

DAWSON COUNTY SHERIFF'S OFFICE

# Intern Operations

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## Manual



### The Mission of the Intern Operations Manual

“To ensure every intern exemplifies a standard of excellence that demonstrates dedication to the community, professionalism, responsibility, and skillfulness.”

DAWSON COUNTY SHERIFF'S OFFICE  
Intern Operations Manual

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Dawson County Sheriff's Office  
19 Tucker Avenue  
Dawsonville, GA 30534  
Phone 706.344.3535 • Fax 706.344.3537

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## Letter from the Sheriff

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Dear Candidate,

I am pleased you have decided to apply to the Dawson County Sheriff's Office Internship Program. Should you be selected, you will find that the employees of this agency are highly motivated, career-oriented, competent men and women with high ethical standards, who provide the entire range of law enforcement services to the community.

Therefore, we have established a very high standard for those who represent our agency. It is the policy of this agency to take into service only the best qualified individuals for full, part-time, and intern positions regardless of race, creed, color, gender, national origin, age, or disability. All eligible applicants will be afforded the same opportunity for selection. Accordingly, should you be disabled, you may request any reasonable accommodation in order to further participate in the application process by contacting Human Resources at 706-344-3535.

To be considered for an internship, you must meet the following minimum requirements. Applicants must be at least 18 years of age, possess a high school diploma or GED, possess a valid driver's license, honorable discharge from the military (if prior military), be a United States citizen with no adverse driving record nor felony convictions, and submit a letter of recommendation from your faculty advisor.

Since the decision process will include a background investigation, we will require you to provide detailed information about yourself. We are a public safety organization. Therefore, we must have accurate and extensive information upon which to base our decision, so that we can properly serve the citizens of Dawson County. Should you have any questions, please contact our Human Resources at 706-344-3535.

I wish you the best as you continue to study and explore your employment opportunities in the field of law enforcement.

Sincerely,



Jeff Johnson  
Sheriff, Dawson County

# Purpose and Intent of the Internship Program

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The mission of the Dawson County Sheriff's Office states, "It is the mission of the Dawson County Sheriff's Office to protect the lives and property of our people through professional, progressive, and proactive service. We shall serve with compassion and respect while seeking solutions to improve the quality of life, liberty, and safety for all." The Dawson County Sheriff's Office Internship Program was created in accordance with this mission.

The Dawson County Sheriff's Office has developed an internship program that ensures exposure to high quality law enforcement by:

- Recruiting the most qualified candidates to serve as role models in the community and the agency;
- Supporting the efforts of higher education to establish a work force with a diverse and well-informed skill set; and
- Providing the community assurance that the Dawson County Sheriff's Office is committed to serving and protecting the citizens of Dawson County in a respectful and professional manner.

The developed policies and procedures in this manual regulate adherence to the intern selection process and specify the expectations and responsibilities of participants if admitted.

## Intern Selection Process

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To be considered for participation in the Dawson County Sheriff's Office Internship Program, applicants must be students who are currently enrolled in an accredited, approved university. Each candidate must submit a written recommendation from a faculty advisor to be considered for admittance into the program. The Dawson County Sheriff's Office will carefully review all applications submitted for the Internship Program; however, only four applicants will be selected per semester for participation. Additionally, students who are pursuing a career in law enforcement will be given priority in the selection process.

The chief deputy or his designee will review each application that meets the above requirements, and a background investigation will be conducted on each qualified applicant. The decision to admit an applicant into the Internship Program will be at the sole discretion of the Dawson County Sheriff's Office.

If an applicant is not chosen for participation, student applicants do not have a formal route of appeal; however, the student's faculty advisor may submit a written request for reconsideration on the student's behalf. The Dawson County Sheriff's Office will review each request, and a formal decision and response will be returned to the corresponding advisor.

Upon admittance into the Internship Program, all candidates selected must sign all appropriate waivers and disclaimers prior to beginning the internship.

