



**BERKS COUNTY DISTRICT ATTORNEY'S OFFICE
BERKS COUNTY DETECTIVES**



Michael J. Gombar
Chief County Detective

633 Court Street
Services Center, 15th Floor
Reading, Berks County, Pa 19601
610)478-7171

John T. Adams
District Attorney

APPLICATION FOR INTERNSHIP

The Berks County District Attorney's Office, County Detectives, offer internships in two distinct disciplines, Forensic Services and Criminal Investigations. Internships in general are limited to 200 hours or less. These internships are intended for students who desire to work in the Criminal Justice field. If you are under the age of 18, your parent or guardian must also sign the document. These signatures confirm that you agree to the contents of this application, which includes the "Release of Confidential Information" and the "Hold Harmless" agreement.

APPLICATION DEADLINES

Your complete application must be received by the below deadlines to be considered for placement during the requested semester. The Internship Coordinators will notify all applicants within 10 days of the application window closing.

Example: Spring applications must be received by June 1st of the previous year, and the Internship Coordinator will notify you of your application status by June 15th of that year.

REQUESTED PLACEMENT

| Requested Internship Term | Complete Application must be submitted by: | |
|------------------------------------|---|--------------------------------------|
| Spring (January-May) | June 1 – Previous year | (Applicants notified by June 15) |
| Summer (June-August) | November 1 – Previous year | (Applicants notified by November 15) |
| Fall (September-December) | February 1 – Previous year | (Applicants notified by February 15) |
| Holiday (December 15 – January 15) | May 1 – Previous year | (Applicants notified by May 15) |

APPLICATION PACKET CHECKLIST

- Review all instructions contained within this application
- Complete entire application
- Enclose a current resume
- Enclose a cover letter
- Enclose an unofficial transcript
- Enclose a letter of referral
- Enclose a copy of photo identification / current driver's license
- Enclose a copy of college / school identification
- Enclose a copy of military id and / or DD-214 if applicable
- Sign authorization for Release of Confidential Information
- Sign and date - Hold Harmless Agreement
- Parental signatures – if applicable

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED



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INTERNSHIP PLACEMENT

CRIMINAL INVESTIGATIONS INTERNSHIP

The Criminal Investigation Internship program is designed for those students who are interested in a career in the law enforcement field, specifically the investigation of criminal offenses. Interns are assigned to work closely with detectives in the Crime Section. The Crime Section actively investigates allegations of child abuse, white collar crime and assists Berks County police departments with major crimes, including Homicide. In addition, interns assigned to the Crime Section may assist federal law enforcement entities with major investigations conducted in Berks County.

FORENSIC SERVICES INTERNSHIP – CRIME SCENE

The Forensic Service Internship program is designed for those students who are interested in the area of forensics. Interns are assigned to work closely with detectives in the Forensic Services Unit. The Forensic Services Unit consists of AFIS (automated fingerprint identification system), Crime Scene Unit, Property/Evidence Management and the Crash Reconstruction Unit.

FORENSIC SERVICES INTERNSHIP – COMPUTER FORENSICS

The Computer Forensic Internship program works out of the District Attorney's Forensic Service's Unit. Interns assigned to this unit will spend a large majority of their internship working on both computer and cell phone digital forensics. Interns have the ability to go into the field with our computer forensic analysts as they assist law enforcement throughout Berks County.

INTERNSHIP COORDINATORS

| CRIMINAL INVESTIGATIONS | FORENSIC SERVICES |
|--|--|
| Detective Ivan Martinez | Sgt. Robert Johnson |
| imartinez@countyofberks.com | rfjohnson@countyofberks.com |
| (610) 478 – 7171 extension 6042 | (610) 898 - 1005 extension 6024 |
| | |

PROCESSING OF APPLICATION

IMPORTANT

We receive dozens of applications annually for a very limited number of internship opportunities. It is extremely important for you to follow all the instructions as it pertains to the completion of your internship application. The dates for submission deadlines are not flexible. Any internship application received after the deadline date will not be considered. You will see that the application is required to be submitted approximately six months prior to the internship start date. This will give the Internship Coordinators the necessary time to complete the interview, background investigation and the CVSA (Voice Stress Examination).



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Here is an example: Student John Doe is requesting an internship to begin January 15, 2018. What this means is John Doe must have his complete application submitted by June 1, 2017. This gives the Internship Coordinator approximately six months to complete the tasks needed to get John Doe ready for his internship in 2018. The Internship Coordinator will notify John Doe of his or her decision by June 15, 2017. Please carefully select the appropriate discipline and Primary/Secondary placement including the year.

