting with adult defendants and juveniles; staffing cases; writing Pre-Sentencing Investigations (PSI's), warrants, summons, terminations, extensions and special reports to the Court; completing Level of Service Inventories (LSI's), Alcohol evaluations and case plans; and, making referrals to treatment agencies. In short DPO's maintain adequate supervision of clients, just as a Probation Officer would.

Majors: SOC, BHS, CJC, PSC, HSP, PHI

Qualifications: MSU student with at least Junior status and minimum 2.5 GPA.

Time Schedule: 10-13 hours per week Spring, Summer or Fall 2014

Pay Rate: Unpaid for academic credit.

Application Deadline: Recruit Until Filled
Division of Criminal Justice
Office of Community Corrections
INTERNSHIP DESCRIPTION

Overview: This internship provides an introduction into the varied responsibilities of a data manager, evaluator, and trainer in criminal justice in general, and in the community corrections environment in particular.

Specific Duties and Responsibilities, including, but may not be limited to:
- Working with OCC staff to develop, implement, and evaluate the Evidence Based Decision Making Project.
- Assisting with the management and tracking of HB1352 treatment funds.
- Assist with and attend trainings offered by the OCC.
- Researching evidence based practices in community corrections.
- Contributing to the quarterly newsletter for community corrections professionals.
- Attend internal and external meetings with staff and management.
- Assisting with program audits as needed.

Qualifications:
- Currently enrolled or recently completed coursework in criminal justice, psychology, sociology or a related field.
- Excellent writing skills including syntax, usage, and creativity.
- Excellent organizational skills.
- Experience with Microsoft Office applications, Internet, and e-mail applications.
- Applicants must be willing to be fingerprinted and successfully pass an extensive background investigation.

Time Requirements: Interested applicants should be prepared to spend 10-20 hours a week.

Evaluation Procedure: Evaluation is ongoing. Weekly communication between the OCC staff and intern steers activities in appropriate directions and allows for alterations if the priorities of the OCC change. At the conclusion of the internship, the supervisor will provide structured feedback on the intern's work, experience, and overall contribution to the OCC. In addition, the intern has an opportunity to evaluate the internship experience.

Benefits to the Student:
- Exposure to a state criminal justice oversight agency
- Exposure to the growing field of community corrections
- Experience with data and research