

Date _____

Applicant's Name _____

HIDALGO COUNTY SHERIFF'S OFFICE

****SHERIFF J.E. "EDDIE" GUERRA, P.O. BOX 1228, EDINBURG, TEXAS 78341 (956) 383-8114****

APPLICATION FOR INTERNSHIP

INSTRUCTIONS TO APPLICANT: Read all questions carefully and answer as completely as possible. Leave no answer spaces blank. Should an answer not permit to you, enter the word "No, None" or "Not Applicable" in the space. All information submitted is subject to clarification. A false or misleading response may result in disqualification for employment or discharge from future employment with Department.

We consider applicants for all positions without regard to race, color, religion, creed, sex, citizenship, national origin, age, disability, marital or veteran status or any other legally protected status.

Applicants must meet the following criteria:

- A. 18 years of age**
- B. In good academic standing at the school they are attending (if applicable)**
- C. Legally authorized to work in the United States**
- D. Must not have any convictions of a misdemeanor above a Class B, and/or a crime of moral, or a felony**
- E. Subject to a criminal history check**
- F. Memorandum of Understanding with the education institution must be on file with the Sheriff's Office (if applicable)**

Any documents not submitted at the time of application will not be considered. Xerox copies of the above documents will be acceptable with the exception of "C". Documents submitted with the applications will not be returned. Applications submitted to the Hidalgo County Sheriff's Department will be kept on file for six (6) months.

Failure to comply with all instructions will result in rejection of application

A. APPLICATION IDENTIFICATION:

1. Name: _____
Last First Middle

2. Address: _____
City State Zip Code

3. Telephone No: () _____, () _____
Home Other

4. Are you at least 21 years of age or 18 years of age with an Associate's Degree or 60 semester hours of credit from an accredited college or university or 18 years of age and have received an Honorable Discharge from the Armed Forces of the United States after at least two years of active service? _____

5. Driver License# _____ Type: _____ State: _____

6. Are you legally authorized to work in the United States and/or able to provide verification of legal ability to work in the United States: Yes _____ No _____

7. Marks, tattoos or other distinguishing characteristics or features: _____

8. Nickname(s), alias, and any name ever used: _____

B. RESIDENCES:

List all addresses where you have lived during the past five (5) years, beginning with your present address. List the date by month and year. Attach any extra page if necessary.

| FROM | TO | ADDRESS |
|-------|-------|---------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**Hidalgo County Sheriff's Office Law Enforcement
Internship Program**

Applicant: _____

Eligibility criteria:

- 18 years of age. DL.# _____
- In good academic standing at the school they are attending (if applicable).
- Legally authorized to work in the United States.
- Must not have any convictions of a misdemeanor above a Class B, and/or a crime of moral, or a felony.
- Subject to a criminal history check.
- Memorandum of Understanding with the education institution must be on file with the Sheriff's Office (if applicable).

Internship Program Participation Assignments:

- Internal Affairs
- Academy Training Facility
- Communications
- Patrol
- Civil Process
- Investigations
- Crime Scene Specialist & Evidence/Property
- Detention Facility
- Intel. Research & Analysis
- Crime Prevention

Internship Duration: _____

Signature

**Hidalgo County Sheriff's Office Law Enforcement
Internship Program**

INTERNSHIP AGREEMENT AND WAIVER OF LIABILITY

I, _____, agree to participate in an internship with The Hidalgo County Sheriff's Office, County of Hidalgo, Texas, in an unpaid capacity, as outlined in this agreement. I hereby certify that I am at least 18 years of age at this time, and that I am legally authorized to work in the United States. I am currently a student at _____

I hereby agree to comply with all relevant policies, procedures and requirements as outlined in the Hidalgo County Sheriff's Office Law Enforcement Internship Program, Personnel Policy Manual and/or Hidalgo County Sheriff's Office policies or rules. I understand that I may not receive compensation for my services provided during the internship period, and that no other benefits will be provided. I understand that my placement in this internship is at-will and that I may be terminated at any time at the discretion of the Hidalgo County Sheriff's Office.

I hereby voluntarily release, discharge, waive and relinquish any and all action or causes of action for personal injury, property damage, or wrongful death occurring to me as a result of my internship with Hidalgo County Sheriff's Office. I hereby release, waive, discharge and relinquish any actions or causes of actions aforementioned, which may hereafter arise for me and my estate, and agree that under no circumstances will I prosecute or present any claim for personal injury, property damage or wrongful death against the Hidalgo County Sheriff's Office, the County of Hidalgo, or any of its agents and employees for any said cause of action, whether the same shall arise by negligence of any said persons, or otherwise. It is my intent by this instrument to exempt and release, indemnify and hold harmless the Hidalgo County Sheriff's Office, the County of Hidalgo, and any of its employees, its elected or appointed officials, employees and agents for any personal injury, property damage, or wrongful death cause by negligence.

I ACKNOWLEDGE THAT I HAVE READ THE FOREGOING PARAGRAPHS AND HAVE BEEN FULLY AND COMPLETELY ADVISED OF THE POTENTIAL DANGERS INCIDENTAL TO PARTICIPATING IN AN INTERNSHIP AND AM FULLY AWARE OF THE LEGAL CONSEQUENCES OF SIGNING THIS INSTRUMENT.

