

DELAWARE COUNTY SHERIFF'S OFFICE
College Internship Application
2018 APPLICATION PACKET

DEADLINE

Return this 3-page application and packet no later than **noon on Friday, April 13, 2018.**

APPLICATION PACKET DOCUMENTS

Along with the Application below, please submit the following documents:

- 1. Completed Background Questionnaire (follows the application below)**
- 2. Letter of reference from someone you are not related to**
- 3. Letter of recommendation from a college professor**
- 4. Proof of college/university enrollment and current GPA**

HOW TO SUBMIT

Application Packet should be returned to the Sheriff's Office by mail, in person, or via email:

Delaware County Sheriff's Office
ATTN: Chelsea Dean
149 N. Sandusky St., 2nd floor
Delaware, Ohio 43015

E-mail: cdean@co.delaware.oh.us

APPLICATION PROCESS TIME LINE

March 16	Application Available -Notify Universities -Application Available online -Social Media & Web Site Announcement
April 13	Deadline for Submission of Applications
Mid April	Staff Review of Applications -Notification of Interviews Granted
Late April	Conduct Interviews
April - May	Background Checks on Top 2 Finalists
Early May	Selection of Intern -Verbal Offer; followed by written
Early May	Notification to all Applications
Late May	Intern Begins 10-week program (<i>start date is flexible</i>)



Delaware County Sheriff's Office

An Equal Opportunity Employer

Job Title:	College Student Intern	Posting Dates:	03/16/2018 – 04/13/2018
Department/Address:	Delaware County Sheriff's Office	Position Type:	Full-Time, Temporary
Typical Work Schedule:	Varies, mostly Monday-Friday 8:00 a.m. – 4:00 p.m.	Pay Range:	\$10.00/hour
Contact Information:	Human Resources: 740/833-2867	FLSA:	Non-Exempt, Non-Bargaining Unit
How to Apply:	http://www.co.delaware.oh.us/index.php/employment		

Objectives

It is the goal of the College Student Internship Program to provide a valuable learning experience to a junior or senior studying criminal justice or other law enforcement-related field. Intern will shadow, observe, participate, and take full advantage of all activities and opportunities provided. The Delaware County Sheriff's Office staff will mentor, give feedback, and provide meaningful tasks and assignments to the intern.

Responsibilities

- Patrol ride-along; assist with taking incident reports, etc.
- Detective Bureau assistance
- Corrections Officer shadowing; jail programming assistance
- Court Services Division shadowing (transport, courts, etc.)
- Dispatch – shadow and observation
- School Resource Officers/Explorers programming assistance
- Other duties as assigned

Critical Skills/Expertise:

- Basic understanding of duties of law enforcement personnel
- Listening – asking questions
- Reasoning – formulating and contributing ideas, solutions
- Clear and concise communication, both written and verbal
- Team-oriented
- Ability to stay on task while working independently

Job Standards: Completion of a secondary education or equivalent plus current enrollment in degree-seeking program. Must have a valid Ohio driver's license and a clean criminal record. Work consists of complex, varied, non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures.

II. RESPONSIBILITY

Supervisor provides general direction in following established practices and policies. Supervisor reviews work while in process. Incumbent follows policy and procedures.

Errors are readily detected in the normal course of work by standard checking resulting in little or no difficulty in loss of time to correct. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information.

III. PERSONAL RELATIONSHIPS

Incumbent has contact with supervisors, co-workers, public and private sector employees, other law enforcement personnel, and the general public. The purpose of these contacts is to gather information and to ensure safety in the community.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical

Requirements:

Incumbent performs a variety of tasks, which may rarely include heavy work. Majority of physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.

Physical Activity:

Incumbent performs the following physical activities: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, sitting, running for moderate distances, physical contact / confrontations and repetitive motion.

Visual Activity:

Incumbent performs work where the seeing job ranges from close to the eyes to riding in a vehicle.

Job Location:

Incumbent may work both inside and outside. The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	

