



**SARASOTA COUNTY SHERIFF'S OFFICE**  
Human Resources Bureau  
PO Box 4115  
Sarasota, FL 34230-4115  
(941) 861-4153 (phone)

### **STUDENT INTERNSHIP PROGRAM GUIDELINES**

The Sarasota County Sheriff's Office is committed to developing partnerships within our community. The Student Internship Program, which is a joint effort with local universities and colleges, fulfills this role. The program is available to any university or college student who meets the requirements for participation. While working in administrative, operational and support functions, interns are provided an atmosphere for learning and the opportunity to establish relationships that could lead to the possibility of future employment with a criminal justice organization. Coordination of the Student Internship Program is shared between the Training Services Bureau and Human Resources. Human Resources will conduct a background investigation on prospective interns and the Intern Coordinator within the Human Resources Bureau will direct the intern's assignments. The Human Resources Intern Coordinator will determine how many students may participate in the program at any given time based on availability of qualified members to support the program.

**Please drop off your application to the Sarasota County Sheriff's Office at 6010 Cattleridge Blvd, Sarasota, FL 34232 or Mail it to Human Resources Bureau, PO Box 4115, Sarasota, FL 34230.**

- A. Criteria for participation in the Sarasota County Sheriff's Office Student Internship Program as set forth in Sarasota County Sheriff's Office General Order 9.7 are as follows:**
  1. Applicants must be at least eighteen (18) years of age.
  2. Enrolled in a two (2) or four (4) year degree program as a junior or senior standing at an accredited university or college.
  3. The student must have a 3.0 or higher grade point average on a 4.0 scale.
  4. Applicant must be in compliance with the Sarasota County Sheriff's Office Drug Free Policy and Tattoo/Ornamentation Policy.
  5. The student, prior to acceptance in the Internship Program, must submit the following:
    - a. A signed letter from applicant's university/college advisor requesting placement, a minimum of ninety (90) days prior to the beginning of the target semester. Letter to include:

- Student's full name, date of birth, social security number, present address and phone number
- Inclusive dates of semester during which internship is requested
- Total hours required by the university/college
- Number of hours per week required by the university/college
- Contact information for applicant's university/college advisor
- List of any rules, regulations, etc. required by the university/college for the agency and/or intern

- b. A copy of applicant's official transcripts from all university/colleges attended including present sponsor (Academic probation is not acceptable).
- c. A minimum of two (2) letters of recommendation from applicant's current university/college faculty or staff.
- d. A photo copy of intern's current Driver's License and Social Security card.
- e. Completed notarized Internship Application, signed notarized Sheriff's Office Release of Liability waiver, proof of medical insurance and Personal Inquiry waiver.
- f. Applicant must successfully pass a background investigation conducted by the Human Resources Bureau Background Investigation Unit.

6. Applicant must successfully pass a background investigation conducted by the Human Resources Bureau Background Investigation Unit.
  - a. Any felony arrest will preclude a student from participation in the Sheriff's Office Student Internship Program. All misdemeanor arrests will be reviewed on a case by case basis and may be cause for exclusion from the program.
  - b. The Human Resources Intern Coordinator or his/her designee will interview prospective intern applicants to determine suitability to successfully complete the program. The Human Resources Intern Coordinator will forward qualified student applications via the chain of command to the Administrative Division Commander or designee, who will make the final determination for selection
7. Deviation from the stated criteria must be addressed in writing to the Administrative Division Commander.
8. Students accepted into the Sarasota County Sheriff's Office Student Internship Program do not receive wages or compensation from the Sheriff's Office for said activities and participation.
9. The intern will be required to submit a comprehensive report (APA Style) about his/her internship experiences. This report will include the intern's assessment of the Sheriff's Office and must be turned in on the last day of the program or no final evaluation will be sent to the intern's university/college.

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**STUDENT INTERNSHIP APPLICATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M. I.: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Emergency Contact Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**College/University Information:**

Name of College/University: \_\_\_\_\_ Internship Hours Required: \_\_\_\_\_

Name of Professor/Instructor: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address for Prof/Instructor: \_\_\_\_\_ Intern's Major: \_\_\_\_\_

**Area of Concentration:**

Please tell us what area(s) of interest you have or what you wish to concentrate on to complete your internship experience: (Patrol, Investigations, Forensics, Corrections, Communications, etc...)