Print Name

Signature

Date

Hidalgo County Sheriff's Office Law Enforcement Internship Program

Purpose

The Hidalgo County Sheriff's Office (HCSO) Internship Program is a valuable learning experience for educators, college and/or university students and graduates seeking a career in Criminal Justice or other related fields. The program introduces Interns to various aspects of Law Enforcement which will enhance their understanding of the criminal justice system. The length of the Internship is determined by the Intern's educational institution curriculum or a predetermined time frame as agreed to by the HCSO. The HCSO's internships are a non paid position.

Eligibility

Applicants must meet the following criteria:

1. 18 years of age.
2. In good academic standing at the school they are attending (if applicable).
3. Legally authorized to work in the United States.
4. Must not have any convictions of a misdemeanor above a Class B, and/or a crime of moral, or a felony.
5. Subject to a criminal history check.
6. Memorandum of Understanding with the education institution must be on file with the Sheriff's Office (if applicable).

Guidelines and Restrictions

Interns will conform to the dress code of business casual wear and are not permitted to wear any type of clothing that could be construed as a law enforcement uniform. Interns shall be provided a copy of the Hidalgo County Personnel Policy Manual, must complete the pre-employment training and enrollment requirements prior to commencing, and will sign all relevant forms and acknowledgments as applicable, including but not limited to, personnel policy acknowledgement, harassment, nondiscrimination, and waiver of liability release form (as applicable).

The Intern must abide by all existing Federal, State, County, District laws, rules and/or regulations. The participating office/department will be responsible for

orienting students to the organization. Orientation should include, but is not limited to the following:

- **A clear list of expectations, duties and goals;**
- **Section-specific policies and procedures;**
- **A list of the resources available to the Intern (i.e., a workstation that has been set up for the Intern, supplies and items needed by the Intern); and**
- **Any other relevant information for the Intern to be successful during the course of the Internship.**

All Interns are considered at-will placements, and the placement can be terminated at any time at the discretion of the HCSO.

Upon completion of the Internship period, Interns are not automatically entitled to a paid position within the County, and/or the HCSO.

Standards of Conduct

All Interns must abide by the standards of conduct as outlined in the Hidalgo County Personnel Policy Manual and The HCSO (as applicable), and are responsible for complying with the required standards of conduct.

At a minimum, all Interns are required to conduct themselves in a professional manner at all times and to use discretion when dealing with sensitive matters and confidential information. Interns will conform to the dress code of business casual wear and are not permitted to wear any type of clothing that could be construed as a law enforcement uniform. Interns must maintain hygiene and grooming in a business-like manner that is appropriate to the section placement and which reflects positively on the HCSO.

If any policy or standard of conduct is violated by the Intern during the Internship period, the Intern will be terminated at the discretion of the HCSO.

Internship Assignment Duties and Responsibilities

Interns may be assigned to a structured schedule within various sections within the four major divisions of the HCSO, to include the following:

Internship Program

INTERNSHIP AGREEMENT AND WAIVER OF LIABILITY

I, Skylar Escamilla, agree to participate in an internship with The Hidalgo County Sheriff's Office, County of Hidalgo, Texas, in an unpaid capacity, as outlined in this agreement. I hereby certify that I am at least 18 years of age at this time, and that I am legally authorized to work in the United States. I am currently a student at Baylor University.

I hereby agree to comply with all relevant policies, procedures and requirements as outlined in the Hidalgo County Sheriff's Office Law Enforcement Internship Program, Personnel Policy Manual and/or Hidalgo County Sheriff's Office policies or rules. I understand that I may not receive compensation for my services provided during the internship period, and that no other benefits will be provided. I understand that my placement in this internship is at-will and that I may be terminated at any time at the discretion of the Hidalgo County Sheriff's Office.

I hereby voluntarily release, discharge, waive and relinquish any and all action or causes of action for personal injury, property damage, or wrongful death occurring to me as a result of my internship with Hidalgo County Sheriff's Office. I hereby release, waive, discharge and relinquish any actions or causes of actions aforementioned, which may hereafter arise for me and my estate, and agree that under no circumstances will I prosecute or present any claim for personal injury, property damage or wrongful death against the Hidalgo County Sheriff's Office, the County of Hidalgo, or any of its agents and employees for any said cause of action, whether the same shall arise by negligence of any said persons, or otherwise. It is my intent by this instrument to exempt and release, indemnify and hold harmless the Hidalgo County Sheriff's Office, the County of Hidalgo, and any of its employees, its elected or appointed officials, employees and agents for any personal injury, property damage, or wrongful death cause by negligence.

I ACKNOWLEDGE THAT I HAVE READ THE FOREGOING PARAGRAPHS AND HAVE BEEN FULLY AND COMPLETELY ADVISED OF THE POTENTIAL DANGERS INCIDENTAL TO PARTICIPATING IN AN INTERNSHIP AND AM FULLY AWARE OF THE LEGAL CONSEQUENCES OF SIGNING THIS INSTRUMENT.

Skylar Escamilla
Print Name

Skylar Escamilla
Signature

3/27/2019
Date