



Ballwin Police Department  
Student Intern Program

Prospective Intern,

The Ballwin Police Department is committed to developing partnerships within our community. The Student Intern Program, which is a joint effort with local colleges and universities, fulfills this role. It is available to any university and/or college student who meets the requirements for participation.

The objective of the Ballwin Police Department's Student Intern Program is to provide a positive learning environment where interested college students can experience the various aspects and responsibilities of municipal law enforcement. The interns, while working on operational, administrative, and court functions, are provided an atmosphere for learning. Coordination of the Internship Program rests with the Supervisor of the Division of Community Affairs. This office will direct the intern to his or her initial job assignment and supervisor.

The criteria for participation in the Ballwin Police Department's Student Internship Program is as follows:

- The student enrolled in a four year degree program will have a junior or senior standing at an accredited university or college.
- The student enrolled in a two year degree program will have completed two thirds (2/3) of the required credits for a degree.
- The student must be currently enrolled, through his or her respective college or university, in an internship or independent study course.
- The student must have a 2.5 or higher cumulative grade point average on a 4.0 scale.

The student, prior to acceptance in the Intern Program, must submit the following:

- Completed Application Form
- Signed Intern Agreement
- Signed Intern Statement of Confidentiality and Waiver Form
- Resume
- At least one letter of recommendation from your advisor or a professor

- Copy of an official transcript. A criminal background check will then be conducted.

Any felony arrest will preclude an intern from participation in the Intern Program. All misdemeanor arrests will be reviewed on a case-by-case basis and may be cause for exclusion from the program. Misdemeanor arrests include, but are not limited to:

- Theft
- Drug or Alcohol-Related Offenses
- Resisting Arrest
- Obstructing a Peace Officer
- Sex-Related Offenses

**NOTE:** Failure to complete the program due to an arrest for any of the above listed offenses during participation in the Student Intern Program will result in dismissal, with notification to the college or university.

Upon acceptance, the intern will be required to schedule hours mandated by their college degree program. The intern will meet with the Supervisor of the Community Affairs Division to prepare a schedule that will be mutually agreed upon by the student and the Department. The schedule may be adjusted if required by the intern and approved by the intern's supervisor.

The Ballwin Police Department Dress Code for Interns is as follows:

- Male interns shall wear appropriate attire for an office environment that is in good repair, clean, and neatly pressed at all times. This includes dress shirts, business-type trousers, and polished business or dress shoes.
- Female interns shall wear appropriate attire for an office environment that is in good repair, clean, and neatly pressed at all times. This includes business suits, dresses, blouses, skirts, shoes, pantsuits, or dress slacks.

The respective supervisor shall determine what clothing is appropriate on those occasions when certain job assignments mandate a variation from the above.

The student will be assigned to various areas of responsibility during their internship. The Supervisor of the Community Affairs Division will work directly with other Division and Bureau Commanders to arrange a date and time for the intern to spend with the Patrol, Traffic Safety, the Criminal Investigation Division, Communications, Administration, Courts and Community Affairs. During ride-along participation with patrol the intern will be considered the same as any other civilian participant. (General Order 25.2)

While interns will be exposed to many areas of police work, there are some restrictions. They are as follows:

- Interns will not be involved in covert police functions.
- Interns are not allowed in the police firearms range during “live fire”.
- Interns will not be allowed to operate any department vehicle.
- Supervisors will ensure that interns are not placed in a position where they would be unduly exposed to possible dangerous incidents.
- Interns will not be allowed to carry a firearm.
- Interns will not park in the rear lot designated for employees, but will park in the front lot and enter the Law Enforcement Center through the front doors.

The student, upon completion of the Intern Program, will complete an evaluation of the Internship Program.

If there are any questions or concerns, please contact:

P.O. Scott Stephens (636) 227-2579  
P.O. Steve Morrison (636) 207-2318  
Ballwin Police Department  
300 Park Drive  
Ballwin, MO 63011  
636-207-2351



BALLWIN POLICE DEPARTMENT  
APPLICATION for INTERNSHIP

**Student Information:**

Name \_\_\_\_\_  
Last First Middle

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Permanent Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Current phone \_\_\_\_\_

Academic year in school \_\_\_\_\_ Major \_\_\_\_\_ GPA \_\_\_\_\_

Applying for (check one) Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Were you referred to the Ballwin Police Department Yes \_\_\_\_\_ No \_\_\_\_\_

If so, by whom? \_\_\_\_\_

Would you have any restrictions on the hours that you would be available to serve your internship, if so please list \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Institutional Information:**

College/University attending \_\_\_\_\_

Faculty advisor \_\_\_\_\_ Telephone \_\_\_\_\_

School address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

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**Criminal Background:**

Have you ever been arrested, cited, summonsed, or questioned for any criminal Felony, Misdemeanor, or Infraction? List all incidents including date, charge, disposition, and location (city/state):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Applicant Certification**

I certify that the above information is correct. I further certify that I am enrolled in a four year degree program at an accredited four year university or college and have a junior or senior standing, or am enrolled in a two year degree program and have completed two thirds (2/3) of required credits toward a degree at an accredited two year university or college. I also certify that I currently have a 2.5 or higher GPA on a 4.0 scale and that I meet all requirements. I understand that I must be enrolled through my university or college in an internship or independent study class to be accepted as an intern with the police department. I further understand that, prior to my acceptance into the internship program, I must pass a background check for any arrests that would be considered a security risk to the Ballwin Police Department.

