



# **Criminal Justice Internship Program**

# Our Internship Program

The Toledo Police Department is committed to developing partnerships with area universities and colleges through our student internship program. The program is designed to assist students, primarily in the field of criminal justice, in meeting academic requirements for graduation and as a recruiting tool for future officers.

## Objective

The Toledo Police Department gains benefit from intern assistance in administrative and support functions while providing participants an atmosphere of learning.

Participants in the Criminal Justice Internship Program should expect to:

- Correlate classroom education as it applies to realistic situations
- Gain clarity and comprehension in the complexities of the criminal justice system
- Strengthen self-directed learning skills

The Toledo Police Department's goal is to provide participants with:

1. A greater appreciation of knowledge gained in the classroom as it comparatively applies to municipal law enforcement
2. A self-assessment platform on which to gauge his/her skills and abilities witnessed in real work situations
3. Insight and realistic perspective in day-to-day agency function
4. Clarification in determining whether or not the participating student wishes to pursue a career in policing as opposed to other law-related opportunities
5. Internal references for future recruit candidates

## Requirements

Assignments are **unpaid**, and participating students must meet the following requirements:

- Be enrolled in a four-year Criminal Justice program, or other approved program, through an accredited university or college
- Be in their junior or senior year of learning
- Have a 3.0 or higher grade point average on a 4.0 scale
- Require a minimum of 100 hours
- Submit to their University Field Placement Coordinator the following:
  - a) Fully completed application form
  - b) Signed waiver of liability form

**NOTE: Student applications are only received and accepted from the student's University Field Placement Coordinator / Professor.**

- Successfully pass the standard background check performed by the Toledo Police Department

Students with less than a 3.0 GPA may request this requirement be waived if:

- a) They have a written referral letter from faculty other than their Field Placement Coordinator
- b) There is lower demand for internships during the semester in which the waiver is sought
- c) The Internship Coordinator for Toledo Police Department approves the request

A student desiring such a waiver must request the letter from the faculty member in writing. The letter requesting the recommendation must provide the faculty member with enough information about the student's situation and accomplishments to justify such a waiver. The fact that the student wants to do an internship or believes that the internship is needed in order to satisfy career goals will not be sufficient justification for waiver of the academic standards.

Internships are reserved for students motivated to achieve and while exceptions may be made occasionally to the academic requirements, there must be strong justifications for doing so.

Students from majors other than Criminal Justice may also be eligible for internship pending approval by the Toledo Police Internship Coordinator. However, preference will be given to Criminal Justice majors.

## **Internship Application Process**

A student's first step in getting an internship is to consider **personal career aspirations**. After making a general decision about the student's field of interest (i.e. corrections, courts or law-enforcement) a more specific decision must be made about the **type of agency** in which the student wishes to work. This should be done by the student and the University Field Placement Coordinator.

Coordination of all internships with the Toledo Police Department rests with the Intern Coordinator and is initiated only through the student Field Placement Coordinator or Professor. Once the decision has been made to apply for the Toledo Police internship the Field Placement Coordinator will scan and email completed applications to the Toledo Police Department's Internship Coordinator.

**Note: Students must apply through their designated Field Placement Coordinator or Professor to be considered.**

The Field Placement Coordinator/Professor and the Toledo Police Internship Coordinator will schedule an interview for the applicant. Due to demands both internally and externally, this process generally takes several weeks.

Upon successful completion of the required background check, your folder will be forwarded to the Toledo Police Intern Coordinator.

Placement will be determined upon review, qualification, requested interests, scheduling and position availability.

You and your Field Placement Coordinator will be notified electronically when that final acceptance has occurred. The Toledo Police Internship Coordinator will contact the student for availability days and hours. The Coordinator will set up a schedule for the student.

**It is the responsibility of the student to be familiar with the Toledo Police Departments policy on civilian/intern observers. This information can be found at [www.toledopolice.com](http://www.toledopolice.com) under Open Page, Department Manual section 401.2, Civilian Observers.**