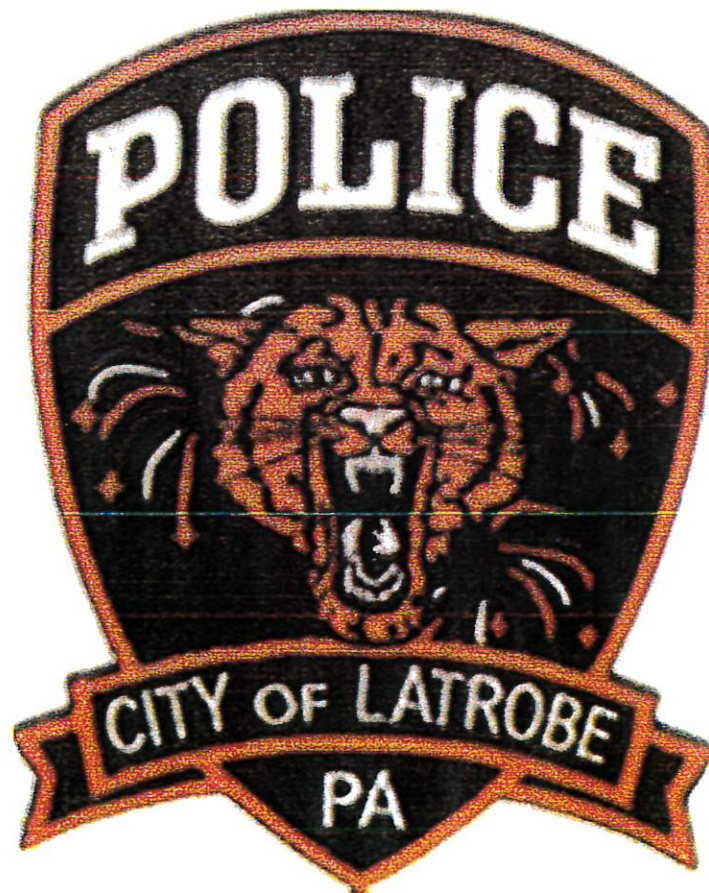
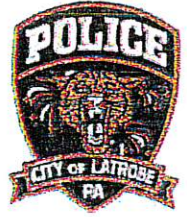


**City of Latrobe Police**

**Department Intern Application**



# City of Latrobe Police Department Intern Application



Applicant Name \_\_\_\_\_

Applicant Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

DOB: \_\_\_\_\_ SSN# \_\_\_\_\_

Email Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Do you have any social media page(s)?  
\_\_\_\_\_

If yes what is your user name? \_\_\_\_\_

When are you seeking an internship? From \_\_\_\_\_ To \_\_\_\_\_

School/ Program \_\_\_\_\_

Current Grade \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Advisor Phone \_\_\_\_\_

Advisor Email \_\_\_\_\_

Extracurricular Involvement (Sports, Clubs, Job)  
\_\_\_\_\_  
\_\_\_\_\_

Reference Name \_\_\_\_\_ Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Email \_\_\_\_\_

Have you held an internship or worked with any other law enforcement agency? Yes \_\_\_\_\_ No \_\_\_\_\_

If so where? \_\_\_\_\_

Any other qualifications experience or training that is relevant to this internship  
\_\_\_\_\_

What are your plans for after graduation? (Graduate school, Employment, Military, etc.)

---

---

Have you ever been arrested? Y\_\_\_ N\_\_\_

If yes explain in detail, including parking tickets, traffic, and criminal and non-criminal offenses

---

---

Do you plan to work in a law enforcement profession? Y\_\_\_ N\_\_\_

If so what jobs and agencies do you plan to apply for?

---

---

---

Why do you want an internship with the Latrobe Police Department? What do you plan or hope to gain from an internship with this department?

---

---

---

---

---

What qualities do you have that you think will make you successful at the Latrobe Police Department and with any future employers?

---

---

---

---

---

Why do you want a career in law enforcement? What about this field made you chose it?

---

---

---

---

---

Direct questions to Ofcr. Ray Swiderski Phone: 724-537-5526 ext. 43

Email: [rswiderski@cityoflatrobe.com](mailto:rswiderski@cityoflatrobe.com)

Attach any additional sheets of paper if necessary.

## LATROBE POLICE DEPARTMENT INTERNSHIP PROGRAM GUIDELINES

THE LATROBE POLICE DEPARTMENT WILL ACCEPT THOSE COLLEGE STUDENTS REQUESTING AN INTERNSHIP PROGRAM WITH THE DEPARTMENT TO HELP FURTHER THEIR EDUCATION, AND ALSO TO ASSIST IN THEIR UNDERSTANDING OF THE OPERATION OF THE POLICE DEPARTMENT AND ITS INTERACTION WITH THE CITIZENS IN OUR COMMUNITY.

THE STUDENT MUST AGREE TO THE FOLLOWING TERMS AND CONDITIONS PRIOR TO BEING ACCEPTED INTO THE LATROBE POLICE DEPARTMENT INTERNSHIP PROGRAM.

