



ILLINOIS STATE POLICE INTERNSHIP PROGRAM GUIDELINES

All students considered for the Illinois State Police (ISP) Internship Program must be in good academic standing with their respective college or university. Students interested in an unpaid internship must have the College Internship Coordinator or Department Chair write a letter of introduction which must include at least three preferred work locations to serve the internship, the exact time frame and number of hours the intern wishes to serve each week, and the number of credits the student expects to earn. Interns must be willing to work a minimum of 25 hours per week and must earn college credit while participating in the program. All applicants are required to successfully pass a background investigation. Students serving an internship within an ISP Forensic Science Laboratory may also be required to successfully pass a polygraph examination.

In order to be considered for the Illinois State Police Internship Program, the following must be completed and submitted:

- A sealed letter of introduction from the College Internship Coordinator or Department Chair;
- A letter from the student indicating why they want to intern with the ISP;
- An Illinois State Police Internship Application;
- An Illinois State Police Authorization for Release of Personal Information;
- An updated resume and employment history;
- Three personal references to include primary and alternate telephone numbers and current addresses;
- Two current passport-sized pictures;
- An insurance liability waiver;
- An Authorization Form for Employment Credit Report; and,
- A Disclosure Statement for Employment Credit Report.

**** Please ensure all boxes above have been checked prior to submission.***

It is the responsibility of the student to advise the Recruitment Unit of any change of address, telephone number, or withdrawal from the program at any time during the semester. The deadlines for submitting intern applications are as follows:

- Spring Semester September 30
- Summer Semester January 31
- Fall Semester April 30

If the application packet is not complete or received in the Recruitment Unit by the deadline, it may prevent the student from being considered for an internship.

After applications are received, students are tentatively placed pending a thorough background investigation which may occasionally be delayed. Students should remain in contact with the College Intern Coordinator and should not report to the proposed work site until receiving confirmation from the Illinois State Police. Please call the Recruitment Section at 217/785-4370 if you have any questions or need additional information. The Illinois State Police is an Equal Opportunity Employer.

Please mail the completed internship application to the following address:

(Please do not fold the application or copy double sided)

Recruitment/Internship Coordinator/Illinois State Police Recruitment Unit
3700 East Lake Shore Drive
Springfield, Illinois 62712

APPLICATION FOR ILLINOIS STATE POLICE INTERNSHIP APPLICATION

RETURN TO:
RECRUITMENT/INTERNSHIP COORDINATOR
ILLINOIS STATE POLICE RECRUITMENT UNIT
3700 EAST LAKE SHORE DRIVE
SPRINGFIELD, ILLINOIS 62712

ATTACH TWO
PASSPORT SIZED
PHOTOS HERE

PLEASE INDICATE FOR WHICH SEMESTER YOU ARE APPLYING: SPRING ___SUMMER___FALL___

HAVE YOU PARTICIPATED IN THE ISP INTERNSHIP PROGRAM BEFORE Y N ? IF YES, WHEN?

PERSONAL DATA (TYPE OR PRINT)

NAME: _____
(Last) (First) (Middle Initial)

Permanent Address: _____
(Street)(City) (State) (Zip) (Phone)

Present Address: _____
(Street)(City) (State) (Zip) (Phone)

Telephone Number(s): _____

Date of Birth: _____ Place of Birth: _____

Social Security Number: _____ Race: _____ Sex: _____

Driver's License Number and State of Issuance: _____

Email Address: _____

EDUCATION

College/University: _____

Address: _____
(Street) (City) (State) (Zip)

Internship Coordinator: _____

Major: _____ Anticipated Graduation Date: _____

Degree(s): _____

Credit Hours Required to Complete Internship: _____

EMPLOYMENT RECORD (LIST ALL JOBS YOU HAVE HELD DURING THE LAST TEN YEARS STARTING WITH THE MOST RECENT)

Employer: _____ Daytime Phone Number: _____
Dates Employed: _____
Address: _____
City State Zip: _____
Reason for leaving: _____

Employer: _____ Daytime Phone Number: _____
Dates Employed: _____
Address: _____
City State Zip: _____
Reason for leaving: _____

Employer: _____ Daytime Phone Number: _____
Dates Employed: _____
Address: _____
City State Zip: _____
Reason for leaving: _____

