



Sponsored by
The William Paterson Police Department, Community Policing Unit
The Department of Sociology & Criminal Justice
The Office for Student Diversity and Inclusion
The Career and Development Center

INTRODUCTION

The William Paterson University of New Jersey Police Department is happy to announce the Pre-Police Academy Internship Program. The program will provide an invaluable opportunity for aspiring law enforcement professionals to gain hands-on experience and insight into the field.

The program's structure is designed to give interns a comprehensive understanding of the duties and responsibilities of police officers while also preparing them for the rigors of police academy training. The program begins with an orientation and training period, during which interns are familiarized with the basic principle of law enforcement and given an overview of the police academy curriculum. This initial phase also includes instruction on professional conduct, ethics, and the importance of community engagement and trust-building.

Once the orientation is complete, interns shadow experienced police officers on patrol, participate in ride-along, and assist with various aspects of law enforcement operations. This hands-on experience allows interns to witness the day-to-day challenges and rewards of police work, while also gaining practical skills that will be essential for success in the academy.

In addition to field experience, the program includes academic components that focus on topics such as criminal theory, law enforcement procedures, and relevant legal considerations. These classroom sessions are designed to provide interns with solid foundation of knowledge that will serve as a basis for their further education and training. Members of other law enforcement agencies will join us in making presentations. Those agencies include William Paterson University Police Department, Passaic County Prosecutor's Office, Passaic County Sheriff's Department, Wayne Police Department, Montclair State University Police Department K-9 Unit, Haledon Police Department, North Haledon Police Department, East Orange Police Department, Englewood Police Department, and New Jersey State Police.

Throughout the program, interns receive mentorship and guidance from experience law enforcement professionals who are dedicated to helping them succeed. These police officers will provide support, feedback, and advice as interns navigate the challenges of their future careers in law enforcement. By the end of the program, interns will have gained a comprehensive understanding of the demands and rewards of police work, developed valuable skills, and built a network of professional contacts that will serve them well in

their future careers. The structured nature of the program ensures that interns are well-prepared for the next step in their journey toward becoming police officers, making it a truly impactful and valuable experience for college students.

All applicants must be fulltime William Paterson University students, in there junior, or senior year of college. Applicants must have a minimum 3.0 grade point average (GPA) at the time of application and must maintain a 3.0 GPA or greater throughout the program. Applications will be accepted on a first come first served basis. The first twenty approved applicants will participate in the Pre-Police Academy class.

REQUIREMENTS

To be successful in this internship opportunity, you must complete the following requirements:

- Successfully complete all coursework assigned by CCJ 4920.

- Successfully complete the CPR Certification Course.

- Successfully complete the 9-1-1 Dispatch Course.

- Maintain a 3.0 or higher-grade point average (GPA).

Complete 200 hours of training. These hours include:

- 110 Hours – Academy Hours

- 50 Hours – On a Patrol Shift

- 30 Hours – On a Fixed Post

- 10 Hours – Community Engagement (Volunteer)

F.A.Q.

In anticipation of your needs, we have put together some of the most commonly asked questions. Be sure to read this packet carefully before contacting us with any questions.

HOW TO SUBMIT MY VIDEO INTRODUCTION?

You will record a one-minute introduction video of yourself. The video will include your name, date of birth, major, anticipated graduation date, and why you should be considered for this internship program. You will upload the video to YouTube as a public video and share the link in this packet.

HOW TO OBTAIN A MEDICAL RELEASE FORM?

Medical clearance **MUST** be obtained by contacting the William Paterson University Counseling Health and Wellness Center at 973-720-2257. You will need to schedule an appointment to complete a physical evaluation.

WHAT DO YOU NEED TO RETURN?

The General Application
The Code of Conduct Agreement
The Authorization Form
The Self Media Certification Form
The Medical Release Form (not included)
The Background Check Form
The Participation Waiver Form
The Internship Agreement
A copy of your driver's license
A copy of your social security card
A copy of your degree audit
A headshot photo of you
A one-minute video introduction

GENERAL APPLICATION

Please fill out the following requested information in its entirety. All forms must be typed and emailed or typed and printed for submissions. Any false or incomplete information will exclude the applicant from participating in this program.

Student's Name: _____

Home Address: _____

Home Telephone Number: _____ Cell Phone Number: _____

Sex: Male ☐ Female ☐ Age: _____ Date of Birth: _____

GPA: _____ Current status: Sophomore ☐ Junior ☐ Senior ☐ Student (855): _____

WPU Student Email: _____

Commuter ☐ Resident ☐ Please provide residence hall address: _____

(Please circle your appropriate size)

Royal Blue Polo Shirt: S M L XL 2XL 3XL 4XL

Have you attended any Junior Police Academy? No ☐ Yes ☐ If yes, what year? _____

List any certifications obtained: _____

Emergency Contact Name:

Emergency Contact Email Address:

Emergency Contact Numbers:

CODE OF CONDUCT AGREEMENT

Students will:

- Always act in a professional manner.
- Arrive promptly for all academy events.
- Cell phones **MUST** remain off, only to be used for emergencies.
- Follow all rules and regulations as directed by the academy staff.
- Refrain from physical and verbal violence towards other students and staff.
- Refrain from vulgar, offensive, or threatening speech.
- Report any injuries or illnesses to an instructor.
- Wear the established uniform of the day.
- Wear their uniforms appropriately and in accordance with the academy rules

Any act or threat of physical violence towards another student or staff member will result in the student's immediate removal from the program. Students who violate any of the academy rules will be expelled from the program.

