



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF STATE POLICE

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Lt. Governor

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Attorney General

COLONEL JOSEPH R. FUENTES
Superintendent

Dear Ma'am/Sir:

Attached are the internship application documents necessary for students interested in serving an unpaid internship with the New Jersey State Police. Requirements: minimum of 60 credits earned, 2.5 GPA, and suitability to work in a professional environment.

The B.I.Q. document (sp-806b, upper section) requires your Social Security #, so please ensure that this item is not overlooked to avoid delays in processing. In addition to these attached documents, you will need to prepare and submit your updated resume, and a letter prepared by your college internship coordinator (on college / university letterhead), attesting to your registration in an internship course for credit, and that you have attained the minimum of 60 credits, and have earned a GPA of 2.5 or higher. All documents are to be submitted to the below address or via email, NJSPInternship@gw.njsp.org.

After the application deadline, interns will be submitted for a background check. Following the background investigations, this office will notify all suitable intern candidates (who successfully completed the background investigation phase) of the date/time/location of the mandatory internship program orientation seminar. The session typically takes place at Division Headquarters, between 9:00 am – 12:00 pm. At that session, students will be provided with their internship assignment, along with a contact person and phone number. In many cases, a representative of that Troop, Bureau or Unit will be present to meet with small groups of students assigned to that particular location.

Internship assignments are based upon the operational needs of the Division. However, consideration is also given to the academic interest and preparedness of the student, and proximity of the assignment to the student's residence.

Deadlines are as follows:

Fall Semester- July 20

Spring Semester- November 24

Summer Semester- April 24

If you have any further questions, do not hesitate to contact the Professional Development Unit at **609-882-2000 Ext. 2848**, or via email at NJSPInternship@gw.njsp.org

NJSP- Professional Development Unit
1034 River Road
PO Box 7068
West Trenton, NJ 08628



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New Jersey State Police Internship Program

Guidelines and Procedures

An internship is a structured educational experience which incorporates the practical application of classroom instruction into the workplace for the benefit of the intern. The internship described herein is an uncompensated cooperative educational program involving qualified and interested students, their respective educational institution, and the NJ State Police. Under close supervision, interns shall assist NJ State Police enlisted and civilian personnel with administrative tasks and projects that do not require the involvement of a sworn officer or involving exposure to a hazardous working environment. Through this experience, an intern is provided the opportunity to improve his/her basic work skills, test career choices, develop professional competence, and witness classroom theories and principles being applied in real world situations. For those seeking a career in public service, an internship in some instances may serve as a link to future employment.

Scope:

The internship program generally applies to both undergraduate and graduate school students interested in meeting their respective school's internship requirements with the NJ State Police. Interns are non-sworn volunteer positions available to students in the fall, spring, and summer semesters, regardless of academic major. Interns will only function in a support capacity and will be assigned administrative tasks. At no time will interns be placed in an operational role or capacity and consideration for their safety is paramount. Interns are required to wear business civilian attire and are not authorized to wear a New Jersey State Police uniform.

Work Locations:

Internship opportunities exist at various locations within the State of New Jersey. The working hours for the majority of positions are Monday through Friday, during conventional business hours. An intern may be assigned to mission-specialty operational unit or to one of the various troop headquarters or stations located throughout the state.

Placement:

In determining the specific placement of the intern, the state police consider the intern's academic background, interests, operational needs, and the geographical proximity to the intern's place of residence.

Applicants who are currently involved in the selection process for employment with the NJ State Police are eligible to participate in the internship program. If accepted into the internship program, these interns shall not be assigned to the following units; Recruiting Unit, Selection Process Unit, Applicant Investigation Unit, and all units in the Training Bureau.

Application Process:

In order to be considered for an internship, the applicant must complete a *Volunteer Intern Participation Agreement* (Form S.P. 806A) and an *Internship Application* (Form S.P.806). Applications may be obtained from an educational institution's designated internship coordinator or by contacting the NJ State Police Internship Coordinator. Student applicants must be enrolled in a school-sponsored, for credit, internship program. **An application will not be considered unless the application form has been fully completed and the following materials have also been provided:**

1. ***Resume***
2. ***Letter*** from intern's college or university requesting participation in the internship program. This letter should also include the following:
 - Number of credits the student will attain upon successful completion of the program
 - Number of total required hours student must complete pursuant to course requirements
 - Verification that the applicant has a grade point average of 2.5 or higher
3. ***Completed Internship Program Background Investigation Questionnaire*** (Form S.P. 806B)
4. ***Verification*** that the student will have completed at least 60 college credits
5. Completed ***Volunteer Intern Program-Authorization for Release of Personal Information*** (Form S.P. 806C)

Deadline Calendar:

Fall Semester - July 20

Spring Semester - November 24

Summer Semester - April 24

Upon receipt of the completed application, the NJ State Police will determine if the applicant will be accepted into the internship program by reviewing and examining the information submitted by the applicant and conducting a review of the applicant's background investigation.