Employer: _____ Daytime Phone Number: _____
Dates Employed: _____
Address: _____
City State Zip: _____
Reason for leaving: _____

REFERENCES (LIST THREE (3) PERSONAL REFERENCES OTHER THAN IMMEDIATE FAMILY OR EMPLOYERS):

Name: _____
Address: _____
Daytime Phone Number: _____

Name _____
Address: _____
Daytime Phone Number: _____

Name: _____
Address: _____
Daytime Phone Number: _____

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

For a period of one year from the execution of this form, I _____ authorize the State of Illinois, Illinois State Police to conduct an investigation into all aspects of my qualifications and background. I also authorize any individual, organization, or agency which maintains records relating to me to provide these records on request to any agency of the Illinois State Police conducting such an investigation. This authorization includes, but is not limited to, employment records, credit records, and criminal history records. The intent of this authorization is to give my consent to full and complete disclosure of criminal records, driver's license records, internal investigation records, military records, records of educational and financial institutions, employment and pre-employment records, background reports, efficiency ratings, and complaints. I specifically waive my rights to written notice of release of information relating to prior disciplinary actions, as provided by the Illinois Personnel Record Review Act.

I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release such person(s) from any and all liability which may be incurred as a result of furnishing such information whether from record or recollection. I authorize the Illinois State Police and its agents to provide copies of any records obtained pursuant to this release to any person(s) who are authorized to participate in the vetting of my qualifications and background for employment purposes. I further release the Illinois State Police, its agents and designees under this release, from any and all liability which may be incurred as a result of furnishing such information.

Signature

Date

Print Name (First, Middle, Last)

Maiden Last Name, former Married name(s) or Other names used

Current Address

Previous Address

City/State/Zip

City/State/Zip

To process this form, the following information has been requested by the Illinois State Police:

Date of Birth

Social Security Number

Contact Phone Number

Driver's License Number

Sex/Race

Email Address

Authorization for Appointment/Employment Credit Report

I authorize the Illinois State Police to obtain a credit report on myself through the credit reporting agency of its choice.

Signature

Date

Print Name

Employment Credit Report Disclosure Statement

The Illinois State Police will procure a credit report concerning my employment. If an adverse employment decision is made due totally or partially to the information on the credit report, the Illinois State Police will provide me a copy of the credit report, a summary of my rights under the Fair Credit Reporting Act, and the source of the credit report so that I may contact them, if I wish.

Signature

Date

Print Name

Privacy Act Statement

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Consent

By signing below, I acknowledge and hereby authorize the release of any criminal history record information that may exist regarding me from any agency, organization, institution, or entity having such information on file. I am aware and understand that my fingerprints may be retained and will be used to check the criminal history record information files of the Illinois State Police and/or the Federal Bureau of Investigation, to include but not limited to civil, criminal and latent fingerprint databases. I also understand that if my photo was taken, my photo may be shared only for employment or licensing purposes. I further understand that I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete pursuant to Title 28 Code of Federal Regulation 16.34 and Chapter 20 ILCS 2630/7 of the Criminal Identification Act.

Applicant Name (printed):

Applicant Name (signature):

Date:

THIS SIGNED FORM MUST BE RETAINED BY THE AGENCY FOR AT LEAST TWO YEARS.

**ILLINOIS STATE POLICE INTERN PARTICIPATION AGREEMENT
TO INDEMNIFY, DEFEND AND HOLD HARMLESS**

Whereas _____(Name of Institution), has entered into an agreement with the Illinois State Police (hereinafter referred to as “ISP”) by which the ISP has agreed to accept students from that institution into an intern program with the ISP. The ISP has agreed to accept said students into an intern program for the purpose of furthering the student’s education.

I _____(Name of Student), warrant that I have been accepted into the intern program by the above institution and that I hereby agree to be bound by the terms and conditions of the intern program agreement between the institution and the ISP. In consideration for the efforts of the institution in securing my placement as an intern with the ISP, and for my opportunity to participate in all intern activities with the ISP, I do hereby agree and offer as consideration of the following:

1. I shall defend, hold harmless, waive, release and discharge the State of Illinois, the ISP, the institution and their employees, agents, officers and servants, from any and all claims, demands, actions or causes of action of any kind, which arise or may arise from my participation as an intern with the ISP; or by, through, or as a consequence of any instruction received, or actions taken during my participation as an intern with the ISP; or because of my having been on in or at ISP property, vehicles or facilities.