THE FOLLOWING REQUIREMENTS MUST BE COMPLETED BEFORE YOU BEGIN:

1. PROVIDE A LETTER OF RECOMMENDATION, TO BE ACCEPTED AS AN INTERN OF THE POLICE DEPARTMENT - BY YOUR COLLEGE ADVISOR OR DEPARTMENT HEAD, TO THE CHIEF OF POLICE. INCLUDE CONTACT PHONE NUMBER.
2. PROVIDE A COPY OF YOUR SCHOOLS INSURANCE ON YOU - THAT THEY WOULD COVER YOU SHOULD YOU BECOME HURT WHILE IN THE PERFORMANCE OF YOUR INTERNSHIP PROGRAM.
3. SIGN A WAIVER OF INJURY CLAIM AS PROVIDED BY THE CITY OF LATROBE POLICE DEPARTMENT.
4. FOLLOW THE GUIDELINES AS ESTABLISHED HEREIN.

### A. PROFESSIONAL IMAGE

1. PROPER DRESS/ATTIRE
  - a. NO JEANS, SHORTS, T-SHIRTS OR SWEAT SHIRTS
  - b. NO SHIRTS, JACKETS, COATS WITH LARGE LOGOS, ADVERTISEMENTS OR STATEMENTS PRINTED ON THE FRONT OR BACK.
  - c. IT IS RECOMMENDED THAT YOU AVOID TENNIS SHOES, BUT DO WEAR OLDER SHOES.
  - d. PLAIN BASEBALL CAPS MAY BE WORN.
  - e. AVOID WEARING EXPENSIVE JEWELRY, WATCHES, ETC.
  - f. ABSOLUTELY NO FIREARMS, KNIVES OR WEAPONS OF ANY KIND WILL BE CARRIED.
  - g. THE USE OF TOBACCO IN PUBLIC IS PROHIBITED.
  - h. ALCOHOL OR DRUG USE PRIOR TO REPORTING FOR YOUR INTERNSHIP DUTY IS PROHIBITED.

### B. CONTACT WITH THE PUBLIC

1. LANGUAGE/DEMEANOR
  - a. NO USE OF PROFANITY.
  - b. AVOID USING SLANG WHENEVER POSSIBLE.
  - c. DO NOT SPEAK IN A MEAN, THREATENING DEGRADING OR SARCASTIC MANNER.

### C. ORDERS OF POLICEMAN

1. COMPLIANCE
  - a. ALL LAWFUL ORDERS OF POLICEMAN MUST BE FOLLOWED AT ALL TIMES. FAILURE TO DO SO WILL RESULT IN THE IMMEDIATE TERMINATION OF YOUR INTERNSHIP.

D. OTHER

1. MONEY AND VALUABLES
  - a. DO NOT CARRY A LOT OF MONEY OR VALUABLES ON YOUR PERSON. POLICE WORK IS UNPREDICTABLE AND MAY BE EVEN DANGEROUS AT TIMES. DO NOT CARRY OR WEAR ANYTHING THAT YOU CANNOT AFFORD TO LOSE OR HAVE DAMAGED. THE LATROBE POLICE DEPARTMENT CANNOT BE RESPONSIBLE FOR YOUR LOSS.
2. CONFIDENTIALITY
  - a. IT IS IMPERATIVE THAT THE CONFIDENTIALITY OF INVESTIGATIONS AND ACTIVITIES OF THE OFFICERS BE OBSERVED. THE "LEAK" OF INFORMATION MAY JEOPARDIZE THE SAFETY OF THE OFFICERS OR ANOTHER INVESTIGATION THAT YOU ARE NOT AWARE OF.
  - b. PERSONAL INFORMATION OF THE OFFICERS, PHONE NUMBERS, ADDRESSES, ETC. IS STRICTLY CONFIDENTIAL. ANY DIVULGENCE OF THIS INFORMATION WILL RESULT IN IMMEDIATE TERMINATION OF YOUR INTERNSHIP.

E. ALLOWABLE ACTIVITIES

1. RIDE AND/OR WALK BEATS WITH THE OFFICERS AND OBSERVE THEIR DAILY ROUTINES.
2. YOU MAY ACCOMPANY THE OFFICERS DURING INVESTIGATIONS.
3. YOU MAY, AT THE OFFICERS DISCRETION, ASSIST THE OFFICER WHEN REQUESTED TO DO SO DURING INVESTIGATIONS.
4. LEARN THE USE OF OUR COMPUTER SYSTEM AND INFORMATION ENTRY AND RETRIEVAL.
5. ATTEND ANY HEARINGS.
6. SET YOUR OWN SCHEDULE, SHIFTS, AND/OR HOURS.
7. KEEP A NOTEBOOK OR JOURNAL.
8. PHYSICALLY ASSIST THE OFFICER, SHOULD THE OFFICER REQUEST YOU TO DO SO, DURING AN ATTACK ON THE OFFICER. NOTE: ONLY WITH PERMISSION OF THE OFFICER.
9. ASK QUESTIONS; PROVIDE CONSTRUCTIVE COMMENTS OR SUGGESTIONS.

THE LATROBE POLICE DEPARTMENT IS A PRODUCT ORIENTED ORGANIZATION. THE PRODUCT IS OUR SERVICE TO OUR CLIENTS - THE CITIZENS OF LATROBE. A PROFESSIONAL DECORUM MUST BE MAINTAINED AT ALL TIMES TO INSURE THE CONTINUATION OF THE INTERNSHIPS WITH THE LATROBE POLICE DEPARTMENT.

SHOULD YOU HAVE ANY OTHER QUESTIONS OR NEED ANY ADDITION INFORMATION, CONTACT THE CHIEF OF POLICE AT 724-537-5526 EXT. 13.