



Alabama Department of Public Safety Internship/Volunteer Program Guidelines

June 2008
Administrative Division

PURPOSE

The Department of Public Safety's Internship and Volunteer Program provides college and university students with an in-depth, working knowledge of the department. That knowledge is gained through "hands-on" experience in administrative, and in some cases, investigative or patrol settings. The program strives to ensure college or university students will benefit academically and professionally from the experience gained while participating in the internship program.

The Volunteer Program provides the same "hands-on" experience for individuals who are not actively involved in an academic endeavor. The Volunteer Program is designed for those who wish to gain knowledge of the department or want to be involved with their community by providing a much-needed service.

While involved in the DPS Internship and Volunteer Program, the intern/volunteer will be required to adhere to a defined work schedule, exhibit professional work habits, and correctly and promptly complete all work assignment and projects. The intern/volunteer also will be required to abide by all DPS policies and procedures as described in the DPS Procedural Manual and any division manuals. Failure to abide by any of these rules will result in dismissal from the program. In the case of interns, the academic institution will be notified the intern has been removed from the program due to failure to follow DPS rules.

QUALIFICATIONS

All applicants must successfully pass a background investigation that may include a review of personal, educational, and employment history, including a review of any state or national criminal history records; educational records; military service records; or interviews with former employers, coworkers, and persons provided as character references. Individuals making application should be forthright in disclosing prior criminal convictions and terminations from previous employment. Resumes of two pages or less will be accepted. Background investigations will be completed by personnel from the unit/division with which the applicant is applying.

In addition to the above, applicants for the Internship Program must be presently enrolled in a college or university undergraduate, graduate or doctoral program or curriculum. Each applicant must submit current enrollment verification from his or her college or university. Applicants must have the approval of their respective institutions to be involved in the DPS Internship Program and submit college/university documentation of a minimum GPA of 2.5.

All applicants for volunteer or internship positions will be required to sign a DPS confidentiality agreement and must pass all the qualifications prescribed by DPS policies and procedures.

Interns and volunteers are not paid for their work with the Department of Public Safety.

ACADEMIC CREDIT HOURS

The intern may obtain academic credit hours from his or her university or college through a DPS internship. The academic institution designates the number of internship hours that must be completed in order for the student to receive academic credit.

Interns may perform a wide variety of assignments, ranging from administrative duties to research, composition, constituent services and other responsibilities. The higher the academic training, education and experience of the student, the more involved the intern may be in performing more responsible and sensitive functions. Interns also may be involved in completing patrol or other field assignments, depending upon their course of study.

Intern work performance will be monitored by a DPS supervisor to ensure the intern complies with his or her specific academic credit requirements. Once the intern has completed the initial interview and the

background process, and is approved by DPS to serve as an intern, the intern will so advise his or her academic institution. At the conclusion of the internship program, the intern will be evaluated by the DPS supervisor, either on a form provided by the institution, or on a form provided by DPS.

ASSIGNMENTS

Positions are available statewide, for the most part, in any of the DPS divisions and units. The needs of DPS will be paramount in deciding assignments for interns and volunteers. The applicants' previous work history, professional interest and major course of study will be considered. Each intern's particular assignment will dictate his or her specific duties.

HOW TO APPLY

Application packets may be downloaded from this Web site. Applicants should submit a completed application, signed and notarized "Bureau of Investigation" release form, a "Statement of Understanding," and a letter from their college or university requesting internship placement. The college or university's letter must provide the applicant's grade point average, the designated hours of completion, and an explanation of the internship evaluation requirements to be submitted upon completion of the internship program. Questions or application information concerning the DPS Internship/Volunteer Program should be addressed to:

**Alabama Department of Public Safety
Cheri Cook, Personnel Manager
P. O. Box 1511
Montgomery, AL 36102
(334) 242-4640**

Note: Application information should be submitted at least one month prior to the expected start date.

Alabama Department of
PUBLIC SAFETY

BUREAU OF INVESTIGATION
(Release Form)

I, _____, hereby authorize the release to representatives of the Alabama Department of Public Safety, Bureau of Investigation, and any other agency designated by or operating in concert with said Bureau, any and all information, privileged or otherwise, relating to my past record and character whether it be financial, academic, military, employment, judicial, or personal reference. I hereby release all parties contributing such information from any charges or liability whatsoever because of furnishing said information. I further agree that a photostatic copy shall have the same effect as the original. I understand any information so obtained will be utilized as deemed appropriate by the Alabama Department of Public Safety.

SIGNATURE _____

Subscribed before me this _____ day
of _____, 20_____.