In the event that the background investigation reveals circumstances that would provide a basis for possible disqualification from the internship program, the applicant will be notified of this result and permitted an opportunity to offer an explanation regarding the issue.

Acceptance or Denial:

The Division of State Police will notify the applicant directly, and when applicable, their respective college or university, as to whether they have been accepted into the internship program. Prior to an internship offer, each applicant will undergo a background check. Considering that fact, the turnaround response time target is generally (3) three weeks upon the onset of processing the application. Circumstances may dictate that the background check may require additional time to complete. Every effort will be made to ensure that applicants will be notified expeditiously thereby enabling the students to administer their school and work schedules as appropriate.

Orientation:

All applicants accepted into the internship program are required to attend an orientation seminar. All interns will be notified directly of the specific date and location of the orientation.

The orientation will include:

Completing a *NJ Department of Law & Public Safety Internship Confidentiality Agreement*

Receiving a copy of the *State of New Jersey Policy Prohibiting Discrimination, Harassment, or Hostile Environment in the Workplace*

Completing an *Outside Employment Information Form*

Receiving a work assignment, work location, and direct supervisor's contact information

Receiving other appropriate State of New Jersey, Department of Law & Public Safety or Division of State Police policies, procedures or documentation relevant to the internship program

Supervision/ Grading:

The intern's direct supervisor shall provide the intern with an overview of the key functions and capabilities of the unit to which they have been assigned prior to assigning specific responsibilities. In addition, the intern's direct supervisor shall:

Monitor the performance of the intern utilizing the best practices of workplace professionalism, safety, and security

Provide for training that may be required

Mentor and task the student with career domain-appropriate, challenging projects

Complete all evaluation forms required from the intern's educational institution

**STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF STATE POLICE**

**S.O.P. C41
ANNEX B**



INTERNSHIP APPLICATION

Students interested in an internship opportunity must complete this application and the Background Information Form and return it to the address below. Also attach: (1) a current resume (2) a letter from your academic institution indicating the number of credits you will receive for the internship; and the number of total hours you will be expected to complete; or if you have graduated, a copy of your academic transcript confirming graduation.

Name: _____ Email: _____

Residence: _____

Academic Institution: _____

Address: _____

Telephone Numbers: Home: (____) _____ Cell: (____) _____

Indicate semester & year you would like to begin your internship: (*Fall/Spring/Summer*) _____

Areas of Interest within the New Jersey State Police: _____

Indicate order of preference where you would be willing to complete your internship, 1, 2 & 3:

___ **Northern Counties** (*Bergen, Essex, Hudson, Morris, Passaic, Sussex, Union & Warren*)

___ **Central Counties** (*Burlington, Hunderdon, Middlesex, Mercer, Monmouth, Ocean & Somerset*)

___ **Southern Counties** (*Atlantic, Camden, Cape May, Cumberland, Gloucester & Salem*)

List special skills (computer, other technology, foreign languages, etc.): _____

Many of the specialty assignment internships are located at the NJSP Headquarters in West Trenton, NJ (*Central Counties*). Are you willing to complete your internship there? Yes No

List two references with contact information:

1. Name _____ Title _____ Phone No. () _____

2. Name _____ Title _____ Phone No. () _____

Return this application, resume, and college letter or transcript with graduation date to:

New Jersey State Police Internship Program

P.O. Box 7068 River Road

West Trenton, NJ 08628-0068

Attn: Internship Coordinator

Telephone: 1 (609) 882-2000

NEW JERSEY STATE POLICE
— Volunteer Intern Participation Agreement —

TO INDEMNIFY, DEFEND AND HOLD HARMLESS:

As a volunteer intern with the New Jersey State Police, I certify I understand and agree to the following conditions:

Whereas _____, has entered into an agreement with the
(Name of Institution)

New Jersey State Police (*hereinafter referred to as "NJSP"*) by which the NJSP has agreed to accept students from that institution into an intern program with the NJSP. The NJSP has agreed to accept said students into an intern program for the purpose of furthering the student's education.

