

Dear Applicant,

Thank you for expressing interest in the Washington State University Police Department Internship Program. The Program was developed by the WSU Police Department to offer an opportunity for students who are interested in learning about law enforcement. Interns gain valuable experience and knowledge by working closely with professional police officers from local law enforcement agencies.

The Program works closely with your academic curriculum to provide you with an overall understanding of the criminal justice system, and to heighten your awareness of the possibility of employment within the field. There is also an opportunity for academic credit.

Those individuals who are accepted into the Program are held to a high standard of ethical and professional conduct. If you are selected, the opportunities for career placement and networking are greatly improved. Ninety percent of all participants since the inception of the Program have moved on to become professional law enforcement personnel on the federal, state, and local levels.

Interns are uniformed personnel who assist fully commissioned police officers in their duties. Interns participate in the enforcement of state and local laws to work towards the mission of the WSU Police Department.

The mission of the Washington State University Police Department, in partnership with the campus community, is to cultivate an atmosphere that supports the educational process, promotes academic achievement, and community prosperity.

Interns receive training in several specialized areas such as: patrol procedures, criminal procedure, criminal law, accident investigation, search and seizure (to include warrant service), and several other applicable skills valuable to a career in law enforcement.

Please complete the attached application and notarized release of information waiver and return them to the WSU Police Department c/o the Internship Program. Upon acceptance of your application, you will be notified by mail of the next testing date and time.

If you have any questions, feel free to call (509) 335-4711.

Sincerely,

Steven Hansen
WSU PD Assistant Chief

Kelly Stewart
Intern Coordinator
Police Officer
509-335-4408
kdstewart@wsu.edu

Required Documents

Dear Applicant,

In order to verify your qualifications and conduct your background investigation, we will need copies of the following documents:

Copies Required with application:

Birth or Naturalization Certificate or Passport

Current Driver's License

Social Security Card

Last form in packet MUST be notarized

May be submitted later:

College Transcripts (sealed)

College Diplomas

Other State Certified / Recognized L.E. Training Certificates

At the first day of testing, you will need to bring your original birth certificate or passport, your current driver's license, and your Social Security card for verification purposes.

*****Return completed pages 5-11 of this application packet with the last page notarized and copies of required documents.**

Police Intern Physical Fitness Ability Test

Applicants for the position of police intern with the WSU Police Department must successfully complete the following Fitness Ability Test. A maximum of 200 points is possible. A minimum of 30 points is required for each individual test. A minimum of 160 points is required to pass the Fitness Ability Test. (Scoring criteria located on next page)

300 METER RUN

The 300 meter run measures your anaerobic power. You must complete the run without any help. Your goal is to run the distance as quickly as possible. You must run to and through the finish line.

MAXIMUM PUSH-UP TEST

This push-up test measures the muscular strength and endurance of the upper body. Place your hands on the ground so they are in a vertical line with your shoulders (approximately 1-1.5 shoulder widths apart). Your feet may be together or up to 12 inches apart. Your body should be in a straight line from the shoulders to the ankles, and must remain that way throughout the exercise. Lower your body by bending your elbows until your upper arms are parallel to the ground and you touch and slightly compress the 3 inch foam block held under your chest. Your examiner will tell you when you have gone low enough. Return to the starting position by completely straightening your arms. You may only rest in the up position. If you fail to: keep your body in a straight line; touch your chest to the foam block; or lock your arms in the up position, you will receive a warning. After one warning, incorrect repetitions will not count. **There is no time limit.** Do as many correct push-ups as possible. Your score is the number of correct repetitions.

ONE MINUTE SIT-UP TEST

The one minute sit-up test measures muscular strength and endurance of the abdominal muscles. Lie on your back with your knees bent at 90 degrees or tighter with your heels on the edge of the mat. Your feet may be together or apart, but the heels must stay in contact with the floor. Your partner will sit on your feet and wrap their arms around your calf muscle area. It is your responsibility to inform your partner of any adjustments that need to be made in order to assure your comfort. Your fingers must stay interlocked behind your head throughout the event. If your little fingers are not touching, that is considered "apart" and such performance will not be counted. Lift your body by bending at the waist. Touch your elbows to your knees and return to the starting position. When returning to the starting position, your fingers must touch the examiner's hand on the mat. You may rest only in the up position. Do not arch your back or lift your buttocks from the mat. If you fail to: keep your fingers interlocked; touch your elbows to your knees; make contact between your fingers to the examiner's hand; or lift your buttocks off the mat; you will receive one warning. After one warning, incorrect repetitions will not count. You will have one minute to do as many sit-ups as possible. Your score is the total number of correct sit-ups.

