Sparks Police Victim Services

Contact Person

Name: Jennifer Olsen
Phone: 775-353-2217
Email: jolsen@cityofsparks.us
Physical Address: 1701 E Prater Way, Sparks, NV 89434
Mailing Address (if different):

Internship Site Information

Interns will work directly with the Sparks Police Victim Services Unit and interact with law enforcement officer and other community members. The internship hours take place during business hours Monday through Friday. Potential training hours may occur after hours and on weekends if student is available. Interns should expect to be exposed to various issues that impact victims of crime and learn what resources and rights victims of crime have. The intern may also be asked to provide assistance and administrative duties such as filing, organizing and projects related to services for 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 completed a background check and will submit to fingerprinting
3. Students need to be cordial, friendly and open to victim dynamics and cultures
4. Students need to be dependable, reliable and able to commit to the internship
5. Students will be asked to provide their drug/alcohol history. Sparks Police is a no tolerance work place.

How will student obtain this internship?

Students email the point of contact Jenn at jolsen@cityofsparks.us. Students should contact Jenn at least Two months prior to the start of their internship. The background check process takes a minimum of one month. Once the intern emails Jenn, if the position is open, 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. After the interview, if the student is appropriate then the student will be provided a background packet for the background check process.
For Fall Semester, please contact Jenn by July 1. For the Spring Semester please contact Jenn by December 1.