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Do you have any physical limitations that we should be aware of? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain:

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Have you ever been arrested? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain:

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The Sheriff's Office Human Resources Intern Coordinator will create a structured schedule that will regulate the intern's activities with the agency while meeting the school requirements of the internship. The intern must understand that the Sheriff's Office is a 24 hour per day operation. The intern must be flexible to work all shifts needed to gain a broad overview of the agency. The intern will be provided a copy of the schedule which will include dates, times, locations and supervisors who will monitor the intern's progress and activities. The intern will be required to adhere to the schedule and will not make modifications without prior approval of the Human Resources Bureau Intern Coordinator. If the intern has a conflict with the schedule, he/she must contact the Human Resources Bureau Intern Coordinator as soon as possible to cancel the session and reschedule, if possible. The intern must promptly notify his/her assigned supervisor if he/she will be absent or tardy.

Interns must use the utmost discretion when discussing Sheriff's Office business with associates/family and must keep confidential all matters of a sensitive nature.

Interns are responsible for returning any Sheriff's Office issued identification/building access cards, equipment, and/or clothing upon completion, withdraw, or dismissal from the program.

**"In consideration of participation in the *Sarasota County Sheriff's Office Student Internship Program*, I agree to the above terms and conditions along with other requirements as outlined in Sarasota County Sheriff's Office General Order 9.7. By signing this application I agree to have a background investigator with the Sarasota County Sheriff's Office review any social networking websites that I may belong to. Failure to disclose these sites and to allow review of same may result in me being disqualified as an applicant".**

Intern Signature \_\_\_\_\_ Date \_\_\_\_\_

Notary: \_\_\_\_\_ Notary: \_\_\_\_\_  
(Signature) (Print)

(SEAL) Commission No: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

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**SARASOTA COUNTY SHERIFF'S OFFICE STUDENT INTERNSHIP PROGRAM RELEASE OF  
LIABILITY AND  
PROOF OF MEDICAL INSURANCE WAIVER**

Name of Intern: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

S.S. #: \_\_\_\_\_ College/University: \_\_\_\_\_

“I fully understand that participating in the *Sarasota County Sheriff's Office Student Internship Program* may be hazardous and pose a risk of personal property damage, injury, including but not limited to physical injury, mental injury, and/or death. I agree, as a condition to participation in the *Sarasota County Sheriff's Office Student Internship Program* that I have read and meet all of the requirements as outlined in Sarasota County Sheriff's Office General Order 9.7 to participate in the *Sarasota County Sheriff's Office Student Internship Program*; that my participation in said program as an intern is done freely and voluntarily; and that I will follow all required rules, policies, and general orders. I further agree to assume any and all risks that arise or may arise, either directly or indirectly, through participation in the *Sarasota County Sheriff's Office Student Internship Program*. In addition, I agree to secure medical insurance that will cover in full any cost, damage, claim, liability, or expense that arises or may arise as a result of participation as an intern, and to personally assume any cost, damage, claim, liability, or expense that arises or may arise, regardless of whether said cost, damage, claim, liability, or expense is covered by any insurance.”

Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Effective Date: \_\_\_\_\_

“In consideration of participation in the *Sarasota County Sheriff's Office Student Internship Program*, I agree to release and hold harmless the Sarasota County Sheriff's Office; the Sheriff of Sarasota County; any agent, employee, or officer of the Sarasota County Sheriff's Office; Sarasota County; and/or any agent, employee, or officer of Sarasota County from and against any and all claims, actions, damages, judgments, costs, liabilities, or expenses, including attorney's fees, arising, either directly or indirectly, in law or equity, from participation in the *Sarasota County Sheriff's Office Student Internship Program*.”