## Intern Program Specifications

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The Dawson County Sheriff's Office Internship Program consists of eight weeks of job shadowing. The Dawson County Sheriff's Office will coincide the beginning of the internship with start of the new semester. A mentor will be assigned to each intern for the duration of the internship. The mentor's responsibilities include answering questions, offering advice, and counseling to his or her designated intern.

The Internship Program provides flexibility to accommodate students; therefore, program schedules may vary for participants. Schedules can be rotational; however, shift hours will be available, if the intern can accommodate a flexible work schedule. A tentative schedule is as follows:

- **Uniform Patrol Component** – Interns will complete 80 hours of observation in the Uniform Patrol Component. This component includes Uniform Patrol, the K-9 Program, and the School Resource Officer Program. The Communications Component is also included.
- **Criminal Investigations Component** – Interns will complete 80 hours of observation in the Criminal Investigations Component. This component includes special operations, crime scene investigations and forensics, and criminal investigations.
- **Detention Center** – Interns will complete 80 hours of observation in the Detention Center.
- **Sheriff's Services** – Interns will complete 40 hours of observation in Sheriff's Services. This component includes Court Services, Civil Component, and the Warrants Component.
- **Intern's Choice of Component** – Interns will complete 40 hours of additional observation in the component of their choice.

Each intern will receive a final assessment, which will be completed by the intern's coordinator and reviewed by the Sheriff or his designee. This assessment will evaluate the intern's attendance, comprehension, initiative, participation, professionalism and conduct, willingness to work with others, and work ethic.

Each assessment will be forwarded to the intern's respective university.

## Intern Responsibilities

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Participation in the Dawson County Sheriff's Office Internship Program is a privilege. As such, all interns are expected to handle themselves as a representative of the agency. All interns shall be courteous, respectful, and professional at all times. Interns will dress in business casual clothing, unless advised differently by their mentor or assigned personnel.

If an intern brings reproach to the agency as a result of his or her behavior, the intern will be dismissed from the program with a letter of explanation submitted to the respective university.

While interns are expected to participate in presented activities, interns are not expected, nor encouraged, to perform the duties of an employee. Internships are designed for education purposes only. Furthermore, interns may be involved in law enforcement activities and must not interfere with law enforcement duties. Interns will be expected to follow the instructions of assigned personnel.

Lastly, interns are expected to write an essay detailing their experience as an intern. This essay will be used to appraise the Internship Program and improve the program.





**DAWSON COUNTY SHERIFF'S OFFICE**  
**SHERIFF JEFF JOHNSON**  
 19 Tucker Avenue  
 Dawsonville, Georgia 30534  
 Office 706-344-3535 - Fax 706-344-3537

**APPLICATION FOR INTERNSHIP**

Failure to fully complete and follow directions will result in application dismissal.

Date \_\_\_\_\_

PLEASE PRINT OR TYPE. USE BLACK INK.

PERSONAL INFORMATION		
Name:		Social Security No:
(Last)	(First)	(M.I.)
List any alias names used (such as maiden names, nicknames, etc.) _____		
Present Address:		
	(City)	(State) (Zip Code)
County of Residence:	Birth Date: / /	Place of Birth:
Home Telephone: ( )	Business Telephone: ( )	
Person to contact in case of emergency:	Telephone: ( )	
Are you willing to intern during shift work (nights, holidays, weekends, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Requested start date for internship:	E-mail Address:	
EDUCATION		
Are you a high school graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list below.		
If no, check highest grade completed <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12		
If not a high school graduate, do you have a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No		
School	Name and location of school (address) and dates attended	Completed
High School		<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12
Business/ Technical School		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
College		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Graduate School		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4

