HDFS INTERNSHIP SITE INFORMATION SHEET

Organization Name: Sparks Police Department: Victim Services

Contact Person

Name: Jennifer Olsen
Phone: (775) 353–2217
Email: jolsen@cityofsparks.us
Physical and Mailing Address: 1701 E Prater Way Sparks Nevada 89434

Internship Site Information:

Sparks Police Department is the policing agency for the City of Sparks. Interns will work directly with the Sparks Police Department Victim Advocate and interact with law enforcement officers and other community members. The internship hours take place Monday through Friday between 8 am and 4:30 pm. Interns should expect to be exposed to various investigative details and learn what resources and rights victims of violent crime have. The intern shadows the Victim Advocate for the Sparks Police Department gaining insight on the needs of victims of crime and the resources available to victims of crime. The intern may also be asked to provide assistance with administrative duties such as filing, organizing and organizing projects related to the services to victims of crime.

Number of Internships Available: 1

Student Requirements:

1. Junior and Senior Students with good academic standing. GPA 3.5 and above preferred
2. Students must complete a background check and will submit to fingerprinting
3. Students need to be cordial, friendly, and open to various victim dynamics and cultures
4. Students need to be dependable, reliable and able to commit to the internship
5. Student may be asked to provide their drug/alcohol history.

Sparks Police is a no tolerance work place.

How will student obtain this internship position?

Students should email the point of contact at jolsen@cityofsparks.us. Students who are interested in interning should contact the POC at least TWO months prior to the start of their internship. The background check process can take at minimum one month. Once the intern emails the POC, if the internship position has not been filled, then the POC will provide the intern with an application. The application is then returned to the POC. The POC will then make arrangements to set up an interview. The POC will interview the student. If “hired“ then the student will be provided with a second packet to complete for the background interview process.

It is suggested that students contact the POC by July 1 for Fall Semester and by December 1 for Spring Semester.

Completed 5/10/2017