



## OCEANSIDE POLICE DEPARTMENT INTERNSHIP OPPORTUNITY



**Application for the OPD Internship Program  
Applications are accepted on a continuous basis.  
Call 760-435-4581 for more information.**

The City of Oceanside is currently accepting applications for the position of Intern – Oceanside Police Department for current and future vacancies. Internship sessions follow the traditional semester schedule for Winter/Spring, Summer and Fall. This is a part-time, unpaid, non-benefited civilian position to cover 8 to 10 hours per week as agreed to by OPD, the selected candidate and the college/university (if applicable).

### **EXAMPLES OF DUTIES:**

Under supervision, the Intern will provide assistance to the Police Department performing a variety of duties to compliment the student's academic coursework. Areas of assignment will be in selected areas of Evidence and Property Control, Investigations, Customer Service Desk and Police Records. Assignments will also include assisting with special community events such as Coffee with a Cop, Oceanside Harbor Days, participation in the OPD Ride Along and Sit Along programs with patrol and dispatch, and perform other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Applicants must be at least 18 years of age, possess a high school diploma and must be currently enrolled in an accredited college or university program with a desire to work in a law enforcement related field. Emphasis in criminal justice, public administration or other business-related program is desirable.

### **SPECIAL REQUIREMENTS:**

- Successfully complete and submit the application form along with a current resume and cover letter.
- Have completed 30 college units with an overall 2.5 GPA.
- Be enrolled in an accredited college or university and pursuing a degree or Certificate in a field related to the policing profession. It will be the applicant's responsibility to demonstrate how the selected field of study is related to the policing profession.
- Provide a total of two (2) letters of recommendation from a teacher, counselor, or employer.
- Successfully pass a police background check, which will include Livescan fingerprinting.
- Possess a valid California Class C Driver's License at time of appointment.
- Be eligible to work in the U.S.

### **Please submit your application to:**

Human Resources Department  
City Hall South, Second Floor  
300 North Coast Highway  
Oceanside, CA 92054  
Office: 760-435-3500  
Fax: 760-435-6060



# OCEANSIDE POLICE DEPARTMENT INTERN APPLICATION

3855 Mission Avenue Oceanside, CA 92058  
760-435-4581 \*\* [www.joinopd.net](http://www.joinopd.net)



<b>Last Name</b>	<b>First Name</b>	<b>Middle</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address</b>	<b>City</b>	<b>State</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
	<b>Zip</b>	<b>Email</b>
	<input type="text"/>	<input type="text"/>
<b>Cell Phone</b>	<b>Date of Birth</b>	<b>Driver's License</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
		<b>State</b>
		<input type="text"/>

Are you related to anyone who works for the City of Oceanside? Yes  No

Do you speak/write any languages in addition to English? Yes  No

If yes, please specify languages: \_\_\_\_\_

## EDUCATION and SKILLS

Highest grade completed (circle one): High School 9 10 11 12 College 13 14 15 16+

College Status: Part Time Student  Full Time Student  Professional

<b>College Name</b>	<b>College Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>College Major</b>	<b>Number of Units Completed</b>	<b>Anticipated Date of Graduation</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Special Skills & Training Social Media  Microsoft Office: Word  Excel  Publisher  Outlook   
Business  Social Science  Video/Photography

Summarize special skills you have acquired from previous employment, or through other activities, including hobbies or sports.

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## EXPERIENCE and AVAILABILITY

The Oceanside Police Department's Internship Program offers two annual intern sessions. The Winter/Spring session falls between January and June, and the Summer/Fall session falls between July and December.

Are you able to commit to a six month long program? Yes  No

If you answered no, please explain: \_\_\_\_\_

Indicate your weekly availability? (Check all that apply)

Morning  Afternoon  Specific timeframe requested: \_\_\_\_\_

Monday  Tuesday  Wednesday  Thursday  Friday

Please list any physical limitations that may need to be accommodated during your internship.

How did you hear about this internship opportunity?

- City Employee  Community/Professional Organization (name): \_\_\_\_\_
- Human Resources  Job Fair (specify): \_\_\_\_\_
- Website: \_\_\_\_\_  School Career Center (specify): \_\_\_\_\_
- Other: \_\_\_\_\_

## AGREEMENT and SIGNATURE

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am selected as an intern, any false statements, omission, or other misrepresentations made by me on this application may result in my immediate dismissal.

In the event that I am selected as an intern for the Oceanside Police Department, I agree to comply with all its policies, rules and regulations. I fully understand and agree to provide my services to the Oceanside Police Department as an intern in a volunteer capacity, and that I will receive no compensation or benefits for services provided. Furthermore, I understand that no job is being offered in connection with the completion of the internship.

**SUBMITTING AN APPLICATION DOES NOT GUARANTEE PLACEMENT.** If selected, I will undergo a background check which will include fingerprinting/livescan.

**BY SIGNING BELOW, I AGREE THAT I UNDERSTAND AND CONSENT TO THE ABOVE STATEMENT.**

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

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

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



## OCEANSIDE POLICE DEPARTMENT Supplemental Questionnaire



The following information will be used to determine your eligibility to compete for this INTERNSHIP position. This information will be verified upon certification for consideration by the Oceanside Police Department and during the background investigation.

**Note: Before you complete this form, please read all the questions carefully. If your answer is "YES" to any of the following Questions 1 through 4, you are not eligible for this position with the Oceanside Police Department.**

1. Have you ever been **CONVICTED** of a felony?  
 Yes  
 No
2. Are you currently serving probation for any crime (misdemeanor or felony)?  
 Yes  
 No
3. Have you ever been **CONVICTED** of Domestic Violence?  
 Yes  
 No
4. Do you have an **ACTIVE** Restraining Order?  
 Yes  
 No

**If your answer is "NO" to any of the following Questions 5 through 7, STOP, you are not eligible for a position with the Oceanside Police Department.**

5. Do you possess a U.S. high school diploma or GED certificate?  
 Yes  
 No
6. Are you eligible to work in the U.S.?  
 Yes  
 No
7. Are you willing to comply with department grooming standards (hair shall be kept neat, clean, and well groomed, mustache and beard trimmed, minimal jewelry, etc.)?  
 Yes  
 No
8. The following is a condition that is required throughout your internship:  
You are responsible for your own transportation to and from work. Are you willing to comply?  
 Yes  
 No

**If your answer is "YES" to any of the following Questions 9 through 13, STOP, you are not eligible for a position with the Oceanside Police Department.**

9. Have you used marijuana in the past two (2) years?

- Yes
- No

10. Have you ever used illegal drugs, other than marijuana, in the past five (5) years?

- Yes
- No

11. Have you used any hallucinogens (mushrooms, LSD, peyote, mescaline, etc.) in the past fifteen (15) years?

- Yes
- No

12. Have you ever sold any illegal substances, including steroids?

- Yes
- No

13. Have you ever injected any illegal substances, including steroids?

- Yes
- No

**CERTIFICATE OF APPLICANT: I certify that all statements and information provided in this application and any attachments are true, and I understand that any false or misleading statements or omissions of material facts may forfeit right to employment considerations by the City of Oceanside.**

- Yes
- No

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

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

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