Once you complete your intern application packet, please forward it to:

Lt. Todd Trupp

Berks County District Attorney's Office

Services Center, 15th floor, Detectives

633 Court St. Reading, PA 19601

ttrupp@countyofberks.com

(610) 478-7171 Ext 6012

IMPORTANT INFORMATION

Applicants are required to successfully complete a criminal background check, Voice Stress (CVSA) examination and an interview. Due to the fact that the Berks County District Attorney's Office, Berks County Detectives, are a CJIS (Criminal Justice Information System) certified law enforcement agency, interns may not possess any criminal convictions on their record.

The Voice Stress examination is an in-person question and answer session utilized to determine deception. Detectives ask perspective interns questions that revolve around theft and prior drug use. Any applicant that shows deception or otherwise fails the Voice Stress (CVSA) examination will immediately be dropped from the application process. There is no appeal process for applicants that are deceptive. We encourage all applicants to tell the truth throughout the interview process.

Due to the fact that successful applicants may on occasion work in a close proximity with detectives assigned to the Narcotics Unit, a zero tolerance policy is in effect as it pertains to past participation in the drug trade. What this means to all applicants: if you used marijuana, cocaine, heroin, or any other illegal drug in the past year, please does not apply. If you were involved in the manufacture, growing, cultivating or selling of any illegal drug during your lifetime, please do not apply.

The application below must be completed in full. If you are active in social media, please complete the fields below. We will thoroughly investigate every aspect of your application so it is important not to be misleading or deceptive in any of your answers.



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INTERNSHIP APPLICATION

| | | |
|--------------------|--------------------|--------------------------|
| APPLICANT NAME: | | CELLPHONE: |
| ADDRESS: | | HOME PHONE: |
| CITY: | STATE: | ZIP: |
| DATE OF BIRTH: | SOCIAL SECURITY #: | PRIMARY E-MAIL ADDRSS: |
| DRIVERS LICENSE #: | STATE ISSUED:: | SECONDARY E-MAIL ADDRSS: |

EMERGENCY CONTACT

| | | |
|---------------|--------|------------------------|
| NAME: | | CELLPHONE: |
| ADDRESS: | | HOME PHONE: |
| CITY: | STATE: | WORK PHONE: |
| RELATIONSHIP: | ZIP: | PRIMARY E-MAIL ADDRSS: |

PRIMARY - REQUESTED PLACEMENT – SELECT ONE

| | |
|------------------------------------|--------------------------------|
| Spring (January-May) | <input type="checkbox"/> Year: |
| Summer (June-August) | <input type="checkbox"/> Year: |
| Fall (September-December) | <input type="checkbox"/> Year: |
| Holiday (December 15 – January 15) | <input type="checkbox"/> Year: |

SECONDARY - REQUESTED PLACEMENT – SELECT ONE

| | |
|------------------------------------|--------------------------------|
| Spring (January-May) | <input type="checkbox"/> Year: |
| Summer (June-August) | <input type="checkbox"/> Year: |
| Fall (September-December) | <input type="checkbox"/> Year: |
| Holiday (December 15 – January 15) | <input type="checkbox"/> Year: |

DISCIPLINE – SELECT ONE

| | |
|---|--------------------------|
| CRIMINAL INVESTIGATIONS | <input type="checkbox"/> |
| FORENSIC SERVICES - CRIME SCENE | <input type="checkbox"/> |
| FORENSIC SERVICES – COMPUTER FORENSICS | <input type="checkbox"/> |
| INTERNSHIP HOURS REQUIRED FOR INTERNSHIP? YES <input type="checkbox"/> | Hours Needed: |

APPLICANT SIGNATURE

| | |
|----------------------|----------------------|
| APPLICANT SIGNATURE: | DATE OF APPLICATION: |
|----------------------|----------------------|



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PARENTAL INFORMATION - APPLICANT UNDER 18 YOA ONLY

| | | |
|--|--------------------|-------------------------------|
| PARENT / GUARDIAN NAME: | | CELLPHONE: |
| ADDRESS: | | HOME PHONE: |
| CITY: | STATE: | ZIP: |
| DATE OF BIRTH: | SOCIAL SECURITY #: | PRIMARY E-MAIL ADDRSS: |
| DRIVERS LICENSE #: | STATE ISSUED:: | SECONDARY E-MAIL ADDRSS: |
| PARENT SIGNATURE AUTHORIZING INTERNSHIP APPLICATION: | | DATE AUTHORIZING APPLICATION: |

ACADEMIC BACKGROUND

| | | |
|--|--------|------------------------|
| CURRENT SCHOOL / UNIVERSITY: | | TELEPHONE: |
| ADDRESS: | | ADVISOR / PROFESSOR: |
| CITY: | STATE: | ADVISOR E-MAIL:: |
| MAJOR: | GPA: | PRIMARY E-MAIL ADDRSS: |
| CURRENT LEVEL: <input type="checkbox"/> FRESHMAN <input type="checkbox"/> SOPHMORE <input type="checkbox"/> JUNIOR <input type="checkbox"/> SENIOR | | |