2. That I also recognize, accept and assume all of the actual and inherent risks of injury, illness and/or death that may be created by my participation in the intern program with the ISP. Said risks may include, but not be limited to operating or riding in police vehicles; the firing, examination and cleaning of weapons, ammunition and other explosives; being present at or participating in police actions such as arrests, searches, crowd and traffic control, etc. My agreement to assume and accept such risks shall include all of the risks associated with the occupation of a police officer.

In further consideration for my participation, I represent that I am _____years of age and of sound mind with full understanding that this agreement shall forever waive and release all claims, etc. and shall be binding upon my heirs, executors, administrators and assigns.

Signature of Intern

Date Signed

Signature of Witness

PARENTAL SIGNATURE REQUIRED IF THE INTERN IS UNDER 21 YEARS OF AGE

I _____ in consideration for allowing my child/ward to participate in the intern program with the ISP, hereby agree to all of the terms and conditions above for myself and for my child/ward. I further represent and warrant that I have full legal authority to enter into contracts and agreements on behalf of the above named child/ward; that I am over 21 years of age and of sound mind; and that I fully understand this agreement shall forever waive and release all claims, etc. and shall be binding upon myself and the heirs, executors administrators and assigns of my child/ward.

Date signed

Parental/Guardian Signature

INTERNSHIPS FOR FORENSIC SCIENCE APPLICANTS

Interns for the Division of Forensic Services receive academic credit for their work from their college or university but are not paid by the Illinois State Police. Forensic interns do not have to work standard work days or weeks. Schedules can be discussed and arranged at the time of interview with the laboratory director.

The Division of Forensic Services sets high standards for its interns. Academically, the division looks for college/university juniors, seniors or graduate students with A/B grades in curricula like biology, chemistry, biochemistry, cell and structural biology, microbiology, physics, psychology and anthropology.

The number and location of available positions fluctuates with each semester and divisional needs. Positions are limited and will vary at each laboratory.