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Public Signature: \_\_\_\_\_

Notary (print name): \_\_\_\_\_

Commission No: \_\_\_\_\_ Commission Expires: \_\_\_\_\_



## SARASOTA COUNTY SHERIFF'S OFFICE INTERN APPLICANT DRUG POLICY STATEMENT

THIS POLICY APPLIES TO ALL APPLICANTS FOR INTERNSHIP WITH THE OFFICE OF THE SHERIFF

Applicant's present and past drug usage shall be determined through a background investigation and through a drug-screening test (urinalysis). The following admissions are grounds for automatic disqualification from further consideration as an intern with the Sarasota County Sheriff's Office:

Not have used, tried, tasted, experimented with, or possessed marijuana or its derivatives within twelve (12) months prior to application.

Not have used, tried, tasted, experimented with, or possessed any illegal controlled substance (excluding marijuana or its derivatives) within thirty-six (36) months prior to application.

**NO CONVICTION** for DUI, during the past 60 months. Twice in an adult lifetime is an automatic disqualifier unless at least one conviction occurred greater than 15 years from date of application.

**NO SALE, DISTRIBUTION, or DELIVERY** of a controlled substance. If the incident(s) are outside the listed time frame for the controlled substance the evaluation will be on a case by case basis.

### DURING LIFETIME:

**NO ILLEGAL USAGE** of a controlled substance, including marijuana, while (or after) employed by a law enforcement agency whether certified or non-certified position OR in law enforcement or correctional position. (Except as required by official law enforcement duties.)

I have read and understand the above and I am in compliance with the Sheriff's Office Drug Free Policy. I understand that providing misinformation on this form will subject me to immediate disqualification from processing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



## SARASOTA COUNTY SHERIFF'S OFFICE INTERN APPLICANT GROOMING AND APPEARANCE ACKNOWLEDGEMENT OF COMPLIANCE

INTERN APPLICANT NAME: \_\_\_\_\_

Effective December 17, 2009, the Sarasota County Sheriff's Office has implemented the following policy regarding Tattoos, Brands, Body Mutilation, Dental Ornamentation, and/or Body Ornamentations (see General Order 10.1).

### **Tattoos, Brands, Body Mutilation, Dental Ornamentation, and/or Body Ornamentation:**

#### **Definitions:**

- 1) **Tattoo:** For the purpose of this general order the term "tattoo" includes any tattoo, scar, branding, mark or other permanent or temporary body art or modification deliberately placed on the body for purposes of decoration, ornamentation, or adornment. The term shall not apply to modifications necessitated by deformity, injury, or a medical procedure.
- 2) **Visible:** A visible tattoo is one that is on any portion of the body not covered by clothing. A tattoo will also be considered visible if it can be seen through the clothing.
- 3) **Offensive Tattoo:** A tattoo is considered offensive if it depicts, describes or refers to intolerance of, or discrimination against any race, color, preference, creed, religion, gender, national origin, or; it is commonly associated with any organization or group which advocate such intolerance or discrimination; or it violates standards or decency or morality or brings discredit upon the agency.
- 4) **Inappropriate Tattoo:** A tattoo is considered inappropriate if it depicts, describes, or otherwise refers to sexual conduct, acts, or groups.
- 5) **Excessive Tattoo:** A tattoo is considered excessive if it covers over one - fourth (1/4) of the exposed body part.
- 6) **Body Mutilation:** Split or forked tongues, foreign objects placed under the skin to create a design or pattern, intentionally enlarged or stretched out holes in the ears, and intentional scarring.
- 7) **Dental Ornamentation:** The use of gold, platinum, caps, or other veneers; or jewels, initials, etc. on the teeth for the purposes of ornamentation.

**Standards:**

- 1) Visible tattoos shall not be offensive, inappropriate, excessive or of a style, size, color or location that diminishes the professional appearance of the intern or reflects poorly on the law enforcement profession or agency. Offensive, inappropriate, or excessive tattoos as defined above must be covered while on duty. The method used to cover the tattoo must present a professional appearance and comply with the other areas of this general order. If necessary, interns will be required to wear long sleeve shirts or precluded from an assignment that requires the wearing of shorts when the tattoo(s) are on the legs.
- 2) The Human Resource Bureau commander shall determine if a tattoo is offensive, inappropriate, or excessive and if the intern is required to keep it covered.
- 3) Interns with existing tattoos that are in violation of this policy will be required to wear long sleeved shirts and/or pants, or an approved undergarment, at all times while on duty, regardless of the season or weather conditions to comply with this policy. Furthermore, interns will not be permitted to add a visible tattoo or any tattoo that does not comply with the requirements of this general order during his/her internship.
- 4) Tattoos will not be permitted on the head, scalp, face, neck, or hands.
- 5) Intentional body mutilation, branding, or scarring is prohibited.
- 6) The use of gold platinum, or veneers or caps on the teeth for the purposes of ornamentation is prohibited.