1.5 MILE RUN / WALK TEST

The 1.5 mile run/walk test measures cardio-respiratory endurance and endurance of your leg muscles. You must complete the course without any help. Your goal is to finish the 1.5 miles in as fast a time as possible. Try not to start too fast, but at a pace you can sustain for about 10 to 15 minutes. You may walk, but walking will make it difficult to meet the minimum passing score. You may run alongside another runner for help with pacing, but you may not physically assist or be assisted by anyone.

POLICE OFFICER PHYSICAL FITNESS ABILITY TEST

1.5 Mile Run (.357 points / second)			
Time	Points	Time	Points
13:35	50	14:03	39.996
13:36	49.635	14:04	39.639
13:37	49.278	14:05	39.282
13:38	48.921	14:06	38.925
13:39	48.564	14:07	38.568
13:40	48.207	14:08	38.211
13:41	47.85	14:09	37.854
13:42	47.493	14:10	37.497
13:43	47.136	14:11	37.14
13:44	46.779	14:12	36.783
13:45	46.422	14:13	36.426
13:46	46.065	14:14	36.069
13:47	45.708	14:15	35.712
13:48	45.351	14:16	35.355
13:49	44.994	14:17	34.998
13:50	44.637	14:18	34.641
13:51	44.28	14:19	34.284
13:52	43.923	14:20	33.927
13:53	43.566	14:21	33.57
13:54	43.209	14:22	33.213
13:55	42.852	14:23	32.856
13:56	42.495	14:24	32.499
13:57	42.138	14:25	32.142
13:58	41.781	14:26	31.785
13:59	41.424	14:27	31.428
14:00	41.067	14:28	31.071
14:01	40.71	14:29	30.714
14:02	40.353	14:30	30.357
		14:31	30.00

300 Meter Run (1.33 points / second)			
Time	Points	Time	Points
56	50	63.5	40
56.5	49.3	64	39.328
57	48.67	64.5	38.66
57.5	48	65	38
58	47.34	65.5	37.33
58.5	46.67	66	36.66
59	46	66.5	36
59.5	45.33	67	35.33
60	44.67	67.5	34.66
60.5	44	68	34
61	43.33	68.5	33.33
61.5	42.67	69	32.66
62	42	69.5	32
62.5	41.33	70	31.33
63	40.67	70.5	30.66
		71	30

Push Ups	
# of Reps	1.43 pt/rep
35	50.0
34	48.62
33	47.19
32	45.76
31	44.33
30	42.9
29	41.47
28	40.04
27	38.61
26	37.18
25	35.75
24	34.32
23	32.89
22	31.46
21	30.0

Sit Ups	
# of Reps	2.375 pt/rep
38	50.0
37	47.625
36	45.25
35	42.875
34	40.5
33	38.125
32	35.75
31	33.375
30	30.0

In compliance with Federal and State equal employment opportunity guidelines, qualified applicants are considered for employment without regard to race, creed, color, sex, national origin, age, marital status, or presence of a non-job related medical condition or handicap.

Name: _____ WSU ID: _____
(Last, First, Middle)

Local Address: _____

Permanent Address: _____

Local Phone: _____ Permanent Phone: _____

E-mail: _____ Social Security #: _____

Date of Birth: _____ Expected Graduation Date: _____

DO NOT FILL OUT BELOW LINE

Application: _____
Birth Certificate: _____
Social Security Card: _____
Driver's License: _____
Notary: _____

Background check:
DOL: Clear or _____
WACIC: Clear or _____
NCIC: Clear or _____
III: Clear or _____

