

Springfield Police Department

Internship Program

FAQs

1. **What can I expect to do during the Internship Program?**

- a. The Internship Program is a hands-on Internship and we have moved away from a “paper pushing” Internship. We have a structured Internship Program that includes at least 40 hours of ride longs with patrol. You will job shadow specialized units such as the Detectives, K-9, Training, Community Service Section, and more.

We believe the Internship Program should be used to help develop you to be ready for a career. Therefore, we also assist with career development such as interviewing skills, resume building, financial, ethics and professionalism, public speaking, health, and wellness.

You will also learn how and why officers at the Springfield Police Department do what they do and how you can become one as well!

2. **How long is the Internship Program?**

- a. Our Internship Program is a minimum of 150 hours. If your school requires less than 150 hours, you will still complete 150 hours with us. If your school requires more than 150 hours, you can discuss with the Volunteer Coordinator about adding those additional hours into your Internship Program.

3. **Do you provide a paid Internship Program?**

- a. The City of Springfield has a paid Diversity Internship program that is designed to build interest and awareness of career opportunities within local government for veteran, disabled, or minority students, specifically among underrepresented groups. If you would like to apply for this Diversity Internship program, please submit a resume via e-mail to ldelucia@springfieldmo.gov. Please include:
 - i. Why are you a good candidate?
 - ii. What areas of work interest you?
 - iii. How will this internship help your career aspirations?
 - iv. Do you identify as a veteran, disabled, or minority student?
- b. The Springfield Police Department’s Internship Program is not a paid Internship unless you apply and are excepted through the City of Springfield’s Diversity Internship Program.

4. What is the process to become an Intern at SPD?

- a. First, you must complete and [submit an application](#).
- b. After the application, you will be contacted by the Volunteer Coordinator to set up an interview at our South District Station (2620 W. Battlefield Rd).
- c. You will be notified if you pass the interview. If you do, you will move onto the background investigation. The background investigation is online, and you must have access to a computer, internet, scanner, and a printer.
- d. After the background investigation, you will be notified if you have passed or failed it and if you have been accepted into our Internship Program.
- e. If you want to apply for the City of Springfield's Diversity Internship, this must be done prior to the background investigation period.

5. How many Interns do you accept at one time?

- a. We traditionally accept one to two Interns at one time.

6. What are the requirements for the Internship Program?

- a. Permanent Resident or U.S. Citizen.
- b. Have 60 semester hours from an accredited college or university OR 30 semester hours from an accredited college or university plus three years of experience as a Springfield Police Cadet.
- c. Must commit to providing at least 150 working hours to the Police Department throughout the duration of their internship.
- d. An applicant shall be automatically disqualified and ineligible for the position of Intern if they:
 - i. Have been found guilty of, pled guilty or nolo contendere to, any felony, serious misdemeanor, or driving while intoxicated within the last three years;
 - ii. Have a pending indictment of any felony, serious misdemeanor, or driving while intoxicated within the last three years;
 - iii. Have used marijuana illegally in the past twelve months or any other type of controlled substance illegally within the last three years.
 - iv. The applicant has sold, transported, traded, or dispensed drugs illegally, or has sold or traded in any contraband. If the candidate was a juvenile at the time of the offense, this will be considered a discretionary disqualifier.
 - v. The applicant intentionally omits relevant information or fails to submit a complete, accurate, and truthful application for employment or background information questionnaire.

7. When is the deadline for applying for an Internship?

- a. The deadline for a summer 2021 Internship is March 19th, 2021.
- b. The deadline for a fall 2021 Internship is June 11th, 2021.
- c. The deadline for a spring 2022 Internship is October 15th, 2021.