



## **Fairmont Police/Martin County Sheriff's Office Educational Partnership**

### **Purpose/Goals:**

The Fairmont Police Department and Martin County Sheriff's Office have established a partnership to provide an opportunity to educate and involve law enforcement students in public safety and law enforcement operations. The goals are to provide a comprehensive educational experience that allows a student to observe and also be an active part of the routine and unique experiences in the field of law enforcement. The structured program will allow the intern to spend time in a mentoring relationship with the various divisions that encompass the law enforcement services that are provided in Martin County. The program will allow the student to observe and apply their academic experience with the opportunity for application in a professional environment.

### **Program Objectives:**

The Intern will have the opportunity to participate in a variety of learning experiences in the following areas of law enforcement.

#### **Patrol Operations:** 100 hours

The Intern will observe and understand the duties and responsibilities of patrol. The Intern will have the opportunity to be a participant observer to be able to explain and understand the roles and goals or proactive patrol functions. The Intern will participate in patrol ride alongs and will be able to explain the technology and equipment that is currently used by law enforcement in Martin County. The Intern may be required to write mirror reports of incidents they observe to develop skills in case development. There will be an emphasis on public service and officer safety.

**Sergeant Bleess Fairmont PD**  
**Sergeant Anderson MCSO**

#### **Administration:** 5 hours

The Intern will have the opportunity to become familiar with the policies and procedures of the Fairmont Police Department. The Intern will be able to explain the command structure of the law enforcement agency and the roles and goals of those within the command structure. The Chief and Sheriff will explain their positions and the expectations they have for those who provide service to our citizens.

**Chief Hunter Fairmont PD**  
**Captain Klanderud MCSO**

**Detective/Investigations: 20 hours**

The Intern will observe and understand the role of the detectives and investigators in the county. The Intern will have the opportunity to observe and possibly assist detectives on criminal investigations and interviews. The Intern will be able to explain proper case development and routine investigative skills and case management.

**Sgt. Sanow Fairmont PD**

**Deputy Clint Cole MCSO**

**Dispatch: 20 hours**

The Intern will have the opportunity to observe the communications and dispatch center. The Intern will be able to explain the equipment in dispatch and procedure for gathering information and disseminating calls to officers. The various computer capabilities and information resources will be discussed and demonstrated. The Intern will be able to explain prioritization of calls and information that needs to be gathered during the phone contact. Dispatchers will share experiences on prior incidents and other issues involved with the dispatch center. **Head Dispatcher JoAnn Russenberger MCSO**

**Jail/EHM: 20 hours**

The Intern will become familiar with the operations and functions within the Martin County Jail. The Intern will have the opportunity to observe and assist with jail operations and booking procedures. Objectives will also include information on the role and function of EHM and Corrections and Probation.

**Jail Administrator Tanya Rathman MCSO**

**School Resource Officer: 10 hours**

The Intern will have the opportunity to learn about the role of the School Resource Officer. If the internship is during the regular school year, the Intern will observe and assist the School Resource Officer in the school setting. Discussion will include the role of the SRO and current case law and procedure regarding the partnership between the police department and the school system. **School Resource Officer Shannon Bass**

**Court Operations/Security: 30 hours**

The Intern will have the opportunity to observe the regular court room proceedings at the Martin County Courthouse. The Intern will also spend discussion and observation on the law enforcement concerns over court room security and procedures currently used in Martin County. **Deputy Jean Vath MCSO**

**Recreational Enforcement (Boat and Water/Snowmobile and ATV) 20 hours**

The Intern will observe and discuss the recreational enforcement concerns involving boat/water enforcement and snowmobile/ATV enforcement. The Intern will have the opportunity to review the equipment that law enforcement uses in recreational enforcement. The Intern may also have the opportunity to act as a participant observer in recreational enforcement efforts depending on season.

**Captain Klanderud/Assigned MCSO Deputy**

**Records/Evidence/Civil Process: 5 hours**

The Intern will be able to learn about the role of the records department, the evidence storage room, and the role and purpose of civil process. The Intern will be given an overview of the operations of the records department. The Intern will be given a tour of the evidence room and be instructed on how to correctly package and label evidence for storage. The Intern will be able to explain the role and process for paper service and civil process. The Intern will observe paper service being completed and be able to explain the details of correct service.