INTERN OPERATIONS MANUAL

GENERAL INFORMATION			
Have you ever applied or been employed with the Dawson County Sheriff's Office? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when?		Component/Office
Are you related to anyone currently employed by the Dawson County Sheriff's Office? <input type="checkbox"/> Yes <input type="checkbox"/> No	Relative's Name	Relationship	Component/Office
How did you learn of this opportunity?	Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been convicted of, plead guilty, or plead Nolo to a felony or misdemeanor, other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a written statement that answers what, where, when, the specific circumstances surrounding the event, as well as the outcome.			
Active Military Service (list date, serial or service number for all active service)  From _____ to _____ Serial or Service Number _____ Branch of Service _____  Discharge type: _____			
Are you now or have you ever been an inactive member of any branch of the U.S. Reserve Forces or National Guard? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type and branch?			
Have you ever possessed, sold, manufactured, used or delivered illegal drugs or marijuana? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever illegally possessed, sold, manufactured, used or delivered legal prescription medication? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If you answered yes to either of the above statements concerning drug use, answer the following questions: <input type="checkbox"/> Used <input type="checkbox"/> Possessed <input type="checkbox"/> Sold <input type="checkbox"/> Manufactured <input type="checkbox"/> Delivered Type of Drug(s): _____			
Date(s) used, possessed, sold, manufactured or delivered: _____			
Number of times used, possessed, sold, manufactured or delivered: _____			
Are you a graduate of or currently enrolled in a police mandate school or academy? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, location: _____			
DRIVING HISTORY			
Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	Which State?	Driver's License Number	Date of Expiration
Have you ever been licensed to drive in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate which state(s). Operator's License Number: _____			
Have you incurred any traffic charges within the last three (3) years? Do not include parking tickets. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date(s) and type of charges:			



APPLICANT'S STATEMENT/CONSENT WAIVER

I certify that I have read and understand all questions and instructions in this application, and that my answers are true and complete. I understand that this application is not an offer or a contract for employment.

I understand that any untrue statement in this application may result in dismissal at any time during my internship with the Dawson County Sheriff's Office. I understand that any intentional false statement will result in the disqualification of my application and/or prosecution for the offense of False Swearing (Ga. Code Section 16-10-71) punishable by a maximum fine of \$1,000 plus imprisonment for not less than one nor more than five years or both. I further understand that any erroneous answer given by me during any part of the application process, whether intentional or not, will constitute a basis for my elimination from consideration for the internship I now seek. I understand that if I do not wish to answer a question in the process, I may choose not to do so and my application will be terminated.

I hereby authorize the Dawson County Sheriff's Office to receive any Criminal/Driver's History Record information, pertaining to me, which may be in the files of any state or local jurisdiction. I also respectfully request and authorize all information that there may be concerning my employment record, my educational record, my reputation and my financial/credit status be released to the Dawson County Sheriff's Office. I request that all records pertaining to my military service, to include undeleted DD214 forms be released to the Dawson County Sheriff's Office. You may include all information of a confidential or privileged nature and any photocopies or facsimile of same, if required.

This information will be used to assist the Dawson County Sheriff's Office in determining my qualification and fitness for the internship I am seeking with this agency. I hereby release you, your organization and/or others from liability, which may result from furnishing the information I have requested above. A PHOTOCOPY of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

I understand résumés, letters of reference, etc., submitted with the application become property of the Dawson County Sheriff's Office and cannot be returned. The information I have provided on the application is subject to public disclosure under the Georgia Open Records Act.

By signing this application, I hereby acknowledge that I have read, understand and agree to all provisions outlined herein.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

STATE OF GEORGIA

Before me appeared, \_\_\_\_\_, who says that he/she executes the above statement of his/her own free will and accord, with full knowledge of the purpose thereof.

Sworn to me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_



**DAWSON COUNTY SHERIFF'S OFFICE**

19 Tucker Avenue  
 Dawsonville, GA 30534  
 706-344-335

**INTERN PERFORMANCE EVALUATION**

**INTERN INFORMATION**

Name	Date
Reviewer	Type of Review <input type="checkbox"/> Mid-Term <input type="checkbox"/> Final <input type="checkbox"/> Other

**RATINGS**

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Comprehension</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Participation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Professionalism and conduct</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Willingness to work with others</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Work Ethic</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Comments</i>					
<b>Overall Rating</b> ( <i>average of the rating numbers above</i> )					

**EVALUATION**

*Additional Comments*

**VERIFICATION OF REVIEW**

Intern Signature	Date
Reviewer Signature	Date