To: Criminal Justice Majors or related fields

From: Lt. R. A. Wilburn

Date: 03/29/16

Re: Internship Openings

The Radford City Police Department will now begin accepting applications for interns for the fall 2016 and spring 2017 semester. Our agency will use the below listed selection process. There are (2) intern position available for each semester.

Interns must:
- be enrolled in an accredited college or university
- be classified as a full-time undergraduate Junior or Senior, graduate, or post-doctorate student
- have a cumulative grade point average of 3.0 or above and be in good standing with their academic institution
- complete an interview/background process
- sign a confidentiality agreement
- complete a Radford City employment application- these may be picked up in person at the police department or can be found on the city web site at www.radfordva.gov

Interested students are encouraged to contact Dr. Call to discuss Radford University requirements and obtain pre-approval before applying.

Time will be split between the patrol operations bureau and the criminal investigations bureau with an introduction to the commonwealths attorney’s office, the courts system, victim witness, the Radford Sheriff’s Office and other local aspects of law enforcement.

Complete city application, letter of interest specifying why you should be selected and an explanation of how you meet the listed requirements should be sent to me no later than Friday, April 15, 2016. Interviews for the fall semester will be conducted during the last week of April (before spring graduation)
Please contact me with any questions.

Thanks for your interest,

Lt RA Wilburn
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Radford, VA 24141

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