



## 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 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;
- One digital color photo (close up or identification style photo);
- An Authorization Form for Employment Credit Report; and,
- A Disclosure Statement for Employment Credit Report.
- An insurance liability waiver;

By checking this box I consent to receive text messages about the Cadet Applicant Testing process.

**\* Please ensure all boxes above have been checked prior to submission.** It is the responsibility of the student to advise the ISP Recruitment Section 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 30th
- **Summer**- Semester January 31st
- **Fall** Semester- April 30th

If the application packet is not complete or received in the ISP Recruitment Section 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 email the ISP Recruitment Section at [ISP.Recruitment@illinois.gov](mailto:ISP.Recruitment@illinois.gov) if you have any questions or need additional information. The Illinois State Police is an Equal Opportunity Employer.

Please email the completed internship application to the ISP Recruitment Section:

**[ISP.Internships@illinois.gov](mailto:ISP.Internships@illinois.gov)**

# ILLINOIS STATE POLICE INTERNSHIP APPLICATION

**Please email the completed internship application to the Recruitment Section.**

**ISP.Internships@illinois.gov**

*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)

Cell 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: \_\_\_\_\_

Select your top three preferred locations for the internship below:

1st Preferred location: \_\_\_\_\_

2nd Preferred location: \_\_\_\_\_

3rd Preferred location: \_\_\_\_\_

**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 18 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 18 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.

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Date signed

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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 Road  
Chicago, Illinois 60608