**Renae Janssen and Tegan Quade FPD  
Sergeant Anderson/Deputy Vath MCSO**

**Interagency Partnerships: (Human Services, DOC/Probation, Victim/Witness, City/County Attorney, ERU, etc.) 40 hours**

The Intern will have the opportunity to explore the interagency partnerships that law enforcement has within the Martin County area. This intern will have the opportunity to meet with, observe and be able to explain the role of the partner agencies such as Human Services, DOC/Probation, The Victim/Witness Coordinator, the City and County Attorney, Emergency Response Unit, and others. The Intern will have the opportunity to attend ERU training sessions as an observer or role player.

**Human Services: Assigned Martin County Human Services Contact  
DOC/Probation: Assigned Probation Officer  
Victim Witness: Rebecca Bentele  
CADA: Laura Moreno  
City Attorney: Taylor McGowan  
County Attorney: Pete Odgren  
ERU: Officer Nelson FPD**

**Operational Opportunities: (Independent Skill Application, Posse, House Watches, Bike Patrol, Special Events, etc.) 50 hours**

The Intern will have the opportunity to perform some supervised operational opportunities that will enhance independent skill application. These opportunities may include, Bike Patrol, traffic direction at special events, conducting house watches, assist the COP program or Sheriff's Posse, department training opportunities, as well as other opportunities that are appropriate to developing independent decision making and gaining experience through application and development.

**House Watches/COPS: Officer Fowler FPD  
Bike Patrol: Sergeant Bleess FPD  
MCSO Posse: MCSO Posse Supervisor  
Special Events/Details: Sergeant Bleess FPD  
Summer Kids in Park: Roni Dauer Community Education Recreation**

### **Internship Candidates:**

To be considered as a candidate for the Fairmont Police/Martin County Sheriff's Internship Program the following criteria must be met:

1. Student currently enrolled (in good standing) in a criminal justice or law enforcement program at an accredited college, university, or vocational/technical school.
2. Student has recently completed or is in their last year of education in an Associate Degree Program or has completed at least two years of a Bachelor Degree Program.
3. Student has a current cumulative GPA of 2.75 or higher.
4. Student will successfully complete a background check.
5. Student must not fit any of the rejection criteria for employment/licensure as outlined in Chapter 6700 by POST or the rejection criteria outlined by the Fairmont Police Department.

### **Internship Process, Schedule, and Procedure:**

The Intern will be expected to complete a daily activity log for the Internship Supervisor to review. The Intern will be expected to complete approx. 150-200 hours of on site instruction and education. After orientation, the Intern will be given an Internship Objectives Sheet that will contain a list of required activities/objectives that the Intern must have signed off as completing in a satisfactory manner. The schedule for completing these objectives is open and flexible and will be agreed upon and scheduled by the Internship Supervisor. Each internship learning objective will have a recommended number of hours and list of expected learning outcomes that the Intern will be able to explain and elaborate on what they have learned about the task they completed.

### **Intern Expectations:**

Successful Interns must strive to reach the goals and objectives that are set out in the Fairmont Police/Martin County Sheriff's Office internship program. The Intern is expected to adhere to a schedule agreed upon by the Intern and the Internship Supervisor. The Intern will be expected to be on time and prepared to be an active participant or observer in the daily events. Any assignments given to the Intern to complete will be done so in a timely manner.

The Intern will be expected to use good judgment concerning situations while involved in the daily activities as well as good judgment in their private lives. Any activities engaged in by the Intern that would discredit the Intern or the internship agency could be cause for dismissal from the program. Interns participating in the program will follow the same code of conduct and code of ethics that it expected and outlined in the policy of the Fairmont Police Department.

No Intern shall release any confidential enforcement information to any party outside of the law enforcement community, including spouses, friends, relatives, etc. Interns may have access to private data and this information will not be disseminated in any manner or at anytime outside of the law enforcement community.

The Intern shall be neat and professional in appearance while participating in the internship. Appropriate dress shall include casual dress clothing appropriate for the season. Clothing with tears, rips or holes are not acceptable. The Intern may be assigned to wear a designated uniform that identifies the intern as an associate of the Fairmont Police Department or the Martin County Sheriff's Office.