NOTARY PUBLIC

MY COMMISSION EXPIRES

PLEASE RETURN THE BACKGROUND INFORMATION TO: _____

Name

Division

STATEMENT OF UNDERSTANDING

Name: _____

Social Security No.: _____ Position applied for: _____

I understand that my employment application and any other requested or required forms, certificates, documents, letters and/or papers or information, will be used to aid in an investigation into my background to determine my suitability for employment by the Department of Public Safety.

I further understand that this investigation will not be limited to, but will include, inquiries and record examinations on completion of schools attended, criminal conviction records, previous and present employers, military records and any other person, agency, or firm that may be able to provide information necessary for consideration of my application for employment.

I also understand that this information, along with my employment application and any other requested or required forms, certificates, documents, letters and/or other papers or information, including any product of this background investigation, is the sole and exclusive property of the Alabama Department of Public Safety regardless of the outcome of this investigation and regardless of my final status as an applicant.

I understand that all questions must be answered completely and accurately. Any false statement(s), omission(s) or intentionally evasive answer(s) will disqualify me for any position or result in my dismissal from employment with the State of Alabama. I understand that the answers to all the questions and information I supply will be verified by an in depth background investigation.

Signature of Applicant

Sworn to me and subscribed me this _____ date of _____ 20_____

Notary Public _____ My Commission Expires: _____

SOCIAL SECURITY NUMBER : _____

List three reliable persons, not relatives or present employer, who know you well enough to give information about you.

NAME	ADDRESS AND PHONE NUMBER	EMPLOYER

Have you ever been involuntarily terminated, discharged, forced or asked to resign from any job? () **Yes** () **No**

If you answered **Yes** to the above question, attach an explanation on a separate sheet noting any mitigating or extenuating circumstances.

Have you ever been convicted of a misdemeanor or felony crime? () **Yes** () **No**

If you answered **Yes** to the above question, list in the space below all prior misdemeanor and felony convictions and any extenuating or mitigating circumstances regarding such convictions. If necessary, you may use a separate sheet or sheets and attach to application.

NOTE: A CRIMINAL CONVICTION WILL NOT NECESSARILY BE A BAR TO CONSIDERATION FOR SELECTION, EXCEPT THAT A FELONY CONVICTION WILL BAR SELECTION IN A LAW ENFORCEMENT OR OTHER SENSITIVE JOB; THE DISCLOSURE OF A MISDEMEANOR CONVICTION WILL NOT AUTOMATICALLY RESULT IN DISQUALIFICATION. CRIMINAL HISTORIES WILL BE SUBMITTED TO THE NATIONAL CRIME INFORMATION CENTER (NCIC) FOR VERIFICATION. FAILURE TO DISCLOSE A CONVICTION MAY BE CONSIDERED AS GROUNDS FOR DISQUALIFICATION. FOR THESE REASONS, APPLICANTS SHOULD BE CAREFUL TO DISCLOSE ALL CRIMINAL CONVICTIONS.

WORK HISTORY

THIS SECTION MUST BE COMPLETED REGARDLESS OF WHETHER OR NOT A RESUMÉ IS ATTACHED.

Begin with your PRESENT or most recent employment. List in REVERSE ORDER periods of employment. **Each time you changed jobs or your title changed should be listed as a separate period.** Describe in detail your duties. (Attach additional sheets if needed.)

1. Current or Last Employer					Your Official Job Title		
Address					Type of Business		
FROM Month Year	TO Month Year	Total Months	Number of Hours Per Week	Beginning Salary Per _____	Ending Salary Per _____	May we contact your employer? () Yes () No	
Number/Title of Employees You Supervised On a Continuing Basis				Equipment You Operated			
Name, Title and Telephone Number of Supervisor				Reason for Leaving			
Describe Your Duties in Detail							

SOCIAL SECURITY NUMBER : _____ - _____ - _____

2. Employer					Your Official Job Title		
Address					Type of Business		
FROM Month Year	TO Month Year	Total Months	Number of Hours Per Week	Beginning Salary \$ _____ Per _____	Ending Salary \$ _____ Per _____	May we contact your employer? () Yes () No	
Number/Title of Employees You Supervised On a Continuing Basis					Equipment You Operated		
Name, Title and Telephone Number of Supervisor					Reason for Leaving		
Describe Your Duties in Detail							