#### **Springfield Forensic Science Laboratory**

825 N. Rutledge St.  
SCLF 4th Floor  
Springfield, Illinois 62702-9611

#### **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

#### **Metro-East Forensic Science Laboratory**

2220 West Main Street  
Belleville, Illinois 62226-6667

#### **Decatur Forensic Science Laboratory**

1053 West Rotary Way  
Decatur, Illinois 62521



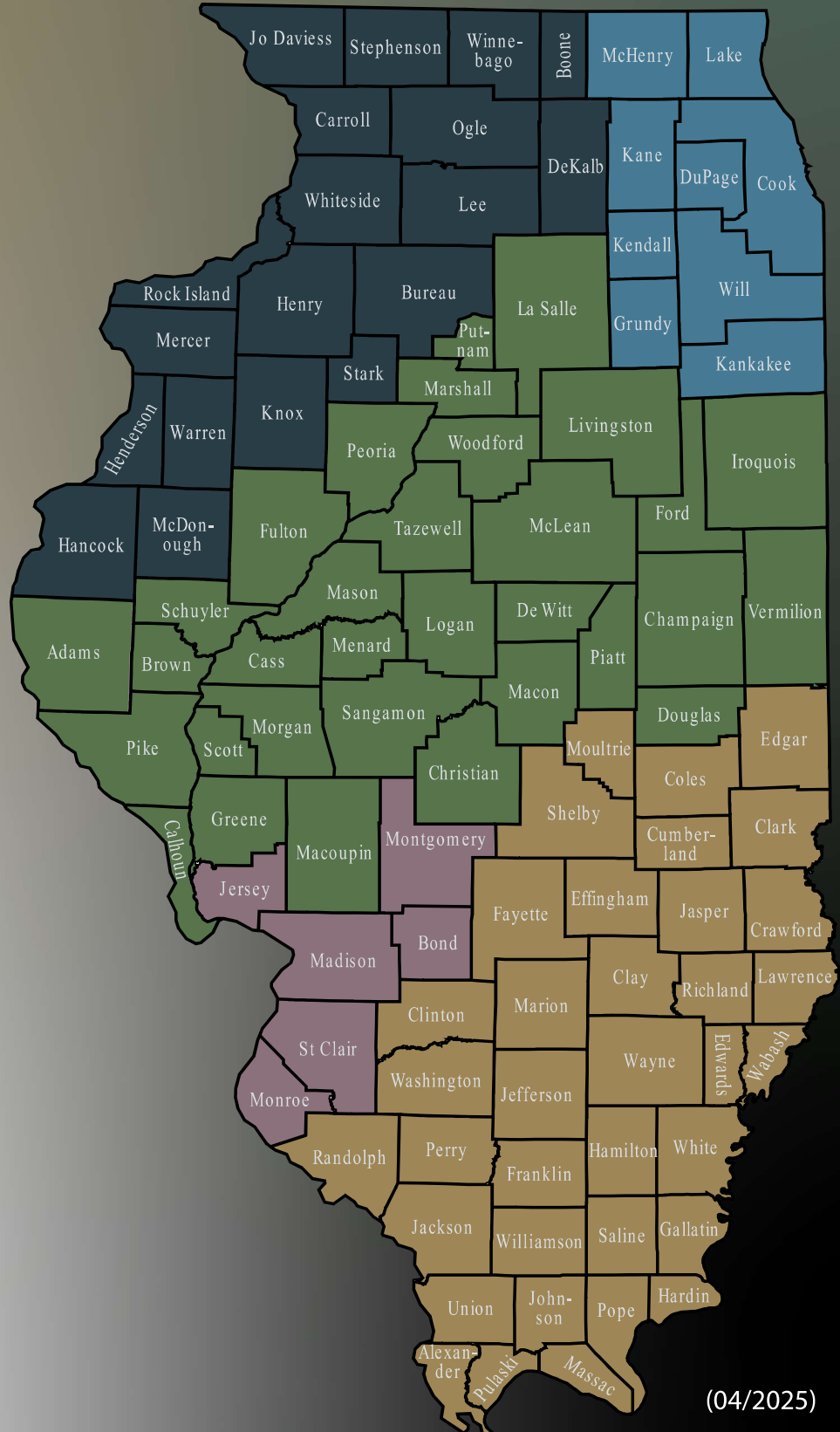


# ILLINOIS STATE POLICE

## DIVISION OF FORENSIC SERVICES

### SCENE & EVIDENCE SERVICES COMMAND

### CRIME SCENE SERVICES MAP



Region 1

Region 2

Region 3

Region 4

Region 5

## TROOP LOCATIONS

### **Troop 1**

**Pecatonica**  
16450 W. State Rd.  
Pecatonica, IL 61063

**Sterling**  
3107 E. Lincolnway  
Sterling, IL 61081

### **Troop 2**

**La Salle**  
2971 E. 350th Rd  
LaSalle, IL 61301

**East Moline**  
800 Hillcrest Rd.  
East Moline, IL 61244

### **Troop 3**

**Des Plaines**  
9511 West Harrison  
Street Des Plaines, IL 60016

**Elgin**  
777 S. State St.,  
Elgin, IL 60123

**Joliet**  
16648 S. Broadway St.  
Lockport, IL 60441

**Downers Grove**  
2700 Ogden Ave. Downers  
Grove, IL 60515

### **Troop 4**

**Macomb**  
1600 N. Lafayette Macomb,  
IL 61455

**Metamora**  
1265 Lourdes Rd.  
Metamora, IL 61548