Student Name:

Student Signature:

Student ID# (855): _____ Date: _____

AUTHORIZATION FORM

The undersigned student understands all activities and requirements, requests the opportunity and privilege to participate in the William Paterson University of New Jersey Police Department Pre-Police Academy. The undersigned agrees to obey all directives or orders of any member of the WPU Police Department or any other officer/staff while he/she is engaged in all activities relating to the Pre-Police Academy, as well as strictly adhere to any departmental safety rules and/or regulations.

I further acknowledge that the privilege of participating in this program may be rescinded at any time during the Pre-Police Academy because of improper behavior and/or other factors that may be detrimental to the safety or well-being of any other participants or instructors, and the decision to rescind this privilege is in the sole and absolute discretion of the police officers involved. Furthermore, I have received and reviewed the instructional and code of conduct pages of this application and agree to abide by those instructions and rules.

The undersigned certifies that they have Sophomore, Junior or Senior status and are full-time students of WPUNJ, and that all the information contained in this application is correct and truthful to the best of my knowledge; that I have read the above instructions and agree to abide by these regulations; and that I have signed this authorization and release of my own free will.

Student Name:

Student Signature:

Student ID# (855): _____ Date: _____

SELF MEDICAL CERTIFICATION

Please fill out the following requested information in its entirety, be sure to print all answers clearly. Any false, incomplete, or illegible information will exclude the applicant from participating in this program.

Do you suffer from any medical conditions: No ☐ Yes ☐ If yes, explain.

Do you require any medication on a daily or emergent basis? No ☐ Yes ☐ if yes, explain.

Are there any other special needs that Pre-Police Academy Staff should be aware of?

No ☐ Yes ☐ If yes, explain.

I, _____ the undersigned state that the above health history information provided to the William Paterson University of New Jersey Police Department is true, and that I am physically able to participate in the Pre-Police Academy.

I, the undersigned, also hereby release and forever discharge the William Paterson University of New Jersey Police Department and all of its officers, and any other agents or employees of participating agencies, from all claims and causes of action as a result of personal injuries, damages or other losses of any nature whatsoever, which may result or occur at any time while I, the undersigned is participating in any of the activities of the Pre-Police Academy.

I further understand that all medical costs related to any injuries will be the responsibility of my own medical insurance company.

I hereby certify that I am in satisfactory health and have no underlying medical conditions that would prohibit me from participating in physical training exercises performed during the William Paterson University of New Jersey Pre-Police Academy.

Student Name:

Student Signature:

Student ID# (855): _____ Date: _____

BACKGROUND CHECK

Have you ever been arrested? No ☐ Yes ☐ If yes, explain.

Have you ever had any negative contact with any police department? i.e. Arrest, traffic summons/tickets, judicial affairs referrals: No ☐ Yes ☐ if yes, explain.

Other than listed in the previous question have you ever had any contact with WPUPD?
No ☐ Yes ☐ If yes, explain.

Have you been or are you currently an RA or DA at WPU?
No ☐ Yes ☐ If yes, which dorm and who is/was your RD.

Why should you be chosen to participate in this program?

What do you hope to achieve from this program?

PARTICIPATION WAIVER

1. I, _____, desire to participate in the William Paterson University Police Department, Pre-Police Academy (herein referred to as ACTIVITY), being held at William Paterson University, Wayne, New Jersey and, in consideration of being allowed to participate in the Activity I, **RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE, AND AGREE TO HOLD HARMLESS** for any and all purposes William Paterson University, the Board of Trustees for William Paterson University, and their officers, servants, agents, volunteers, or employees (herein referred to as RELEASEES) **FROM ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, OR INJURY, INCLUDING DEATH**, that may be sustained by me while participating in such activity, or while on the premises owned or leased by RELEASEES.

2. I am fully aware that there are inherent risks involved with ACTIVITY and I choose to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. **I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH**, that may be sustained by me as a result of participating in said activity. I further agree to indemnify and hold harmless the RELEASEES for any loss, liability, damage or costs, including court costs and attorney's fees that may occur as a result of my participation in said activity.

3. I understand that RELEASEES do not maintain any insurance policy covering any circumstance arising from my participation in this activity or any event related to that participation. As such, I am aware that I should review my personal insurance coverage.

4. It is my express intent that this Covenant Not to Sue and Agreement to Hold Harmless shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representatives, if I am deceased, and shall be governed by the laws of the State of New Jersey.

5. In signing this Covenant Not to Sue and Agreement to Hold Harmless, I acknowledge and represent that I have read the foregoing Covenant Not to Sue and Agreement to Hold Harmless, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements apart from the foregoing agreement that has been reduced to writing have been made.

I execute this document for full, adequate and complete consideration fully intending to be bound by the same, now and in the future.

6. I grant William Paterson University permission to use my image in visual reproduction, taping, filming and of videotaping in whole or in part and in any medium for lawful purpose including, but not limited to, illustration, promotion, or advertising without compensation to me. I expressly waive any right to notice or approval of any use of my image by William Paterson University. I release, discharge and hold harmless William Paterson University for any claim or liability in connection with the use of my image.

SIGNED this _____ day of _____, 20_____

Participant Signature: _____

Printed Name: _____

If participant is under 18 years of age

Parent or Legal Guardian Signature:

Parent or Legal Guardian Printed Name:

Witness Signature: _____

Witness Printed Name: _____