ILLINOIS STATE POLICE FORENSIC SCIENCE LABORATORIES

Forensic Science Center at Chicago

1941 West Roosevelt
Chicago, Illinois 60608

Rockford Forensic Science Laboratory

200 South Wyman, Suite 400
Rockford, Illinois 61101-1230

Morton Forensic Science Laboratory

1810 South Main Street
Morton, Illinois 61550-2983

Joliet Forensic Science Laboratory

515 East Woodruff Road
Joliet, Illinois 60432-1260

Springfield Forensic Science Laboratory Criminalist/Toxicology

2060 Hill Meadows Drive, Ste. 2
Springfield, Illinois 62702-4670

Metro-East Forensic Science Laboratory

2220 West Main Street
Belleville, Illinois 62226-6667

DISTRICT LOCATIONS

District 1

3107 East Lincoln Way
Sterling, Illinois 61081-1712

District 2

777 South State Street
Elgin, Illinois 60123

District Chicago

9511 West Harrison Street
Des Plaines, Illinois 60016

District 5

16648 South Broadway Street
Lockport, Illinois 60441

District 6

800 South Old Airport Road
Pontiac, Illinois 61764

District 7

800 Hill Crest Road
East Moline, Illinois 61244

District 8

1265 Lourdes Road
Metamora, Illinois 61548

District 9

801 S. 7th St., Ste. 100M
Springfield, Illinois 62703

District 10

US Route 45 South at I57
Pesotum, Illinois 61863

District 11

1100 Eastport Plaza Drive
Collinsville, Illinois 62234

District 12

401 Industrial Avenue, Suite A
Effingham, Illinois 62401

District 13

1391 South Washington Street
Du Quoin, Illinois 62832

District 14

1600 North Lafayette Street
Macomb, Illinois 61455

District 15

2700 Ogden Avenue
Downers Grove, Illinois 60515

District 16

16450 West State Road
Pecatonica, Illinois 61063

District 17

2971 East 350th Road
LaSalle, Illinois 31301

District 18

102 Illinois Route 16
Litchfield, Illinois 62056

District 19

919 Illinois Highway 14 West
Carmi, Illinois 62821

District 20

Illinois Highway 107 and US 54 North
Pittsfield, Illinois 62363

District 21

951 East US Highway 45 at Illinois 116
Ashkum, Illinois 60911

District 22

1154 Shawnee College Road
Ullin, Illinois 62992

INVESTIGATIVE LOCATIONS

Zone 1 Investigations-Elgin

595 South State Street
Elgin, IL 60123

Zone 1 Investigations-Des Plaines

9511 West Harrison Street
Des Plaines, IL 60016

Zone 2 Investigations-Rockford

200 South Wyman, Suite 106
Rockford, IL 61101

Zone 2 Investigations-East Moline

600 Hillcrest Road
East Moline, IL 61244

Zone 2 Investigations-Sterling

3107 East Lincolnway
Sterling, IL 61081

Zone 3 Investigations-Joliet

16648 South Broadway
Lockport, IL 60441

Zone 3 Investigations-LaSalle

2971 East 350th Road
LaSalle, IL 61301

Zone 3 Investigations-Ashkum

P.O. Box 147
Ashkum, IL 60911

Zone 4 Investigations-Springfield

801 South 7th Street, Suite 600M
Springfield, IL 62703

Zone 4 Investigations-Peoria

8811 North Pioneer Road
Peoria, IL 61615

Zone 4 Investigations-Pittsfield

P.O. Box 32
Pittsfield, IL 62363

Zone 5 Investigations-Champaign

2125 South First Street
Champaign, IL 61820

Zone 5 Investigations-Pontiac

800 South Old Airport Road
Pontiac, IL 61764

Zone 6 Investigations-Collinsville

1100 Eastport Plaza Drive
Collinsville, IL 62234

Zone 6 Investigations-Litchfield

102 IL Route 16
Litchfield, IL 62056

Zone 7 Investigations-Du Quoin

1391 South Washington
Street Du Quoin, IL 62832

Zone 7 Investigations-Carmi

919 IL Route 14 West
Carmi, IL 62821

Zone 7 Investigations-Carlyle

401 Industrial Avenue, Ste. A
Carlyle, IL 62231

Zone 7 Investigations-Effingham

401 Industrial Avenue, Suite A
Effingham, IL 62401

Zone 7 Investigations-Ullin

1154 Shawnee College Road
Ullin, IL 62992

ADDITIONAL INTERNSHIP SITES

Division of Operations

801 South 7th Street, Ste. 300-N
Springfield, Illinois 62794-9461

Illinois State Police Academy

3700 East Lake Shore Drive
Springfield, Illinois 62712-8639

Analytical Support Unit (VICAP) Violent Criminal Apprehension Program

2200 South Dirksen Parkway
Springfield, Illinois 62703

Research and Development

Program 2060 Hill Meadows Drive
Springfield, Illinois 62702-4670

Air-Operations

1100 North Airport Road
Springfield, Illinois 62707

Illinois Gaming Board - Chicago 160

N. LaSalle Street, Suite 300N
Chicago, Illinois 60601

Illinois Gaming Board - Des Plaines

9511 W. Harrison, 3rd Floor
Des Plaines, Illinois 60016

Division of Internal Investigations - Des Planes

9511 West Harrison Street
Des Plaines, Illinois 60016

Division of Internal Investigations - Matteson

4801 South Southwick Drive, Ste. 106
Matteson, Illinois 60443

Sex Offender Registration

Unit 801 South 7th Street, Suite
300M Springfield, Illinois 62703

Crime Scene Services Command 801

South 7th Street, Suite 900S
Springfield, Illinois 62703

Statewide Terrorism and Intelligence Center

2200 South Dirksen Parkway
Springfield, Illinois 62703

Illinois Gaming Board -

Springfield 801 South Seventh
Street, Suite 400A Springfield,
Illinois 62794

Fleet Management

801 South Seventh Street, Suite 300S
Springfield, Illinois 62703

Finance and Budget

801 South 7th Street, Suite 700-S
Springfield, Illinois 6279

Division of Internal Investigations - Springfield

801 South 7th Street, Ste. 100-N
Springfield, Illinois 62703

Division of Internal Investigations - DuQuoin

1391 South Washington Street
Du Quoin, Illinois 62832

Division of Internal Investigations - Collinsville

1100 Eastport Plaza Drive
Collinsville, Illinois 62234