### **Troop 5**

**Pontiac**  
800 South Old Airport  
Rd. Pontiac, IL 61764

**Ashkum**  
951 E. U.S. Hwy 45  
Ashkum, IL 60911

### **Troop 6**

**Springfield**  
801 S. Seventh St.  
Springfield, IL 62703

**Pittsfield**  
1405 N. Jackson St.  
Pittsfield, IL 62363

### **Troop 7**

**Pesotum**  
611 S. Chestnut St.  
Pesotum, IL 61863

### **Troop 8**

**Collinsville**  
1100 Eastport Plaza Dr.  
Collinsville, IL 62234

**Litchfield**  
102 Illinois Route 16  
Litchfield, IL 62056

### **Troop 9**

**Effingham**  
401 Industrial Ave., Suite  
A Effingham, IL 62401

**Carmi**  
919 Illinois Route 14,  
Carmi, IL 62821

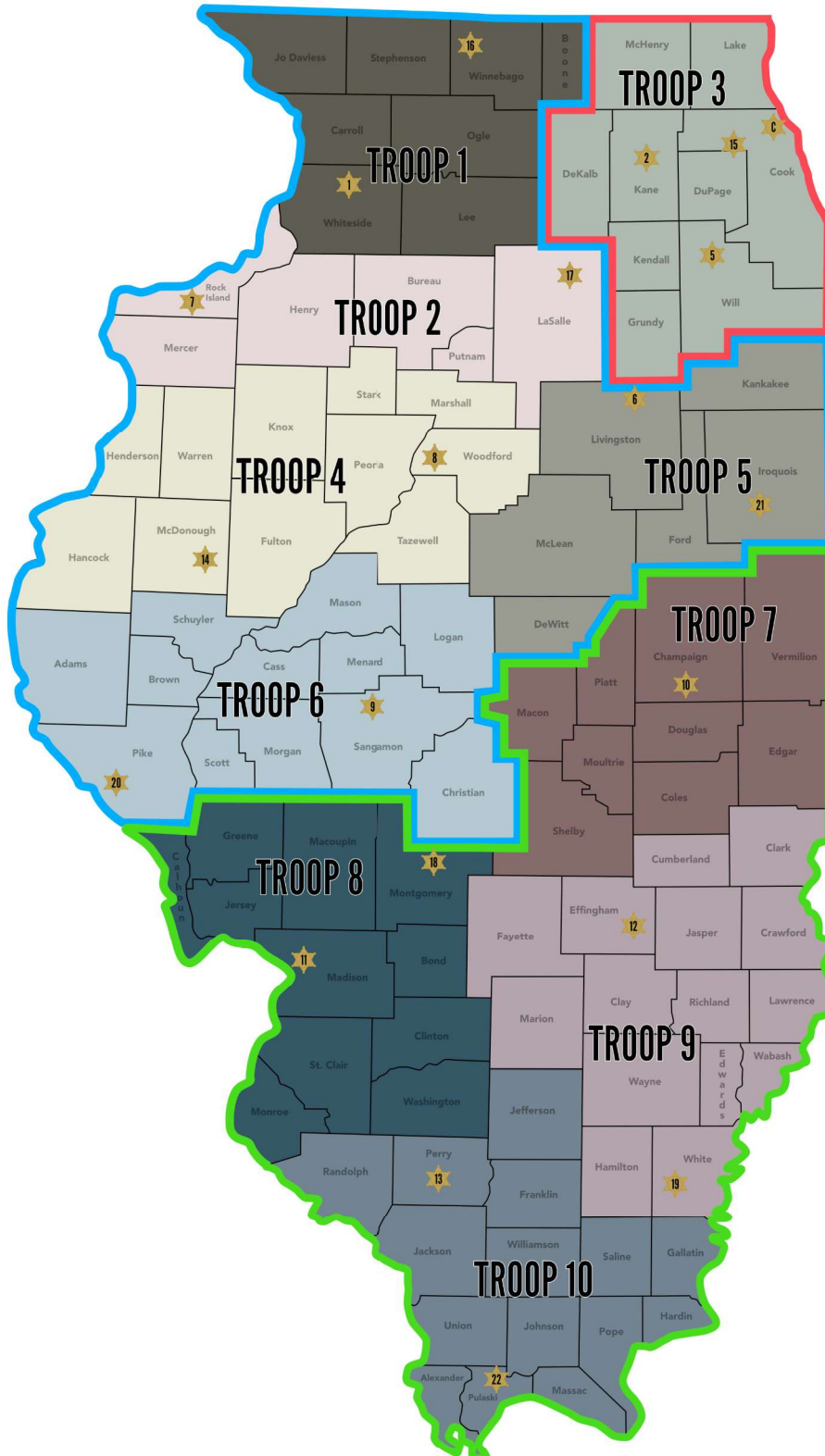
### **Troop 10**

**DuQuoin**  
1391 S. Washington St.  
DuQuoin, IL 62832

**Ullin**  
1154 Shawnee College  
Rd. Ullin, IL 62992



# DIVISION OF PATROL



## 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 1 Investigations-Joliet**

16648 South Broadway  
Lockport, IL 60441

### **Zone 1 Investigations-LaSalle**

2971 East 350th Road  
LaSalle, IL 61301

### **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 4 Investigations-**

**Springfield** 801 South 7<sup>th</sup> Street,  
Suite 103 Springfield, IL 62703

### **Zone 4 Investigations-Metamora**

1265 Lourdes Rd.  
Metamora, IL 61548

