



OFFICE OF THE SHERIFF

Sheriff Ronnie T. Ingram

P.O. Box 3289 – Kinston, NC 28502
Office (252) 559-6100 Fax (252) 527-3854

Thank you for your interest in completing an internship with the Lenoir County Sheriff's Office. You have chosen to apply with one of the most proactive Sheriff's Office in the State of North Carolina. This profession is not only challenging, but can be both exciting and personally rewarding. Applying for an internship is just like applying for a job. This will be part of your resume for your future career endeavors.

All applicants will receive consideration and equal treatment without regard to race, religion, color, national origin, age, sex, political affiliations, non-disqualifying physical or mental disability, or other non-merit factors. The County of Lenoir and the Lenoir County Sheriff's Office are Equal Opportunity Employers.

Please complete the attached application in full and return to us. Our office will screen the applications to identify the best candidates for the positions available. Our office does accept applications for employment, even when there are no open positions to assist in future recruitment. All applications will be kept on file for two years from the submission date.

In order for your internship application to be accepted, you must provide the following and turn in with the completed application:

- Internship Application
- Letter of interest. The applicant is required to submit a one-page letter of interest that should include your reasons for wanting to participate in the program, your future career plans, honors and awards, and any other information you feel pertinent.
- (3) Three Letters of Reference
- Copy of High School Diploma or GED
- Transcript from Your College (This can be unofficial or official)
- Copy of Driver's License or Identification Card
- Copy of DD214 if you have ever served in the military
- Authorization for Release of Information
- Hold Harmless Waiver

FOR INFORMATION ONLY

The Lenoir County Sheriff's Office allows academic internships to be completed through this office to occur with deputy sheriffs during their normal operations. Although this is allowed, strict guidelines are in place when this occurs. Academic Internships must be completed as part of many colleges or universities criminal justice or criminal related programs. Internships with the Lenoir County Sheriff's Office are unpaid full-time and part-time positions. Internships shall occur during the three college semesters and follow their schedule. The student must be actively enrolled in an internship class where they receive credit hours for the course of study.

Application Deadlines

- Fall Semester Applications are due by July 1
- Spring Semester Applications are due by December 1
- Summer Semester Applications are due by April 1

Scope of Internship

All academic interns with this department shall complete a minimum hour requirement assigned by their college or university. The schedule shall be assigned by the Sheriff's Office Internship Coordinator or the Major of Administration. Interns shall divide their time between the following divisions per set schedule designed by the Internship Coordinator:

- (1) Patrol Division
- (2) Investigations Division (include Criminal, Narcotics, CCRT and Crime Scene)
- (3) Support Services Division (includes Court Services and Civil Process)
- (4) Detention Center Division
- (5) Administration Division

Limitations of Internship

An academic intern may view all areas of operations from this office as a standard rule, but shall have no active role in any part of the operation. Interns shall not enter hot zones, but may enter areas such as crime scenes when they are under control at the discretion of the lead supervisor or detective, but shall not touch any evidence or take any role other than viewing. Examples are:

- The intern may view an interview of suspect from closed caption television, but shall not participate or be present in the room during the interview.
- An intern may view a traffic stop from the vehicle, but shall not exit the car to approach the vehicle.
- An intern can participate in mock fingerprint collection drills, but shall not participate in an actual investigation.

If naturalized, date and place of naturalization _____

Education: (list name, location & dates of attendance)

Elementary	High School	College
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any Credits/Degrees or specialized training you are certified or have received:

List names of clubs, societies and other similar organizations you were a member of:

PERSONAL INFO

Specify any arrest (include all traffic arrest and/or citations)

_____	_____
_____	_____
Location of arrest(s) (City/County)	
_____	_____
Judgment of court on each case	
_____	_____
_____	_____

Have you ever been a defendant in any civil or domestic court actions? _____
If yes, specify: _____

Name any friends or acquaintances employed by Lenoir County Sheriff's Office

What are your hobbies? _____

Do you know of anything that would disqualify you for employment with the Lenoir County Sheriff's Office or prevent your full discharge of the official duties of such a position?