### **Unsuccessful Internships:**

Interns will be monitored and assessed regularly by the Internship Supervisor. Anything detrimental to a successful internship will be communicated to the Intern immediately. If behavior or conduct is deemed to be unacceptable a decision will be made by the Intern Supervisor as to whether the Intern will continue in the program. If a decision to terminate the internship is made, the Intern's academic institution will be notified. If any violation of confidentiality occurs, the student's internship will be terminated immediately. The Intern has no right to appeal the termination of the internship.

### **Application/Selection Process:**

1. Intern candidates must complete a written application.
2. Intern candidates must complete all required background release forms.
3. Intern candidates must complete and interview process.
4. Intern candidates must complete a Release of Claim and Liability form.
5. Intern candidates must commit to the internship program and requirements in its entirety.

### **Deadline for Consideration of Application:**

The Fairmont Police Department and Martin County Sheriff's Office will be accepting applications for the summer internship starting on **April 12th, 2021**. Applications must be completed and returned to:

**Sgt. Jaime Bleess**  
**Fairmont Police Department**  
**201 Lake Ave Suite 199**  
**Fairmont, MN 56031**

Applications must be received no later than **1600 hours** on **May 5th, 2021**. Applications received after this date will not be considered. Incomplete applications will also not be considered.

The following forms must also be signed and returned with the Internship Application:

**1.** Confidentiality Agreement, **2.** Intern Background, **3.** Intern Release Type I, **4.** Release of Claim and Liability.

If you have any questions please call Sgt. Bleess at 507-238-4481 or email [jbleess@fairmont.org](mailto:jbleess@fairmont.org) . Thank you for your interest.



**Fairmont Police/Martin County Sheriff's Office**  
**Internship Program Application**

(Please type or print all information)

Full Name: \_\_\_\_\_  
First Middle Last

Other names you have been known to use: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Driver's License: \_\_\_\_\_  
State Number

Current Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Other States and Counties in which you have resided: \_\_\_\_\_

\_\_\_\_\_

Parents Names and Phone Numbers: \_\_\_\_\_

\_\_\_\_\_

College Currently Attending and graduation year : \_\_\_\_\_

\_\_\_\_\_

College Advisor: \_\_\_\_\_ Email: \_\_\_\_\_

Current Cumulative GPA: \_\_\_\_\_

Name and location of High School and year of graduation: \_\_\_\_\_

\_\_\_\_\_

Have you ever been arrested or issued a citation for a traffic offense? \_\_\_\_\_

If yes, provide details: \_\_\_\_\_

\_\_\_\_\_

Please list any police/law enforcement contacts as a complainant, suspect, victim, or other contact. Provide approx. dates and name of law enforcement agency involved and a short explanation of the event. (Use additional sheet if necessary.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been served/involved in a civil process? \_\_\_\_\_

If yes, provide details: \_\_\_\_\_

\_\_\_\_\_

**Please list any current and past employers starting with your current or most recent first. Attach additional sheets if necessary. Please include employer e-mail address.**

**Employer:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Description of job duties/responsibilities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Description of job duties/responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Employer:** \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Description of job duties/responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you enrolled in a class at school that requires you to complete an internship? \_\_\_\_\_

If yes, please describe any special requirements such as number of hours, learning contract, required site visits with advisor, etc. Also please advise name of advisor and contact info.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Please provide the names of three law enforcement officers that you know or are acquainted with, the agency they work for, and a contact email and phone number**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Please provide the names, addresses, and contact email and phone number for three personal references that you are not directly related to.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please state your career goals: \_\_\_\_\_

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*The above information is true and correct to the best of my knowledge. Misrepresentation or omission of facts will be cause for applicants to be immediately removed from consideration for the Student Internship Program and would be cause for dismissal if discovered at a later time while the applicant is enrolled in the Internship Program.*

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_



## **Background Investigation**

As an applicant for the Fairmont Police and Martin County Sheriff's Office Student Internship, you are being asked to provide information about yourself which will be used to evaluate your suitability for this program.

The purpose of this background investigation is to review information concerning criminal and non-criminal history which reflects upon your suitability to participate in the program. This process will include, but not be limited to all incidents of police contact, driving record and /or other incidents or information (conviction data, incident data, and other collected data) which may be relevant.