Current Clubs/Organizations: _____

What are your career goals? _____

What are your other interests? _____

Have you ever been arrested for any offense, including traffic violations? _____

If yes, please explain: _____

Current or Previous Employer: _____

Supervisor: _____ Contact Number: _____

Father's Name: _____ Phone number: _____

Mother's name: _____ Phone number: _____

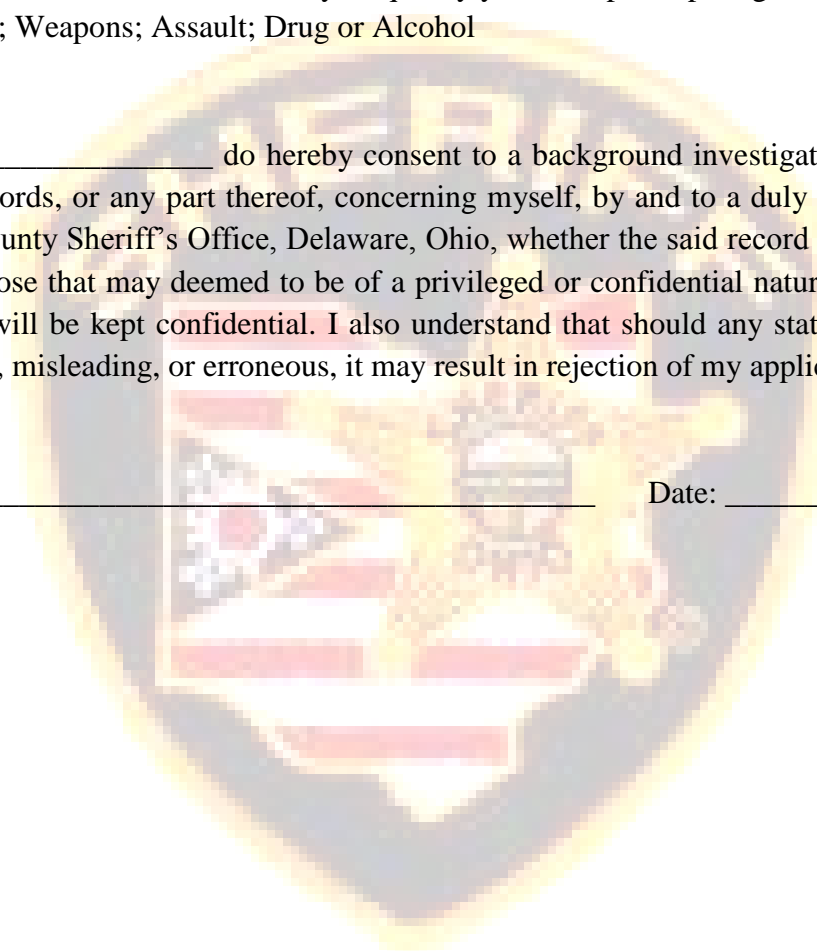
Release of Information and Statement of Consent

All College Intern applicants will be subject to a background check. The following is a list of some of, but not limited to, the offenses that may disqualify you from participating in this internship program: Felony; Weapons; Assault; Drug or Alcohol

I, _____ do hereby consent to a background investigation and authorize a review of all records, or any part thereof, concerning myself, by and to a duly authorized agent of the Delaware County Sheriff's Office, Delaware, Ohio, whether the said record is public or private, and including those that may deemed to be of a privileged or confidential nature. I understand that all information will be kept confidential. I also understand that should any statement I have made prove to be false, misleading, or erroneous, it may result in rejection of my application.

Signature: _____

Date: _____



Delaware County Sheriff's Office
Background Check Questionnaire - College Intern 2018

APPLICANT NAME: _____

Please answer the following questions truthfully.

(Note: This is your opportunity to fully explain your history. Please take full advantage of this and be as specific and detailed as possible. If you are not completely honest and up front with your answers, or you intend to be intentionally vague with your responses, the result will be termination from this process.)

UNDETECTED CRIMES

1. Have you ever committed an act that you were not caught doing, but if caught, you would have been arrested.

No
 Yes, Explain

2. Have you ever been involved in any of the following? (If yes to any, please include when, where, and value on the back of this page.)

A. Switching price tags	Yes <input type="checkbox"/>	No <input type="checkbox"/>
B. Car theft, Theft of car parts	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C. Burglary (home/business)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
D. Carrying concealed weapon	Yes <input type="checkbox"/>	No <input type="checkbox"/>
E. Intentionally started a fire	Yes <input type="checkbox"/>	No <input type="checkbox"/>
F. Leaving the scene of an accident	Yes <input type="checkbox"/>	No <input type="checkbox"/>
G. Assault	Yes <input type="checkbox"/>	No <input type="checkbox"/>
H. Buy, sell, or possess stolen property	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I. Using stolen credit cards	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3. Has a law enforcement agency ever been called because of something that you were involved in?

No
 Yes, Explain

4. Were you ever in a fight in which a weapon was used?

No
 Yes, Explain

5. Have you ever injured another person?

- No
 Yes, Explain
-
-

6. Have you ever intentionally damaged property belonging to another person?

- No
 Yes, Explain
-
-

7. Have you ever been questioned by a law enforcement agency as a suspect in an investigation? (Do not include situations where you were a victim or witness to crime.)