Pursuant to this policy, an applicant for internship may be disqualified if the tattoos and other body ornamentation are (or would be) visible while wearing the Sheriff's Office issued uniform or other clothing required for particular assignment.

To ensure compliance with the Sheriff's Office policy, I, the undersigned applicant, do hereby agree that during my tenure of internship with the Sarasota County Sheriff's Office that I will disclose any tattoos, brands, body mutilation, dental ornamentation, body piercing, and other body ornamentations, which may be visible while wearing the Sheriff's Office issued uniform or other clothing required for particular assignment, I understand that I am subject to dismissal from the student internship program if it is substantiated that I have withheld any of the above mentioned during my internship.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

# **SARASOTA COUNTY SHERIFF'S OFFICE**

## **COLLECTION AND USE OF SOCIAL SECURITY NUMBERS**

Effective October 1, 2007, in accordance with FSS 119.071, the Sarasota County Sheriff's Office may collect Social Security numbers for the following purposes:

- ❖ Application Process – for the purpose of collecting information related to background investigations, to include fingerprints, NCIC/FCIC checks, Credit Bureau reports, verification of employment, local and state records checks, clarification for duplicate names, verification of Military Service.
- ❖ Payroll – for reporting wages to Internal Revenue Service, Division of Retirement and New Hire Reporting.
- ❖ Insurance – for medical, dental, flexible spending, life insurance, long-term disability enrollment and reporting and available optional benefits.
- ❖ Medical Leave – for Workers' Compensation reporting and medical purposes associated with Workers' Compensation.

ACKNOWLEDGMENT: I \_\_\_\_\_, do solemnly attest that I have read the above and understand the Waiver for Social Security Number Notice of as set forth above.

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(Applicant's Signature)

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(Date)

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(Witness)



## SARASOTA COUNTY SHERIFF'S OFFICE

Post Office Box 4115  
Sarasota, Florida 34230-4115  
Human Resources Bureau  
Telephone (941) 861-4140  
<http://www.sarasotasheriff.org>

### PERSONAL INQUIRY WAIVER Authority for Release of Information

TO: Concerned Person or  
Authorized Representative of  
Any Organization, Institution  
OR Repository of Records

APPLICANT'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_

I respectfully request and authorize you to furnish the Sarasota County Sheriff's Office any and all information that you may have concerning my criminal and civil records, work records, school records, military records, reputation and financial and credit status. Please indicate any and all medical, physical, mental records or reports including information of a confidential or privileged nature, and Photostats of same, if requested. This information is to be used to assist in determining my qualifications and fitness for the position I am seeking with the Sarasota County Sheriff's Office.

I hereby release you, your organization or others from any liability or damage which may result from furnishing the information requested above.

**Sign in the presence of a Notary.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

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

### **AFFIDAVIT (Must be notarized)**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of person taking acknowledgement

\_\_\_\_\_  
Name typed, printed or stamped

\_\_\_\_\_  
Commission # and Exp. Date

## NOTICE FOR APPLICANTS SUBMITTING FINGERPRINTS FOR A CRIMINAL HISTORY RECORD CHECK

### **NOTICE OF:**

- **RETENTION OF FINGERPRINTS,**
- **PRIVACY POLICY, AND**
- **RIGHT TO CHALLENGE AN INCORRECT CRIMINAL HISTORY RECORD**

This notice is to inform you when you submit a set of fingerprints to the Florida Department of Law Enforcement (FDLE) for the purpose of conducting a search for any Florida and national criminal history records that may pertain to you, the results of the search are returned to the authorized agency ORI indicated in the transaction. By submitting fingerprints, you are authorizing the dissemination of any state and national criminal history record that may pertain to you to the agency from which you are seeking approval to be employed, licensed, or have access to their facility. The fingerprints submitted are retained by FDLE and the Federal Bureau of Investigation (FBI), and FDLE will notify the agency of any subsequent arrests.

