

#### CITY OF MANITOU SPRINGS POLICE DEPARTMENT CHIEF OF POLICE: JOE RIBEIRO



THE MISSION OF THE MANITOU SPRINGS POLICE DEPARTMENT IS TO BUILD AND MAINTAIN A SENSE OF SAFETY AND A HIGH QUALITY OF LIFE THROUGH EXEMPLARY CUSTOMER SERVICE.

### Dear Student Intern Applicant:

Thank you for your interest in participating in the Manitou Springs Police Department's Student Intern Program. Upon approval, this 160-hour (four credit) internship will provide you with an overview of our Department and general law enforcement functions within the City of Manitou Springs. You will be expected to learn about our community and engage with citizens, business owners and tourists.

As part of your application process, we will conduct a background investigation and check references in order to determine your suitability to serve within our community.

This packet includes your application and a Release of Information Agreement. You must complete the entire packet and return it to me as soon as possible.

If you have questions or would like more information, please contact me by email at <a href="mailto:iribeiro@comsgov.com">iribeiro@comsgov.com</a> or by phone at 719.685.2541.

Sincerely,

Joe Ribeiro, Chief of Police



## Manitou Springs Police Department Minimum Requirements for Student Interns

- 1. Must be honest on the Manitou Springs Police Department Student Intern Application.
- 2. Must be at least 18 years of age.
- 3. Must have no felony convictions.
- 4. Must have no misdemeanor convictions in the last 3 years.
- 5. Must be off any type of probation or parole for 3 years.
- 6. Must not have had any arrests in the last 3 years.
- 7. Must have no Marijuana or Illegal drug use in the last 12 months.
- 8. Must not have been incarcerated or held in a detention facility for 3 years.
- 9. Must not be related to anyone incarcerated at one of the El Paso County Detention Facilities.
- 10. All interns will have CCIC/NCIC background checks performed and fingerprints sent through CBI.
- 11. Truth verification examinations may be required.
- 12. Reference checks (2).
- 13. Interview with Manitou Springs Police Department Hiring Panel.

# **Application Check List**

Before submitting application, please make sure all of these items have been completed.

- O Be honest on your application! An arrest does not automatically prohibit acceptance into the Student Intern Program.
- O Complete all areas applicable to you.
- Release of Information Agreement
   Sign in the presence of a Notary.
- O Attach a copy of the FRONT and BACK of your valid **Driver's License** (or other photo identification if you do not have a valid Driver's License).
- O Questions, contact MSPD Police Chief Joe Ribeiro at 719 685-5407.
- O Mail or deliver completed application packet to:

Manitou Springs Police Department Attn: Police Chief Joe Ribeiro 606 Manitou Ave Manitou Springs, CO 80829

Thank you for your interest in the Manitou Springs Police Department Student Intern Program!





# STUDENT INTERN APPLICATION Please print clearly and complete all applicable areas.

NAME:		
Last	First	Middle Initial
AKA:		
ADDRESS:		
Street	City	Zip
HOME PHONE:	WORK PHONE:	CELL:
E-MAIL ADDRESS:		
DATE OF BIRTH:	PLACE OF	F BIRTH:
SOCIAL SECURITY NUM	1BER: C	ountry of Citizenship:
DO YOU POSSESS A CU	RRENT VALID DRIVER'S LIC	CENSE? Yes No
DRIVER'S LICENSE NUM	MBER & STATE OF ISSUE:	
SEX: RACI	E HEIGHT:_	WEIGHT:
EYE COL	OR: HAIR	COLOR:
PERS	SON TO CONTACT IN CASE	OF AN EMERGENCY
1	01, 10 001,11101 11, 0110	
NAME	First	Middle Initial
Last	riist	winder initial
ADDRESS:		
Street	City	Zip
Home Phone	Work Phone Cell P	Phone Relationship
Home Phone	work Phone Cell P	none Kelationship

