



Internship Program

The Richardson Police Department offers non-paying internships during the fall and spring semesters to university students majoring in Criminal Justice or a field closely related to law enforcement. Students completing their junior or senior year of a Bachelor of Arts or Science degree or completing a Master's degree program are preferred. Our goal is to provide interns with a basic understanding of the operations of a law enforcement agency; enhance the student's educational experience; and offer a realistic experience that allows personal insight into the student's long-term career goals and educational plans for the future.

Interns do most of their training Monday through Friday between 8 a.m. and 5 p.m., and are exposed to a wide variety of tasks, information and incidents. Because of the unpredictability of the police environment and variety in assignments, interns may be exposed to the following:

- **Safety risks** – Examples include, but are not limited to, observation in the field (ride-along) with patrol officers or detectives and travel to other agencies, businesses and hospitals.
- **Exposure to disturbing information** – Examples include, but are not limited to, viewing incident reports or other information with or without pictures; experiences during ride-alongs with patrol officers; and possible exposure to an incident and/or information that involves a person known by the intern.

Applicant Requirements:

- Must have an acceptable criminal background and driving history
- Must pass a polygraph test and drug test
- Must have a minimum grade point average of 2.75 on a 4.0 scale
- Must be at least 18 years of age and a U.S. citizen at the time of application
- Must be majoring in a field of study closely related to law enforcement or criminal justice
- Must be receiving class credits in the applied field of study for the internship
- Must be completing a Bachelor's degree or currently enrolled in a graduate program
- Must pass assigned Texas Department of Public Safety information security certifications
- Must sign a confidentiality agreement

Application Documents:

1. Resume
2. Transcript (official or unofficial) of college courses taken
3. Completed *Richardson Police Department – Application for Internship* form. Applicants should ensure the application form is the current version used by the Department at the time of application.
4. Introductory Letter, stating:
 - career goals;
 - the beginning and end dates of the semester;
 - the number of internship hours required to earn class credits; and
 - any guidelines, requirements or restrictions to be followed by the student or the Richardson Police Department during the application process or duration of the internship if accepted.



Application Process:

1. **Complete application documents by the deadline listed at <https://www.richardsonpolice.net/about/careers/internships>.**
2. Send all four documents listed under Application Documents in a packet to:

Richardson Police Department
Attention: Meredith Watkins, Internship Coordinator
200 North Greenville Avenue
Richardson, TX 75081

Incomplete application packets will not be processed.

3. Candidates will complete and return an Intern Personal History Statement.
4. A selection committee will interview candidates, and top choices will receive background checks (criminal and driving history, along with reference checks).
5. The Chief of Police or his designee will review the recommendations of the Volunteer Coordinator and selection committee.
6. Approved candidates will each have a polygraph test and drug screening administered at no cost to the applicant. The department will make the final selection of intern(s) and the Volunteer Coordinator will notify all applicants whether or not they will receive an internship offer.

Please contact me if you have any questions.

Regards,

Meredith Watkins
Volunteer Coordinator
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Richardson, TX 75081
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