Your Social Security Account Number (SSAN) is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 U.S.C. § 552a), FDLE is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. FDLE does not require a SSAN but it could cause a delay in processing your criminal history record check.

Authorized agencies are allowed to release a copy of the state and national criminal record information to a person who requests a copy of his or her own record if the identification of the record was based on submission of the person's fingerprints. Therefore, if you wish to review your record, you may request a copy of your record from the screening agency. After you have reviewed the criminal history record, if you believe it is incomplete or inaccurate, you may conduct a personal review as provided in s. 943.056, F.S., and Rule 11C-8.001, F.A.C. by calling FDLE at (850) 410-7898. If you believe the national information is in error, you may contact the FBI at (304) 625-2000. You can receive any national criminal history record that may pertain to you directly from the FBI, pursuant to 28 CFR Sections 16.30-16.34. You have the right to obtain a determination as to the validity of your challenge before a final decision is made about your status as an employee, volunteer, contractor, or subcontractor within a reasonable time.

The FBI's Privacy Statement follows on a separate page and contains additional information.

## PRIVACY ACT STATEMENT

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal rules providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Social Security Account Number (SSAN).** Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based record checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

**Additional Information:** The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch that has published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

## **APPLICANT NOTIFICATION AND ACKNOWLEDGEMENT**

*This form shall be completed and signed by every applicant for background screening purposes.*

I hereby authorize the Sarasota County Sheriff's Office to process a set of my fingerprints for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me to determine eligibility for employment.

I understand the following:

- My fingerprints will be retained at FDLE and the Federal Bureau of Investigation (FBI) for the purpose of providing notice of any subsequent arrests.
- Upon request, Sarasota County Sheriff's Office will provide a copy of my criminal history record to me.
- A copy of any national criminal history record that may pertain to me can be obtained directly from the FBI.
- I am entitled to challenge the accuracy and completeness of any information contained in any such criminal history record pursuant to F.S. 943.056 and Title 28, CFR, Section 16.30-34.
- I am entitled, within a reasonable amount of time, to a determination as to the validity of my challenge before a final decision is made regarding my status as an employee, volunteer, contractor, or subcontractor if it is the sole factor precluding my employment or unescorted access to the secure facility.

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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# Sarasota County Sheriff's Office

## General Order 9.7

<b>TITLE:</b> Student Internship Program		
<b>ORIGINATION DATE:</b> April 1, 2011		<b>REVISION DATE:</b> March 15, 2019
<b>RELATED REFERENCES:</b>		<b>RESCINDS GO:</b>
<b>REVIEWED:</b> March 2015	<b>REVIEWED:</b> March 2017	<b>REVIEWED:</b> March 2019

**I. PURPOSE:** To establish guidelines for selecting, processing and assigning students from recognized colleges and universities to participate in the Sarasota County Sheriff's Office student internship program.

**II. SCOPE:** This order shall apply to all sheriff's office members and student interns.

**III. POLICY:** It is the policy of the Sarasota County Sheriff's Office to utilize interns in a manner that benefits the agency, the student and the community. Interns are able to enhance learning by observing criminal justice practitioners in an accredited agency, while completing their program of study.

### IV. PROCEDURE:

**A.** The Sarasota County Sheriff's Office is committed to developing partnerships within the community. The student internship program, which is a joint effort with local universities and colleges, fulfills this role. Subject to the criteria outlined herein and at the discretion of the Sheriff, the program is available to university or college students who meet the requirements for participation. While working in administrative, operational and support functions, interns are provided an atmosphere for learning and the opportunity to establish relationships that could lead to potential future employment with a criminal justice organization. Coordination of the student internship program is conducted by the human resources bureau. The human resources bureau shall conduct a background investigation on prospective interns and the bureau's intern coordinator shall direct the intern's assignments. The intern coordinator shall determine how many students may participate in the program at any given time, based upon the availability of qualified members to support the program. Notwithstanding the requirements outlined herein, the Sheriff shall have the sole authority to determine who is selected for participation in the student intern program.

**B. Criteria for participation in the Sarasota County Sheriff's Office student internship program are as follows:**

1. Applicants must be at least eighteen (18) years of age.
2. Applicants must be enrolled in a two (2) or four (4) year degree program with junior or senior standing at an accredited university or college, or attending a full-time technical institute program.
3. Applicants must have a 3.0 or higher grade point average (based upon a 4.0 scale).
4. Applicants must be in compliance with the Sarasota County Sheriff's Office drug-free workplace policy and the tattoo/ornamentation policy.
5. The applicant, prior to acceptance into the internship program, must submit the following:

- a. A completed internship application, a signed sheriff's office release of liability waiver, proof of medical insurance and a signed personal injury waiver.
  - b. A letter from the applicant's university/college advisor requesting placement a minimum of ninety (90) days prior to the beginning of the target semester. The letter must include:
    - (1) Student's full name, date of birth, social security number, present address and phone number
    - (2) Inclusive dates of semester during which internship is requested
    - (3) Total internship hours required by the university/college
    - (4) Number of internship hours-per-week required by the university/college
  - c. A copy of any rules, regulations, etc. that are required by the university/college for the agency and/or intern.
  - d. A copy of applicant's official transcripts from all university/colleges attended, including present sponsor, (academic probation is not acceptable).
  - e. A minimum of two (2) letters of recommendation from applicant's current university/college faculty or staff.
6. In accordance with F.S. 119.071, the social security number the applicant is providing on the application shall be used for the exclusive purposes of conducting a criminal background investigation; gathering and verifying information provided by the applicant to ensure positive identification; and satisfying requirements for payroll, benefits, and medical leave provided by the Sheriff's Office. The applicant's social security number shall also be submitted to the Internal Revenue Service for tax reporting purposes.
7. All applicants shall sign a Notification of Collection and Use of Social Security Numbers during the application process.
8. Applicant must successfully pass a background investigation conducted by the agency's background investigators.
9. Any felony arrest shall preclude a student from participation in the sheriff's office student internship program. All misdemeanor arrests shall be reviewed on a case-by-case basis, and may be cause for exclusion from the program.
10. The intern coordinator or his/her designee shall interview prospective intern applicants to determine likelihood of the successful complete the program. The intern coordinator shall forward qualified student applications via the chain-of-command to the administrative division commander or his/her designee, who shall make the final determination for selection.
11. Deviation from the stated criteria must be addressed in writing to the administrative division commander. In the event a student is not selected despite meeting the minimum criteria outlined herein for an internship vacancy the administrative division commander or his/her designee shall author a memo outlining the non-discriminatory reasons the student was not selected.

#### **C. Internship Assignments and Responsibilities:**

1. Once a student has been approved for an internship, the intern coordinator shall meet with the student to discuss the parameters of the internship, and the availability of the student to fulfill the internship requirements.

2. If possible, the intern shall be assigned to all divisions within the agency to receive a broad range of experience and understanding of the sheriff's office. Some of the areas to which interns are assigned include the agency's records section, Quartermaster, front desk, civil section, public safety communications section, corrections, patrol, DUI/traffic section, aviation, criminal investigations, training section and animal services section. Certain sensitive areas shall be omitted from the intern's schedule.
3. The intern coordinator shall create a structured schedule that shall regulate the intern's activities with the agency, while meeting the school requirements of the internship. The intern shall be provided a copy of the schedule which will include dates, times, locations and supervisors who will be monitoring the intern's progress and activities.
4. The intern shall be required to adhere to the schedule and shall not make modifications without prior approval of the intern coordinator. If the intern has a conflict with the schedule, he/she must contact the intern coordinator as soon as possible to cancel the session and reschedule, if possible. The intern must promptly notify his/her assigned supervisor if he/she will be absent or tardy.
5. Interns must use the utmost discretion when discussing sheriff's office business with associates and/or family and must keep all matters of a sensitive nature confidential.
6. Interns are responsible for returning any sheriff's office issued identification/building access cards, equipment, and/or clothing upon completion, withdrawal, or dismissal from the program.
7. The intern shall be required to submit a comprehensive report (APA format) about his/her internship experience. This report shall include the intern's assessment of the sheriff's office and must be turned in on the last day of the program, or no final evaluation shall be sent to the intern's university/college.
8. Interns shall be exposed to many areas while participating in the sheriff's office student internship program. The following restrictions shall apply to each section the intern is assigned:
  - a. Interns are **not** certified law enforcement/corrections deputies. Accordingly, they shall not in any way act or present themselves as an employee of the Sarasota County Sheriff's Office.
  - b. Interns shall not interfere with the duties of any law enforcement/corrections deputy, or his/her investigation.
  - c. Interns shall not wear or carry weapons of any type. These weapons may include, but are not limited to, handguns, rifles, chemical spray, *Taser*, baton, ASP and night sticks.
  - d. Interns shall not be involved in the supervision of inmates.
  - e. Interns should be aware that their participation in the program may expose them to incidents of a law enforcement/correctional nature, and they may be subject to subpoenas for court proceedings relating to the incidents they witnessed.
  - f. The intern may not work on, or handle evidence from any active capital crime, such as murder, rape or robbery.
  - g. Interns shall comply with all rules and/or requirements established for the program and any applicable agency policies.
9. Students accepted into the Sarasota County Sheriff's Office student internship program shall not receive wages or compensation from the sheriff's office for said activities and participation.

**D. Identification and Appearance:**

1. The intern may be issued an agency “intern” identification card and/or building access card, agency equipment or clothing. These items are the property of the sheriff’s office and should be worn or utilized in accordance with agency policy.
2. Interns shall present a neat, clean appearance, and shall comply with Sarasota County Sheriff’s Office General Order 10.1, *Care and Wearing of Uniform - Personal Appearance*.
3. Appropriate dress for interns includes:
  - a. Collared shirt or blouse.
  - b. Pants, slacks or skirt.
  - c. All footwear, socks or hosiery will complement the clothing worn.
  - d. Open toe shoes and flip flops are prohibited.
4. If the intern’s supervisor deems the intern’s dress or appearance inappropriate, the intern shall be dismissed and not allowed to return until he/she is in compliance with the guidelines. The supervisor shall notify the intern coordinator of the occurrence.

**E. Withdraw or Dismissal:**

1. An intern desiring to withdraw from the program must notify the intern coordinator.
2. An intern may be dismissed from the program at any time, and for any non-discriminatory reason deemed necessary. Examples of reasons for dismissal may include, but are not limited to:
  - a. Failure to adhere to the schedule provided.
  - b. Inappropriate or unprofessional actions.
  - c. Arrest for any offense during participation in the student internship program.
  - d. Failure to follow direction by the direct supervisor or the intern coordinator.
  - e. Withdrawal from his/her university or college internship program.
  - f. Discovery of untruthfulness by any representative of the Sarasota County Sheriff’s Office.
3. If a direct supervisor believes that an intern needs to be dismissed from the program, he/she shall notify the intern coordinator or higher authority for approval.
4. If an intern withdraws or is dismissed from the program, the intern coordinator shall ensure that any and all sheriff’s office issued property is returned to the agency.
5. The intern coordinator shall be responsible for notifying the intern’s university/college if an intern withdraws or is dismissed from the program.
6. If an intern withdraws or is dismissed from the program the administrative division commander or his/her designee shall author a memo outlining all of the non-discriminatory reasons for the withdrawal or dismissal.

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## **V. GLOSSARY:**

**INTERN:** A part-time or full-time enrolled student of a university or college who is engaged in a course of study whereby an “internship” would be an integral part of his/her course work.

**INTERNSHIP:** An official or formal program to provide exposure or practical experience in an occupation or profession.

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## **VI. INDEXING:**

Internship  
Student Internship Program

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APPROVED:



Kurt A. Hoffman  
Sheriff, Sarasota County

**Your electronic signature in Power DMS acknowledges you have read this policy and understand it.**