Spillman Name# : _____ Comments _____

Background (Other): _____

Comments: _____

Physical Agility:
Push-Ups: _____
Sit-Ups: _____
1.5 Miles Run: _____

Written Examination: _____

Oral Board: _____

Accepted: _____ Denied (Reason): _____

PLEASE ANSWER YES OR NO TO THE FOLLOWING QUESTIONS:

	YES	NO
Are you an enrolled student at Washington State University?	[]	[]
Are you a citizen of the United States?	[]	[]
If not, are you eligible to work under current United States immigration law?	[]	[]
If eligible to work under United States immigration law, give alien registration number:	_____	
Have you ever been convicted of a felony?	[]	[]
If yes, please explain: _____		

**PLEASE LIST ALL PREVIOUS EMPLOYERS BEGINNING WITH THE MOST RECENT
USE ADDITIONAL FORMS IF NEEDED**

Employer: _____	Phone #: _____
Address: _____	Supervisor: _____
Job Description: _____	Date Hired: _____
_____	Date Left: _____

Reason For Leaving: _____

Employer: _____	Phone #: _____
Address: _____	Supervisor: _____
Job Description: _____	Date Hired: _____
_____	Date Left: _____

Reason For Leaving: _____

Employer: _____	Phone #: _____
Address: _____	Supervisor: _____
Job Description: _____	Date Hired: _____
_____	Date Left: _____

Reason For Leaving: _____

Employer: _____	Phone #: _____
Address: _____	Supervisor: _____
Job Description: _____	Date Hired: _____
_____	Date Left: _____

Reason For Leaving: _____

PLEASE LIST ALL SCHOOL(S) ATTENDED AFTER HIGH SCHOOL:

NAME	CITY, STATE	YEARS	MAJOR/DEGREE

PLEASE LIST ALL MILITARY SERVICE:

BRANCH OF SERVICE	DATE ENLISTED	DATE OF SEPARATION

PLEASE LIST ALL TRAFFIC INFRACTIONS RECEIVED IN THE PAST FIVE YEARS:

VIOLATION	DATE	ISSUING AGENCY	DISPOSITION

Has your driver's license ever been revoked or suspended for any reason? **YES** **NO**
[] []

If yes, please explain (date/reason): _____

EMERGENCY CONTACT INFORMATION

Name:	Relationship:
Address:	Home Phone:
City, State, Zip:	Other Phone:

PLEASE LIST ANY CRIMINAL ARRESTS:

OFFENSE	DATE	AGENCY	DISPOSITION

PLEASE LIST FOUR REFERENCES WHO ARE NOT RELATIVES:

NAME	ADDRESS	PHONE NUMBER

I hereby certify that all statements made in this application are true and I understand and agree that any false statements on this form shall be considered sufficient cause for rejection of my application or removal from the Intern Program if I am accepted.

I understand that it is my responsibility to keep the Intern Coordinator informed of any change of address or phone number and that failure to do so may result in removal from the application process or Intern Program if I am accepted.

I further understand that completion of this application does not guarantee acceptance into the program.

I authorize contact with my past and present employers and references to verify statements made in this application.

APPLICANT'S SIGNATURE

DATE

**PLEASE ANSWER THE FOLLOWING QUESTIONS USING 250 WORDS OR LESS.
ANSWERS SHOULD BE TYPED AND STAPLED TO THE BACK OF THIS APPLICATION.**

1. Why do you want to be an intern with the Washington state university police department?

2. Discuss a challenging moment or situation in your life and how did you overcome it?

3. What are your career goals and how will the WSU Police Intern Program help you achieve those goals?

AUTHORIZATION TO RELEASE INFORMATION

I, _____, authorize you to furnish the Washington State University Police Department with any and all information that you have concerning me, including but not limited to: employment records and performance evaluation, personal habits, reputation, and financial status.

Your reply will be used to assist the Washington State University Police Department in determining my qualifications and fitness to perform the duties of the position I am seeking with Washington State University.

I hereby release you, your organization, your agents, and other from any liability or damage which may result from furnishing the information requested.

APPLICANT'S SIGNATURE

DATE

State of _____

County of _____

Subscribed and sworn to before me on this _____ day of _____, 20____.

NOTARY PUBLIC

My commission expires: _____
DATE