

# MARSHALLTOWN POLICE DEPARTMENT

## INTERNSHIP PROGRAM

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### **STUDENT INTERNSHIP**

The Marshalltown Police Department is committed to developing positive, long-lasting partnerships with the community. One of these partnerships is the Student Internship Program. Our goal is to provide students the opportunity to experience the various aspects and responsibilities of law enforcement in a positive work environment.

The program will allow students to interact with the different divisions within the department, gaining valuable knowledge in each area. Time will be spent in each of the following areas: the Operations Division on each of the patrol shifts, the Special Services Division with the detectives, the Marshall County Communication Center, and at the Marshalltown High School with the School Resource Officer. You will experience how a municipal police department operates on a day-to-day basis.

The internship does not pay however many colleges and universities offer college credit towards graduation while participating in the program. Interns will have their ride times scheduled in advanced. We can be flexible to work around scheduling conflicts. The amount of hours per week can depend on the particular independent study or internship program.

### **TO APPLY:**

- Must have at least a sophomore standing at an accredited college or university.
- Must be currently enrolled, through their respective college or university, in an internship or independent study class offering.
- Currently hold a 2.5 or higher grade point average on a 4.0 scale.
- May not have any felony convictions.
- Complete the Internship Application and attach the required documentation.
- Mail the application and documentation prior to the beginning of the semester to:  
Marshalltown Police Department  
Attn: Captain Kiel Stevenson  
909 South 2<sup>nd</sup> Street  
Marshalltown, IA 50158

Thank you for your interest in the Marshalltown Police Department Internship Program.

# MARSHALLTOWN POLICE DEPARTMENT

## INTERNSHIP APPLICATION

NAME: \_\_\_\_\_ SOCIAL SECURITY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ DOB: \_\_\_\_\_ PHONE: \_\_\_\_\_  
DL NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_  
SCHOOL ATTENDING: \_\_\_\_\_ ANTICIPATED GRADUATION: \_\_\_\_\_  
MAJOR: \_\_\_\_\_ MINOR: \_\_\_\_\_  
U.S. CITIZEN/PERMANENT U.S. RESIDENT: ☐ YES ☐ NO  
DISABILITY/LIMITATION RESTRICTING JOB PERFORMANCE: ☐ YES ☐ NO  
IF YES, EXPLAIN: \_\_\_\_\_  
CONVICTION(S)/VIOLATION(S) (EXCEPT MINOR NON-MOVING TRAFFIC) ☐ YES ☐ NO  
IF YES, EXPLAIN: \_\_\_\_\_  
HAVE YOU EVER BEEN EMPLOYED BY THE CITY OF MARSHALLTOWN? ☐ YES ☐ NO  
IF YES, WHEN: \_\_\_\_\_ WHAT JOB: \_\_\_\_\_  
DO YOU HAVE RELATIVES WORKING FOR THE CITY OF MARSHALLTOWN? ☐ YES ☐ NO  
IF YES, WHO: \_\_\_\_\_ WHAT DEPT: \_\_\_\_\_

### EMERGENCY CONTACTS: PLEASE SUPPLY THE FOLLOWING INFORMATION.

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
PHYSICIAN NAME: \_\_\_\_\_ CLINIC/HOSPITAL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
IMPORTANT MEDICAL  
INFORMATION: \_\_\_\_\_

### ATTACH THE FOLLOWING TO APPLICATION:

- COVER LETTER EXPLAINING WHY YOU WOULD LIKE AN INTERNSHIP, WHAT YOU EXPECT TO LEARN FROM THE EXPERIENCE AND WHAT YOU KNOW ABOUT THE MARSHALLTOWN POLICE DEPARTMENT.
- CURRENT RESUME AND OFFICIAL TRANSCRIPT.
- LETTER OF RECOMMENDATION FROM FACULTY ADVISOR OR PROFESSOR.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE