

Internships for Police Departments

Lake Hallie Police Department participates with College Intern Programs. In order to qualify for the program the intern must currently be actively attending an accredited college and enrolled or planning to enroll in an educational Intern related class. All interns must meet the minimum requirements for a **Police Reserve Officer** and should check the qualifications under that specific heading.

All Interns are uncompensated and appointed for a period of time not to exceed one calendar year and expire on December 31 of each year. An Intern employment status is considered as Limited Term Employee (LTE) for the Village. All interns must be interviewed and are appointed by the Lake Hallie Police Commission. The Police Commission regularly meets in February, April, June, August, October, and December. For these reasons it is important that the application and supporting paperwork is completed in a timely fashion.

The actual length of an internship depends on the college class requirements. Internships are not allowed to continue past the ending date established by the college.

No other positions or promotions are guaranteed to any Intern.

A complete applicant packet for an Intern must include the following:

- Cover Letter/Letter of Interest
- Résumé
- Standard State Application for Employment as Law Enforcement (DJ-LE-330)
(Application can be found on the State Wilenet site at <https://wilenet.org/html/career/index.html>)
 1. Answer all three questions in Section 6 of application.
(About a paragraph or two for each question, no more than a page per question.)
- Release of Information Form (DJ-LE-305)
(Release Form can be found on the State Wilenet site at <https://wilenet.org/html/career/index.html>)

Applications and supporting paperwork is submitted to the Police Chief.