The purpose and intended use of this data is to conduct the background inquiry under applicable City of Fairmont and County of Martin policies, before allowing individuals to participate in this program. The specific use for each category of data is described below:

1. To conduct a criminal history and background check, name(s) by which the applicant is known must be listed.
2. In order to access driver's license data, date of birth must be supplied.
3. In order to access criminal history data, date of birth and gender must be supplied.
4. A criminal history, background check, and driver's license check are required minimum selection standards in order to determine whether there are any factors which affect the applicant's suitability for participation in the program.

This data will be used solely for the above mentioned purposes. The data will be forwarded to the appropriate City/County staff and or consultants as determined necessary for the completion of the background investigation. This data may also be used for other purposes necessary for the administration of law, rule or ordinance but will be disseminated only as required by law. You will be required to complete a City of Fairmont Type I Release as part of the background process. You may also be required to be the subject of a background investigation interview conducted by an employee of the City of Fairmont or the County of Martin.

You are not legally required to provide the requested information. However if you do not, we will be unable to conduct the required background inquiries and we will not be able to process your application and we will not be able to consider you for participation in this program.

***I hereby authorize the City of Fairmont and the County of Martin to use this information to determine my suitability for participation in the Student Internship Program.***

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Signature of Applicant

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Date



**Release Type I**

TO: \_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, hereby authorize and grant my informed consent to permit you to release to, and make available to the Fairmont Police Department and/or their agents and/or representatives, data classified as private which concerns me and which may be in your possession. The data I am authorizing to be released consists of private data, as defined by Minnesota Statute 13.02, Subd. 12, and has been collected by you as a result of my contacts and associations with you and/or your agents or representatives. The information for which release is authorized includes all data which, has been collected, created, received, retrained, or disseminated in whatever from which in any way relates to my dealings with you or your agency. I understand that the purpose of permitting the Fairmont Police Department to have access to this information is to determine my suitability as a **Student Intern** with that department. I further understand that this information may subsequently be utilized for other purposes relating to my possible participation as a student intern with the department, including, verification of my records and analysis by consultants to the department who may review my suitability for participation as a student intern.

This authorization shall be valid for a period of one year, but I reserve the right to, at any time prior to that expiration, cancel the written authorization by providing written notice to the department or to you of that fact.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Fairmont Police Department  
201 Lake Ave Suite 199  
Fairmont, MN 56031  
Office: 507-238-4481 Fax: 507-238-1093**



## **Confidentiality Agreement**

I, \_\_\_\_\_ recognize that if I am accepted into the Fairmont Police Department/Martin County Sheriff's Office Student Internship Program, I will at times be in a position to read or come into contact with confidential, private, and sensitive information during the course of my internship duties.

I understand that this information cannot be copied, removed from the Law Enforcement Center, or relayed in any other manner including verbally to anyone other than the employees of the City of Fairmont Police Department and the Martin County Sheriff's Office.

I understand that a violation of this Confidentiality Agreement will mean the termination of my Student Internship experience with the City of Fairmont and the County of Martin.

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Signature

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Date



## **Release of Claim and Liability**

I have requested permission of the City of Fairmont and the County of Martin through their agents to ride in a squad car and or operate equipment and vehicles owned by the City of Fairmont and the County of Martin. The purpose of said request being the acquisition of additional knowledge and practical experience for the furtherance of my education as part of my participation in the Internship Program conducted by the above listed agencies.

I am duly aware of the risks and hazards inherent upon riding in a squad car or other vehicles and or operating vehicles or equipment and I hereby voluntarily elect to assume all risk of loss, damage, or injury, including death that may be sustained by the undersigned. Therefore, I do hereby, for myself, my heirs, executors, and administrators, release and forever discharge the City of Fairmont and the County of Martin and all of their officers, agents and employees from any and all claims, demands, actions or causes of action on account of my death or on account of any injury to me which may occur during my participation in the Internship Program and while I am riding in any squad car or vehicle or operating any vehicle or equipment owned by the City of Fairmont or the County of Martin, or while I am at or on the scene of any event which is a result of my riding in any vehicle and or operating other vehicles or equipment owned by the City of Fairmont or the County of Martin.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_