I, _____, warrant that I have been accepted into the intern
(Name of Student)

program by the above institution and that I hereby agree to be bound by the terms and conditions of the intern program agreement between the institution and the NJSP. In consideration for the efforts of the institution in securing my placement as an intern with the NJSP, and for my opportunity to participate in all intern activities with the NJSP, I do hereby agree and offer as consideration of the following:

1. I shall defend, hold harmless, waive, release and discharge the State of New Jersey, the NJSP, the institution and their employees, agents, officers and servants, from any and all claims, demands, actions or causes of action of any kind, which arise or may arise from my participation as an intern with the NJSP; or by, through, or as a consequence of any instruction received, or actions taken during my participation as an intern with the NJSP; or because of my having been on in or at NJSP property, vehicles or facilities.
2. That I also recognize, all information, which I obtain during this volunteer assignment/internship concerning clients of the Division of New Jersey State Police (NJSP), litigation, personnel and any other issues directly related to the NJSP, or any matter being handled by the NJSP is strictly confidential and may not be discussed with, or otherwise transmitted to, persons outside NJSP. My work assignments and responsibilities will be only those assigned by my designated supervisors. I will, at times, identify myself as a volunteer/intern in any client or work related contacts. I understand my association with the NJSP is at the discretion of NJSP.
3. I understand other work, which I may be performing for another employer or entity, may present a potential or actual conflict with my work for the NJSP. I agree to be sensitive to these issues and to raise them with my NJSP supervisor if they occur.
4. I understand NJSP assumes no risk of loss or damage to property or injury to or death of any persons, including, but not limited to myself, arising out of or in connection with this assignment and I hereby, agree NJSP shall not be liable for any and all claims, judgements, awards, losses, damages or injury arising out of or in connection with this volunteer assignment/internship.

Print Name: _____

Signature: _____

Date: _____



NEW JERSEY STATE POLICE
Internship Program
Background Investigation Questionnaire

NAME: <i>(Last, First, Middle Initial)</i>		MAIDEN or PREVIOUS NAME:	
ADDRESS: Street	City	State	Zip Code
ALIAS/NICKNAME(s):		DATE OF BIRTH:	

Pursuant to Federal Privacy Act of 1974 (5 U.S.C. Section 552a (note b)), the State Police is requesting the voluntary disclosure of your social security number. If you give your consent for the use of your social security number, it may be used: (1) to verify your identity; (2) to aid in the processing of your application; (3) to aid in the completion of a criminal history background check; and (4) to aid in the collection of financial obligations. The provision of your social security number demonstrates your consent to its use for any of the purposes set forth above and that you understand that your consent is voluntary and that if you do not consent, no adverse action or inference will be taken or drawn.

MARKS/SCARS/TATTOOS:

HOME TELEPHONE <i>(Include Area Code):</i>	CELL PHONE <i>(Include Area Code):</i>	DRIVER'S LICENSE NUMBER & STATE:	<input type="checkbox"/> Valid <input type="checkbox"/> Suspended
EMAIL ADDRESS		WEBSITE ADDRESS	

Have you ever been convicted of a crime? *(checking "yes" will not result in an automatic disqualification)* NO YES *If YES, Explain:*

Do you have any criminal charges pending? NO YES *If YES, Explain:*

I understand that misrepresentation or misstatement of fact is sufficient cause for the rejection of my application or removal from the position.

 Applicant's Signature

 Date

FOR OFFICIAL USE ONLY

 Reviewed By

 Badge #

 Date

NEW JERSEY STATE POLICE
Volunteer Intern Program
— Authorization for Release of Personal Information —

The undersigned authorizes a review of and full disclosure of all records concerning myself to any agent of the State of New Jersey, New Jersey State Police , or any individual or entity assigned by the New Jersey State Police, whether the records are of a public, private, criminal, internal or confidential nature. I direct the release of such information regardless of any agreement I may have made to the contrary with any entity or individual to whom this release is presented.

The intent of this authorization is to give my consent for full and complete disclosure of criminal records, internal investigation records, records of educational institutions, including academic records. I specifically waive my right to written notice of release of information relating to prior disciplinary actions.

I also waive my right to inspect and copy any records provided in response to this authorization. I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, as a result of this authorization will be considered in determining my suitability for an internship with the State of New Jersey.

Additionally, I understand the duty of the New Jersey State Police to release any information of a serious criminal nature uncovered by this investigation to the proper authorities and make other reports as may be mandated by law.

I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release such person(s) from any and all liability which may be incurred as a result of furnishing such information whether from record or recollection. I further release the New Jersey State Police, its agents and designees under this release, from any and all liability which may be incurred as a result of furnishing such information.

Print Name: _____

Signature: _____

Date: _____