### **Zone 4 Investigations- Pittsfield**

P.O. Box 32  
Pittsfield, IL 62363

### **Zone 4 Investigations- Macomb**

1600 N. Lafayette  
Macomb, IL 61455

### **Zone 5 Investigations-Champaign**

2125 South First Street  
Champaign, IL 61820

### **Zone 5 Investigations-Ashkum**

P.O. Box 147  
Ashkum, IL 60911

### **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-Ullin**

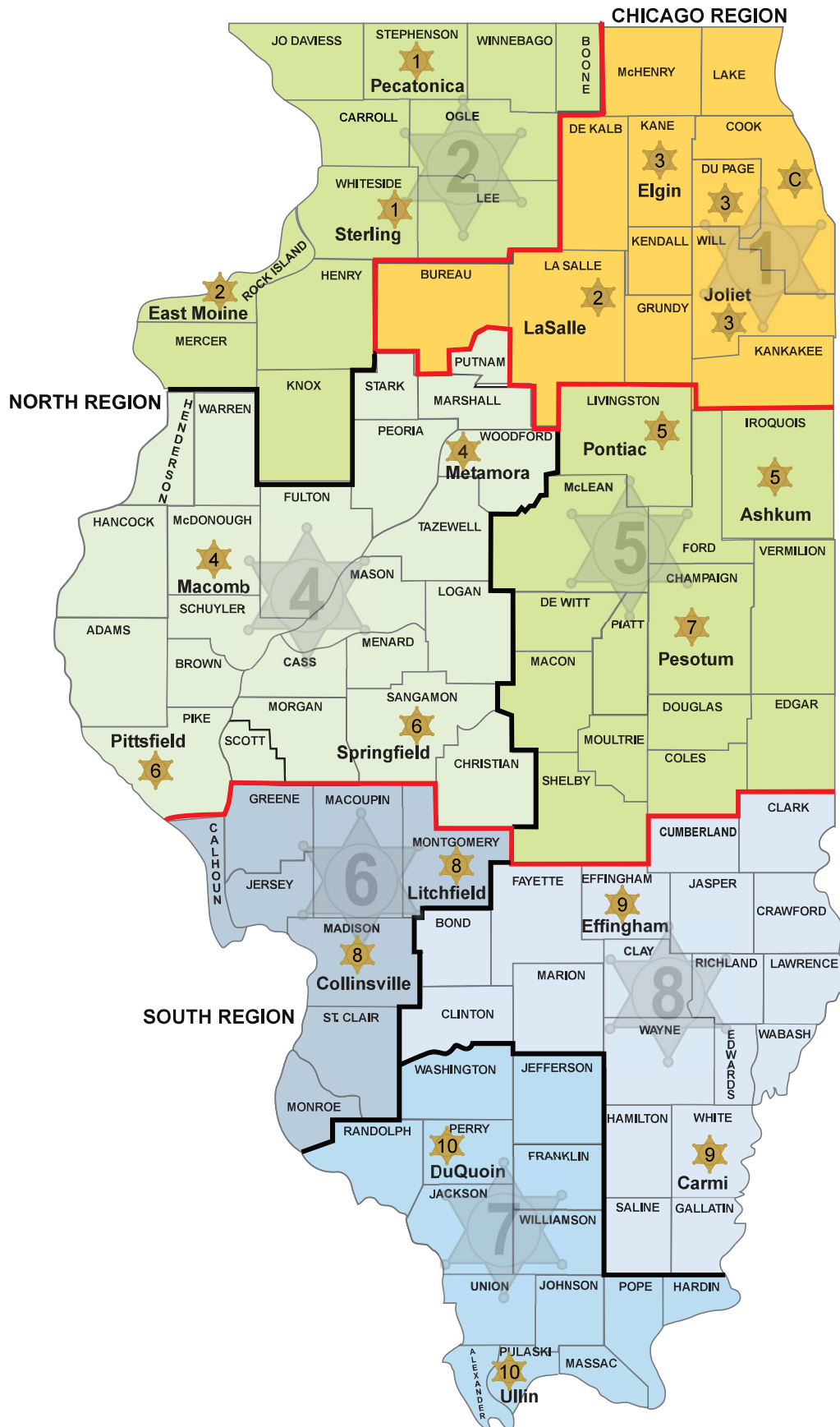
1154 Shawnee College Road  
Ullin, IL 62992

### **Zone 8 Investigations-Carmi**

919 IL Route 14 West  
Carmi, IL 62821

### **Zone 8 Investigations-Effingham**

401 Industrial Avenue, Suite A  
Effingham, IL 62401



## ADDITIONAL INTERNSHIP SITES

### **Illinois State Police Academy**

3700 East Lake Shore Drive  
Springfield, Illinois 62712

### **Research and Development Program**

2060 Hill Meadows Drive  
Springfield, Illinois 62702

### **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 Plaines**

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 7<sup>th</sup> Street, Suite 300M  
Springfield, Illinois 62703

### **Crime Scene Services Command**

801 South 7<sup>th</sup> 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 7<sup>th</sup> Street, Suite 700-S  
Springfield, Illinois 62703

### **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