

Spotsylvania County Sheriff's Office



ADMINISTRATIVE SERVICE DIVISION COLLEGE INTERNSHIP PROGRAM OPERATING MANUAL

Sheriff Roger Harris

SCSO College Internship Program

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SCSO College Internship Program

Mission Statement

The mission of the Spotsylvania County Sheriff's Office (SCSO) College Internship Program is to provide qualified undergraduate students a means to integrate academic theories and principles with practical job experience. We engage students in meaningful career development activities that assist them in making informed career decisions, while promoting a positive work experience.

Overview

The Spotsylvania County Sheriff's Office provides an excellent opportunity to qualified individuals seeking mentorship in the public service sector. SCSO is proud to offer challenging and rewarding opportunities for career development. Internships allow students to think about the transition from school to the work force and to develop insights into the law enforcement profession that are not available in a conventional classroom setting. Students who participate in the SCSO internship program may receive academic credit for the time spent in accordance with SCSO standards and the criteria of their academic institution.

Interns will not, however, receive monetary compensation for their participation. Interns will be closely supervised and exposed to exciting opportunities such as ride-a-longs with Patrol Deputies, Criminal Investigation Detectives, Emergency Communications Specialist, Administrative Service Division, Animal Control and the Commonwealth Attorney's Office. Interns will also be afforded the opportunity to meet with agency members of surrounding jurisdictions on a Local, State and Federal level.

SCSO College Internship Program

Goals

- 1) Introduce students to aspects of law enforcement that will enhance the students understanding of the criminal justice system.
- 2) Interns will be exposed to calls for service involving the community in which we serve.
- 3) Interns will obtain the knowledge, skills and learned experiences of seasoned officers
- 4) Interns will obtain a better understanding of how Law Enforcement, Communications, CA's/AG's office, the Detention Center, Court Services and the County Administration work together to provide a safe community.

Eligibility

Students participating in the SCSO College Internship Program must be a verified student at an accredited college or university. Undergraduate students must be in their sophomore, junior or senior year with a minimum of 50 credits. Graduate and Law school students are also eligible. Students must provide proof of United States citizenship or valid student visa.

- Transcript verified student at an accredited college or university
- Undergraduate class standing of Sophomore, Junior, or Senior (minimum of 3 completed semesters and at least 50 credit hours)
- United States citizen
- Must sign authorization release and liability waiver
- Must pass personal background investigation
- Minimum GPA 2.5

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APPLICATION & SELECTION PROCESS

Interested students may inquire directly to the Administrative Service Division via phone : Captain Charles Carey (540) 507-7164 or email: ccarey@spotsylvania.va.us

Once applications are received, applicants will be contacted for an in-person interview. Applicants will be notified of their selection at least three weeks prior to their start date. Once notified of their selection, applicants will be required to submit their dates and times of availability for the entire internship.

Application Requirements:

- Complete Application
- Personal Resume attached to application
- Official College Transcript
- Personal essay of between 500-750 words attached to application, answering the following questions:
 1. Why are you interested in an SCSO internship?
 2. What can you offer the SCSO as an intern?
 3. What do you expect to learn from your internship?

Applicants failing to submit any portion will not be considered.

The cutoff date for all submissions will be June 7, 2021 by 4:00pm

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STANDARDS OF EVALUATION

University Standards of Evaluation:

Students will be evaluated in a manner consistent with the evaluation criteria developed by the college or university where the student is receiving course credit. The intern's supervisor will complete any required evaluation for the intern to receive university credit. The final grade given to the student is at the sole discretion of his/her university.

Internal SCSO Standards of Evaluation:

Students will be evaluated on work ethic (on time arrival, proper dress, customer service, etc.) Students will not receive final evaluations until they have completed the minimum number of hours required by his/her university.

***Orientation:**

Prior to the student beginning their internship they will be provided an orientation of the department that will include a tour of the Public Safety Building and a brief description of the department as a whole to include other areas of service outside of where they will be assigned.

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CONTACT INFORMATION

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