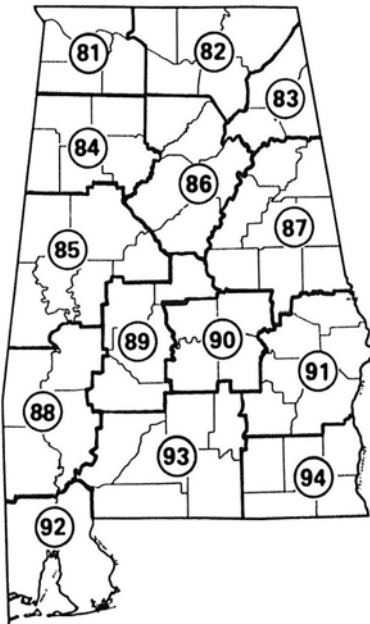
3. Employer					Your Official Job Title		
Address					Type of Business		
FROM Month Year	TO Month Year	Total Months	Number of Hours Per Week	Beginning Salary \$ _____ Per _____	Ending Salary \$ _____ Per _____	May we contact your employer? () Yes () No	
Number/Title of Employees You Supervised On a Continuing Basis					Equipment You Operated		
Name, Title and Telephone Number of Supervisor					Reason for Leaving		
Describe Your Duties in Detail							

4. Employer					Your Official Job Title		
Address					Type of Business		
FROM Month Year	TO Month Year	Total Months	Number of Hours Per Week	Beginning Salary \$ _____ Per _____	Ending Salary \$ _____ Per _____	May we contact your employer? () Yes () No	
Number/Title of Employees You Supervised On a Continuing Basis					Equipment You Operated		
Name, Title and Telephone Number of Supervisor					Reason for Leaving		
Describe Your Duties in Detail							

5. USING THE ABOVE FORMAT, SHOW OTHER EXPERIENCE BY USING ADDITIONAL SHEETS.

AVAILABILITY

- | | | |
|--|--|---|
| 81 - Northwest Alabama
17 Colbert
30 Franklin
39 Lauderdale
40 Lawrence | 84 - Jasper/
Winfield Area
29 Fayette
38 Lamar
47 Marion
64 Walker
67 Winston | 87 - East Central Alabama
08 Calhoun
09 Chambers
14 Clay
15 Cleburne
19 Coosa
56 Randolph
61 Talladega
62 Tallapoosa |
| 82 - Huntsville/
Decatur Area
36 Jackson
42 Limestone
45 Madison
48 Marshall
52 Morgan | 85 - Tuscaloosa Area
04 Bibb
32 Greene
33 Hale
54 Pickens
60 Sumter
63 Tuscaloosa | 88 - Southwest Alabama
12 Choctaw
13 Clarke
46 Marengo
65 Washington |
| 83 - Northeast Alabama
10 Cherokee
25 DeKalb
28 Etowah | 86 - Birmingham Area
05 Blount
22 Cullman
37 Jefferson
58 Shelby
59 St. Clair | 89 - Selma/Clanton Area
11 Chilton
24 Dallas
53 Perry
66 Wilcox |



- | | |
|---|---|
| 90 - Montgomery Area
01 Autauga
26 Elmore
43 Lowndes
51 Montgomery | 93 - South Central Alabama
07 Butler
18 Conecuh
20 Covington
21 Crenshaw
27 Escambia
50 Monroe |
| 91 - Phenix City/
Troy Area
03 Barbour
06 Bullock
41 Lee
44 Macon
55 Pike
57 Russell | 94 - Dothan Area
16 Coffee
23 Dale
31 Geneva
34 Henry
35 Houston |
| 92 - Mobile Area
02 Baldwin
49 Mobile | 95 - Statewide
(You will be considered for vacancies throughout the state. Relocation may be necessary) |

Please answer the following questions with care. List in the spaces provided those areas of the state in which you would accept a position as a volunteer or intern. You will be considered for selection only in the locations you indicate. You may choose a combination of up to three counties and/or regions from the list above. If you list a region, you will be considered available for all counties in that region. The counties in each region are listed alphabetically below the region. You will not be considered for jobs involving overnight travel or shift work unless you so indicate. You will not be authorized any expense account or per diem while involved in the DPS Internship/Volunteer Program.

List the numbers of up to 3 counties and/or regions where you are willing to work _____

If you want to be considered for appointment **only by certain DPS Divisions**, indicate here _____

Will you accept work involving overnight travel? () Yes () No Will you accept part-time work? () Yes () No

Will you accept temporary work? () Yes () No

Which shifts are you willing to work? 0. () all shifts 1. () 1st only 2. () 2nd only 3. () 3rd only 4. () 1st & 2nd only 5. () 1st & 3rd only 6. () 2nd & 3rd only

Enter the earliest date you will be available to interview for selection. (Your name will not appear on a list of eligibles until this date.) _____
 Month Day Year