PERSONAL INFORMATION QUESTIONS:

Please answer the following questions truthfully. Any false answers given may result in disqualification or termination from the internship program. Please explain any answers in the provided space or attach a separate sheet if needed.

- Yes No Do you drink intoxicating liquors or malt beverages?
If yes, to what extent? _____
- Yes No Do you object to shift work, working holidays and/or weekends? If yes, please explain. (Not applicable to administrative staff)
- Yes No Do you object to wearing a uniform and/or specific grooming/hygiene requirements that are in compliance with the policy of this office? If yes, please explain.
- Yes No Have you ever consumed, smoked, inhaled, ingested, purchased, possessed or sold any amount of illegal drug which includes, but is not limited to marijuana, cocaine, heroin, crack, LSD, methamphetamines, opiates or pills? *If yes, please specify the last date used, what drug and any further information.*
- Yes No Have you ever been arrested, detained, questioned or otherwise charged by a law enforcement officer for a criminal offense? (Include all offenses other than minor traffic offenses. The following are not minor traffic offenses and must be listed: DWI, DUI [alcohol or drugs], a duty to stop in the event of an accident, driving while license permanently revoked, and speeding at least 15 mph over limit to elude arrest). *If yes, please explain when, what charge, and why.*
- Yes No Have you ever been convicted of a felony or any crime which you could have been sentenced to at least 2 years imprisonment? *If yes, please explain.*
- Yes No Are you now, or have you ever been, a member of the Communist Party USA, or any Communist organization? If yes, please explain.
- Yes No Are you now, or have you ever been a member of a Fascist organization? If yes, please explain.
- Yes No Are you now, or have you ever been a member of any organization, association, movement, group or combination of persons with advocates the overthrow of our constitutional form of government, or which has adopted a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or of seeking to alter the form of government of the United States by unconstitutional means? If yes, please explain.
- Yes No Are you now, or have you been a member of any "criminal street gang" that has one of its primary activities to commit felony offenses, are actively engaged in criminal street gang activity and has a common name or identifying sign or symbol?
- Yes No Have you ever been denied employment by a criminal justice agency? If yes, please explain and list the department.
- Yes No Have you ever been suspended, reprimanded, demoted, fired or asked to resign from a job? If yes, please explain.

(Please list all employers over the past 10 years. Full particulars must be given and all time accounted for - begin with most recent employment. Please attach additional sheets if necessary)

Name & Address of employer: _____	

From _____ To _____	Position & kind of work: _____
Annual Salary \$ _____	_____
Reason for leaving: _____	

Name & Address of employer: _____	

From _____ To _____	Position & kind of work: _____
Annual Salary \$ _____	_____
Reason for leaving: _____	

Name & Address of employer: _____	

From _____ To _____	Position & kind of work: _____
Annual Salary \$ _____	_____
Reason for leaving: _____	

Name & Address of employer: _____	

From _____ To _____	Position & kind of work: _____
Annual Salary \$ _____	_____
Reason for leaving: _____	

If you are presently employed, are you willing for us to ask your present employer about your work? ____

*******PERSONAL REFERENCES*******

Give five (3) personal references, more than 21 years of age, who are householders, or property owners, business or professional men or women of good standing in the community, and who have known you well during the past five (5) years. (PLEASE PRINT)

Name: _____ Address: _____

No. of years Acquainted: _____ Business Address: _____

Type of Business: _____ Phone Number: _____

Name: _____ Address: _____

No. of years Acquainted: _____ Business Address: _____

Type of Business: _____ Phone Number: _____

Name: _____ Address: _____

No. of years Acquainted: _____ Business Address: _____

Type of Business: _____ Phone Number: _____

I hereby certify that there are no intentional misrepresentations in or falsifications of the above statement and answers to questions.

Signature of Applicant

Date