Intern's signature \_\_\_\_\_ Date \_\_\_\_\_

Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_



BALLWIN POLICE DEPARTMENT  
INTERN AGREEMENT

I, \_\_\_\_\_ request to serve as an Intern with the Ballwin Police Department.

As an Intern, I agree to:

- Report to work on time when scheduled and to call the supervisor of the Community Affairs Division if I am unable to report.
- Comply with and follow the same rules and policies as required of all Ballwin Police Department employees.
- Comply with and follow the rules outlined in the Ballwin Police Department Intern Letter.
- Refrain from using my Intern position to attempt to influence anyone in any manner.
- Strive to help the Ballwin Police Department obtain its goals and objectives.
- Notify the supervisor of the Community Affairs Division upon terminating my involvement with the Intern program, and participate in an exit interview/evaluation.
- Relinquish to the supervisor of the Community Affairs Division any and all items or equipment issued to me.
- Notify the supervisor of the Community Affairs Division of any arrest or citation for any traffic, misdemeanor or felony charge.
- I am aware that my Intern status may be terminated at any time for failing to follow the rules, procedures or terms of this agreement.

I have read and understand all the conditions of this agreement.

Intern's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_\_



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BALLWIN POLICE DEPARTMENT  
INTERN STATEMENT OF  
CONFIDENTIALITY AND WAIVER FORM

I understand that any material omissions and/or false information I record on the application will be sufficient reason for rejection of this application or termination of my intern status. In addition, I authorize and request former employers, schools, individual agencies, organizations or law enforcement agencies to answer any and all questions that may be asked and do here withhold such persons harmless for giving any information within their knowledge or record.

I understand that I do not have the right to continue my status or possess appeal rights as an Intern if terminated. Also, I understand that I am not an employee of the City of Ballwin or any department thereof, and am not eligible for any remuneration or benefits of any kind or nature.

I understand and agree that in the performance of my duties as an Intern with the Ballwin Police Department. I will hold all names and information regarding the Department in the strictest confidence. Further, I understand that intentional or involuntary disclosure of confidential information to unauthorized sources will result in my termination as an Intern.

I further agree to release the City of Ballwin, its departments, and employees from accountability for any accident, injury, or other liability incurred or suffered by me while carrying out the duties of an intern.

Intern's signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date: \_\_\_\_\_



## BALLWIN POLICE DEPARTMENT RIDE-ALONG APPLICATION

The Ride-Along Program of the Ballwin Police Department is designed to provide an opportunity to persons who are engaged in law enforcement activities, education or training, to observe law enforcement in action and become familiar with Department patrol operations.

The Department requires that all participants be neatly attired when riding in a patrol vehicle. The accepted mode of dress is shoes, shirt/blouse, slacks and jacket/coat when applicable.

Ride-Along participants become the responsibility of the police officer with whom they ride. Participants are asked not to leave the patrol car on specific police assignments unless their assistance is requested by the police officer with whom they are riding. This policy is necessary to protect the citizen from any eventuality of bodily harm, no matter how remote. The role participants play is strictly that of an observer. They may not become involved verbally or physically with any suspects the police officer questions or with whom the police officer comes in contact.

(PLEASE PRINT)

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_  
Age: \_\_\_\_\_ Date Of Birth: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Attending (University/School/College): \_\_\_\_\_

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(FOR OFFICE USE ONLY)



# PERMIT, RELEASE, AND INDEMNIFICATION AGREEMENT

I, \_\_\_\_\_ of \_\_\_\_\_  
Name Address  
\_\_\_\_\_(City/County)

in consideration of being granted permission to ride in a Ballwin vehicle and of accompanying a Ballwin Police Officer for the purpose of observing and becoming familiar with the operations of a Ballwin Police Officer in the actual performance of his or her duties, do hereby release and discharge the City of Ballwin, the Ballwin Police Department, and all their officers and employees, from all liability to me, my employer, my assigns, my heirs, my executors and personal representatives, now and forever, for all loss or damages, in any claim or demands, therefore, on account of injury or other casualty to myself or my property, whether by negligence or otherwise, during such time that I may be in an automobile or other vehicle of the Ballwin Police Department for the above mentioned purposes, while said officer is officially discharging his/her duties.

I further assume all risk of death, injury, loss or damage to my person or property, whether due to negligence or otherwise, and neither myself nor any of my representatives shall have any right or claim against the City of Ballwin, the Ballwin Police Department, their officers or employees, in respect of or arising out of any such death, injury, loss or damage.

I further hereby agree to indemnify and save harmless the City of Ballwin, the Ballwin Police Department, and all of their officers and employees on account of any debt, expense, claim liability or damage by reason of injury to me or damage to my property, whether by negligence or otherwise, while I may be in a Ballwin Police Department automobile or other vehicle or in the company of a Ballwin Police Officer, while said officer is officially discharging his/her duties.

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

\_\_\_\_\_  
WITNESS: (If under 21, parent or guardian must sign)

APPROVED: YES  NO

\_\_\_\_\_  
Chief of Police

BPD #125