- No
 Yes, Explain
-
-

8. Other than what has already been covered, have you been involved in anything that you could have been arrested for?

- No
 Yes, Explain
-
-

9. Do you now or have you ever had regular associations with persons whom you knew or should have known, were under criminal investigation, or who had a reputation in the community or with law enforcement agencies for involvement in criminal behavior?

- No
 Yes, Explain
-
-

SCHOOL

1. Have you ever been suspended or expelled from school (high school or college)?

- No
 - Yes, Explain
-
-

2. Have you ever received discipline of any kind at school (high school or college)?

- No
 - Yes, Explain
-
-

ARREST RECORD

1. Have you ever been arrested, charged, or detained by a law enforcement agency,

- No
 - Yes – Please explain the charge, arresting agency, date & final disposition of case.
-
-

DRUG USAGE

1. How many times in your life have you used marijuana? (Please include approximate dates and how many times weekly or monthly.)

2. When was the last time that you used marijuana?

3. Have you ever used inhalants, or any other legal substance, to get high?

- No
- Yes, Explain

4. Have you used any of the following drugs? (If yes, include total number of times and dates last used.)

_____ Speed	_____ Steroids
_____ Barbiturates (downers)	_____ PCP (Angel Dust)
_____ Amphetamines (uppers)	_____ Crack
_____ Rush	_____ Cocaine
_____ Quaaludes	_____ Heroin
_____ LSD	_____ Ecstasy
_____ Hash	_____ Designer Drugs
_____ Ice or Methamphetamine	_____ Peyote
_____ Mushrooms	_____ Mescaline
_____ Another Person's Prescription	_____ Other

5. Have you ever been involved in the purchase of any illegal drug? (Any amount from a joint to a kilo or more)?

No

Yes, Include type of drug, the amount, the circumstances, and the last time.

6. Have you ever been in the company of people using illegal drugs?

No

Yes, Explain details and the last time.

THEFT

1. Have you ever taken anything or shoplifted anything from a business? (Include personal and employee theft.)

No

Yes, Explain

2. Have you ever been with anyone who was stealing merchandise or equipment?

No

Yes, Explain

3. Have you ever taken anything from a current or former employer?

- No
 Yes, Explain
-

4. Have you ever stolen cash? If yes, explain each incident and how much money was taken. (Include cash thefts from family, friends, employers and any other incidents.)

- No
 Yes, Explain
-

EMPLOYMENT HISTORY

1. Have you ever been terminated or asked to resign from a job?

- No
 Yes, Explain
-

2. Have you ever been disciplined by your current or previous employers? (If discipline was by a law enforcement agency, refer to law enforcement experience questions.)

- No
 Yes, Explain
-

3. Have you ever resigned or been given the opportunity to resign from a job in which you were under investigation for a policy violation or misconduct?

- No
 Yes, Explain
-

DRIVING HISTORY

1. Has your driver's license ever been suspended or revoked?

- No
 Yes, Explain
-

2. What states, other than Ohio, have you had a driver's license issued? (List all states and include temporary and learning permits.)

3. Have you ever received a traffic citation?

- No
 Yes, Explain
-

4. Have you ever been involved in a traffic accident that was your fault?

- No
 Yes, Explain
-

5. Has your auto insurance ever lapsed?

- No
 Yes, Explain
-

6. How many times have you driven a vehicle while under the influence of alcohol, when IF stopped, you could have been arrested? _____ When was the last time? _____

7. Has your driver's license ever been suspended or revoked?

- No
 Yes, Explain
-

ALIASES

1. List ALL NAMES that you have ever used, to include maiden, nick names, married, and legal name changes, and dates used.

I CERTIFY THAT THE ABOVE INFORMATION PROVIDED IS TRUE AND CORRECT. I HAVE BEEN COMPLETELY TRUTHFUL IN MY ANSWERS TO THESE QUESTIONS. I ACKNOWLEDGE AND UNDERSTAND THAT PROVIDING UNTRUTHFUL ANSWERS TO ANY OF THE ABOVE QUESTIONS WILL AUTOMATICALLY DISQUALIFY ME FROM CONSIDERATION. I FURTHER CERTIFY THAT IF I AM ACCEPTED AS AN INTERN AND IF IT IS LATER DETERMINED THAT I PROVIDED UNTRUTHFUL ANSWERS TO ANY OF THE ABOVE QUESTIONS, I AGREE THAT THIS WILL CONSISTITUE "JUST CAUSE" FOR IMMEDIATE TERMINATION AND I WILL RETURN ANY AND ALL PROPERTY TO THE DELAWARE COUNTY SHERIFF'S OFFICE.

Signature: _____ Date: _____