



Fairmont Police/Martin County Sheriff's Office Summer Internship 2025

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.

Officer Stevens Fairmont PD

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 and 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. Beletti Fairmont PD and Deputy Cole MCSO



Dispatch: 15-20 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 Destiny Rainville MCSO**

Jail/EHM: 15-20 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: 5-10 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 Paine**

Court Operations/Security: 20-30 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 Gerhardt 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/MCSO Deputy Wells

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. **Tegan Quade FPD and Kathy Peterson 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: John Hayes

CADA: TBD

City Attorney: Taylor McGowan

County Attorney: Taylor McGowan

ERU: Officer Nelson MCSO

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

Bike Patrol: Officer Stevens FPD

MCSO Posse: MCSO Posse Supervisor

Special Events/Details: Sergeant Bleess FPD

Summer Kids in Park: Stephanie Busiahn 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 any time 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 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 **March 21st, 2025**. Applications must be completed and returned to:

**Officer Parker Stevens
Fairmont Police Department
201 Lake Ave Suite 199
Fairmont, MN 56031**

Applications must be received no later than **1600 hours** on **April 18th, 2025**.

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 Officer Stevens at 507-238-4481 or email pstevens@fairmont.org Thank you for your interest.