Attach a copy of the FRONT and BACK of your valid Driver's License (or other photo identification if you do not have a valid Driver's License)

# REFERENCES: LIST TWO PERSONAL REFERENCES DO NOT INCLUDE RELATIVES

Name			Relationship	
Address	City	Zip Home/Work Phone Number		
2.				
Name			Relationship	
Address	City	Zip	Home/Work Phone Numb	per
EDUCATION				
Name/Location of High	h School Attend	led:		
Date Diploma / GED re	eceived:			
Name/Location of Coll	ege Attending:			
Required Hours Neede	d for Internship			
School Contact (name,	title, phone nur	mber):		
Area(s) of Study :				
EMBLOVMENT.				
EMPLOYMENT:				
Address:Street			City	Zip
Employment Contact:		Phone:		
Shipioyment Contact.				
Current responsibilities	s:			

Are you in anyway rel	ated to or associated with	anyone who is cu	rrently employed with The City of
Manitou Spring?	Yes	No No	
if yes, please name the	s person(s) and explain yo	di relationship	
Have you ever used m	arijuana?Yes	No	0
When was the last tim	e you used marijuana? ny illegal drugs?		
Have you ever used ar	ny illegal drugs?	Yes	No
If yes, what drug(s) ha	ive you used and when wa	s the last time you	used the drug(s)?
1.0			
NOTE IN IDDE	OT DODG NOT ATTOM	ATTICATE AT DO	OTHER ACCEPTANCE INTO THE
	ST DOES NOT AUTOM DENT INTERN PROGI		OHIBIT ACCEPTANCE INTO THI
510	DENT INTERNATION	TEATURE (1 TEUSE / CVIC	w minimum Kegan ementsy
TTTTVLTT			
ARREST INFORMA	ATION		
		S. A. Chiller of the second of	1.6.61
Have you ever been as	rested, charged, "question	ned as an accused	party", or convicted of a felony or
	ng court martial and milita		
Yes	No If yes,	complete the follo	owing:
Charges	City & State	Date	Disposition of Case
If you were convicted	what was the nature of v	our crime(s)?	
if you were convicted	, what was the nature of yo	our crime(s):	
Date(s) of conviction(	s):		
	A 3 - 2 - 2 - 3	125-7	4.
Are you on Probation	or Parole?	Yes	No
Current status of conv	viction(s)		
Current states of conv	retron(b)	2. 3. 5 5 M	<i>(C)</i>
Have you ever been in	ncarcerated in a correction	al/detention facilit	ty?
1. If yes, give facility	y name and location:		
2. Date and length of	f incarceration:		
3. Date of release and	d current status:		

### Manitou Springs Police Department Release of Information Agreement

STATE OF COLORADO ) ss COUNTY OF EL PASO )

TO WHOM IT MAY CONCERN: I am an applicant for a position as a student intern with the Manitou Springs Police Department. The Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above Department. I understand that the Manitou Springs Police Department will be seeking records from my past employers and any other person or entity that might have information relating to my application. As used in this Release, "you" or "your" refers to any past employer or any other person or entity that the Manitou Springs Police Department presents this release to.

I hereby authorize any representative of the Manitou Springs Police Department bearing this release to obtain any information in your files pertaining to my employment records, military service, education, criminal history, or traffic record. I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Manitou Springs Police Department, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of verifying information contained in my employment application. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Manitou Springs Police Department regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Manitou Springs Police Department's acceptance and processing of my application for employment, I agree to hold the Manitou Springs Police Department, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employee me with the Manitou Springs Department. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Manitou Springs Police Department in conjunction with employment application procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

#### Page 1 of 2

This waiver is valid for a period of twelve months from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form. I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Applicant's Name (print):			
Applicant's Signature:			
Applicant's Address:			
Date:			
SUBSCRIBED AND SWORN to before me this	day of	, 20	by
(NAME)			
Witness my hand and official seal.			
NOTARY PUBLIC			
My commission expires:			