MILITARY RECORD

| | | |
|-----------------------------|--------------------|----------------------------|
| BRANCH OF MILITARY SERVICE: | | POSSESS DD-214? YES OR NO: |
| DATE ENTERED SERVICE: | DATE OF DISCHARGE: | TYPE OF DISCHARGE: |

BACKGROUND INFORMATION

| | | |
|---|------------------------------|-----------------------------|
| Have you ever been charged with a criminal offense? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Have you ever been convicted of a felony or a misdemeanor? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Have you ever pled guilty to a crime which is considered a misdemeanor or felony? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Have you ever been issued a traffic citation? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| What was the specific traffic violation? | | |
| Did you plead guilty or were you convicted of this particular traffic violation? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Have you ever smoked ingested, inhaled, snorted or otherwise used illegal drugs? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| If you chose yes above, when did you utilize the drugs? | | |
| If yes above, how many months has it been since you last utilized illegal drugs? | | |



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| | |
|----------------------|----------------------|
| APPLICANT SIGNATURE: | DATE OF APPLICATION: |
|----------------------|----------------------|

RELEASE OF CONFIDENTIAL INFORMATION

I hereby give my permission to release to the District Attorney's Office of Berks County, Pennsylvania, any records or information for their review and evaluation with regard to my application for an internship or job shadow, with the Berks County Detectives Office. This includes access to Social Media websites.

| | |
|--|-------|
| APPLICANT SIGNATURE: | DATE: |
| PARENT / GUARDIAN SIGNATURE: (IF APPLICANT UNDER 18 YOA) | DATE: |

NAMES / ADDRESSES OF SOCIAL MEDIA SITES

| |
|------------|
| FACEBOOK: |
| SNAPCHAT: |
| TWITTER: |
| INSTAGRAM: |
| OTHER: |
| OTHER:: |

HOLD HARMLESS AGREEMENT

In consideration of being permitted by Berks County (the "County") permitting me to undertake an internship hereby agree on behalf of myself, my agents, successors or assigns to hold harmless and indemnify the County, its agents, servants, employees, successors and assigns from and against any and all actions, causes of actions, claims, injuries, liabilities or damages of any nature whatsoever arising in law or in equity arising out of my duties as an Intern for the County.

As an intern, I understand that I will not be paid for my time, and that I will not receive any employment benefits and will not be considered an employee of the County for any purpose whatsoever.

| | |
|--|-------|
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IMPARTIALITY

The Berks County District Attorney's Office, Berks County Detectives, strive to create an environment that has no influence (internal or external) on the professional judgment of interns, employees, their analyses or results. Interns are required to identify and refer all instances of questionable influence to the Internship Coordinator or other Berks County Detective Supervisor, including situations where an individual's judgment may have been compromised.

| | |
|--|-------|
| APPLICANT SIGNATURE: | DATE: |
| PARENT / GUARDIAN SIGNATURE: (IF APPLICANT UNDER 18 YOA) | DATE: |

CONFIDENTIALITY

Berks County Detectives are the law enforcement arm for the Berks County District Attorney. Employees of the District Attorney's office are routinely involved in criminal investigations that may be sensitive or secretive in nature. All information regarding investigations or allegations are considered confidential. The integrity and security of data associated with investigations or allegations is of the utmost importance. Employees of the District Attorney or interns are required to protect the confidential nature of information received or submitted and will only share the results of investigative activities with properly identified entities, as directed by the Internship Coordinator or Berks County Detective Supervisor.

| | |
|--|-------|
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IMPORTANT INFORMATION

- **Voice Stress Examinations**, (CVSA) are conducted at the offices of the Berks County Detectives, 633 Court Street, 15th Floor Services Center, Reading, Pa 19601. If you are told to schedule this test, contact Det. Ivan Martinez at: imartinez@countyofberks.com. Parking is available at:

REED AND COURT GARAGE - 526 SPACES

Reed and Court Height Clearance: 6' 8"

The Reed and Court garage is located and may be accessed from the south side of the 600 Block of Court Street. The entrance is at the intersection of Reed and Court Streets.

[Exit Instructions](#)



POPLAR AND WALNUT GARAGE - 1024 SPACES

Height Clearance: 7' 0" The Poplar and Walnut garage is located between the 700 Blocks of Walnut and Washington Streets.

Motorists may access the garage from the 100 Block of Poplar Street.

[Exit Instructions](#)



- **Criminal Investigations Internships** are conducted at the offices of the Berks County Detectives, 633 Court Street, 15th Floor Services Center, Reading, Pa 19601. Parking is located in the garages listed above.
- **Forensic Service Internships and Computer Forensic Internships** are conducted at the Forensic Services Section, located in the basement of the Berks County Agricultural Center, 1238 County Welfare Road, Leesport, Pa 19533. If you are told to interview for this internship, contact Sgt. Robert Johnson at: rjohnson@countyofberks.com.

