



EAST WINDSOR POLICE DEPARTMENT

Edward J. DeMarco, Jr.
Chief of Police

Student Intern Program – Position Description

POSITION SUMMARY: The East Windsor Police Department's **Student Intern Program** is designed to provide a positive learning environment in which college students can experience the various aspects and responsibilities of law enforcement while earning college credits toward their degree. The police department will foster a "hands on" approach to learning about the day-to-day operations of the police department. The goal of the **Student Intern Program** is to provide a unique opportunity for students to assess law enforcement on the local level to determine if it is the right career for them. Students will be responsible for completing weekly journal entries of their experiences and will be monitored by the internship coordinator.

QUALIFICATIONS/SELECTION GUIDELINES: The minimum qualifications for the **Student Intern Program** are as follows:

1. Currently enrolled in a college or university as a junior, senior or graduate student;
2. Must have at least a 2.7 GPA overall;
3. Be able to work a flexible schedule;
4. Have no felony convictions.

Internships will generally run during the fall and spring semesters. Those interested are required to send a cover letter and a resume to the East Windsor Police Department, Office of the Chief of Police, 25 School Street, East Windsor, CT 06088. If selected for an interview with the Chief of Police, applicants will be required to provide proof of enrollment in a college internship course that offers credits for completing a specified number of work hours in an internship. The police department authorizes a maximum of two students per semester (*Fall/Spring*). Any requests to exceed the authorized number of interns or for summer sessions, it must be submitted to and approved in writing by the Chief of Police.

DUTIES: Students accepted into the program will learn or take part in, but not limited to, the following:

1. Ride-A-longs (*Patrol operations*);
2. Traffic enforcement and accident investigation (*Reconstruction*);
3. Report Writing;
4. Emergency Communications Center;
5. Criminal Law;
6. Mock Oral Boards/Physical Agility;
7. Community Relations;
8. Criminal Investigations (*Detective Division*);
9. Police department administration;
10. Court Proceedings;
11. Off-site visits may include the Connecticut Police Academy, Superior Court, State Crime Lab, etc.

CONTACT: If you would like more information about the department or this exciting opportunity with the East Windsor Police Department **Student Intern Program** please contact **Internship Coordinator - Officer Derek Leab at: leabd@eastwindsorpd.com or 860.292.8249.**