



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
HUMAN RESOURCES

CO-OP INTERNSHIP PROGRAM

The Department of Emergency Services & Public Protection (DESPP) is looking for college students in the areas of: Criminal Justice, Accounting, Communications, Information Technology, Emergency Management and Homeland Security, Fire Prevention and Control, Emergency Telecommunications, and other Law Enforcement areas, for research and special assignments. The co-op internship position is non-paid, and is permitted to college students who are **required** to receive college credit upon completion of the internship assignment. All internship applicants are subject to a background investigation including a criminal state and federal check. Selection for internship is contingent upon satisfactory completion of the background investigation.

The application for internship is only a request for a possible placement; it does not guarantee placement. If selected for an internship, the student will be contacted to schedule an appointment to be fingerprinted. As part of the DESPP background procedure, the fingerprint process *must* be completed before the start of the internship.

Internship duties will vary depending on the needs of each troop or unit. Once selected for an internship, specific details pertaining to duties/hours will be discussed between the student and the internship supervisor. Most locations are available to accommodate interns, Monday through Friday, between first shift hours. However, depending on supervisory availability, other days/hours may be permitted.

Participation in a Ride-Along may be available, for those interns who are interested. This request should be discussed with the internship supervisor, at the start of the internship.

Internship requests may be submitted three (3) – six (6) months prior to the start of the anticipated semester. Placements are offered to students in the order that the internship application is received.

Application deadlines

Spring Semester	Submit application no later than December 1 st
Summer Semester	Submit application no later than April 1 st
Fall Semester	Submit application no later than August 1 st
Winter Semester	Submit application no later than November 1 st



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Co-Op Internship Application

Name: _____

E-mail Address: _____

Telephone Number: _____

College/University: _____

Number of Hours Needed to Complete: _____

Semester(s) applying for:	Year:	Anticipated Start/End Date
<input type="checkbox"/> Spring (January – May) of year:	_____	Start Date _____ End Date _____
<input type="checkbox"/> Summer (May – August) of year:	_____	Start Date _____ End Date _____
<input type="checkbox"/> Fall (September – December) of year:	_____	Start Date _____ End Date _____
<input type="checkbox"/> Winter (December – January) of year:	_____	Start Date _____ End Date _____

Location Preference(s) *see list of locations and map on the following pages*

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

NOTE: Most troops/units can only accommodate one (1) intern, per semester. Therefore, selecting more than one location preference and/or selecting more than one semester for consideration, is advised.

Signature: _____

Date: _____

A typed name will substitute for a handwritten signature.

My signature acknowledges that, I am aware that my internship hours must be completed within the months of the semester(s) I selected.

Student must submit:

- **Cover Letter** stating area of interest, reason(s) for wanting the internship, and what the student hopes to learn during their internship assignment
- **Resume** with contact information and work/school experience
- **Co-Op Internship Application**

To: Department of Emergency Services & Public Protection
Attn: Sharica Rose, Internship Program Coordinator
1111 Country Club Road
Middletown, CT 06457

E-mail: Sharica.Rose@ct.gov
Phone: (860) 685-8103
Fax: (860) 685-8356

NOTE: Upon receipt of required information, placements will be made according to areas of interest/experience and in the order by when the application was received. IF selected for an internship, the student will be contacted to schedule an appointment to be fingerprinted. Once the student has been fingerprinted, an official letter will be sent notifying the student if he/she has been accepted to begin the internship program.

DESPP Internship locations

Placements can only be made depending on the troop/units availability to accommodate an intern, during a selected semester.
Therefore selecting more than one location preference is advised.

Commission on Fire Prevention and Control (CFPC) – Windsor Locks

Division of Emergency Management and Homeland Security (DEMHS) – Middletown

DEMHS Units

Hazardous Mitigation Unit Recovery Unit
Radiological Emergency Preparedness Unit Strategic Planning and Community Preparedness Unit

DEMHS Region Offices

Region 1 – Bridgeport Region 3 – Hartford Region 5 – Waterbury
Region 2 – Middletown Region 4 – Colchester

Division of Scientific Services – Meriden *

Computer Crime & Electronic Evidence Toxicology & Controlled Substances Forensic Science

*Students interested in applying for an internship in the Forensic Science field, should fill out the [Division of Scientific Services Internship Application](#).

Division of State Police

Western District Locations

Western District Headquarters – Litchfield
Western District Major Crimes
Troop A – Southbury
Troop B – North Canaan
Troop G – Bridgeport
Troop L – Litchfield

Central District Locations

Central District Headquarters – Hartford
Central District Major Crimes
Troop F – Westbrook
Troop H – Hartford
Troop I – Bethany

Eastern District Locations

Eastern District Headquarters – Colchester
Eastern District Major Crimes
Troop C – Tolland
Troop D – Danielson
Troop E – Montville
Troop K – Colchester

Bureau of Criminal Investigation (BCI) – Meriden
Counter Terrorism Unit (CTU) – Middletown
Emergency Services Unit (ESU) – Colchester
Fire and Explosion Investigation Unit (FEIU) – Hartford
State Police Training Academy (SPTA) – Meriden
Traffic Services Unit (TSU) – Meriden

Division of Statewide Emergency Telecommunications (DSET) – Middletown

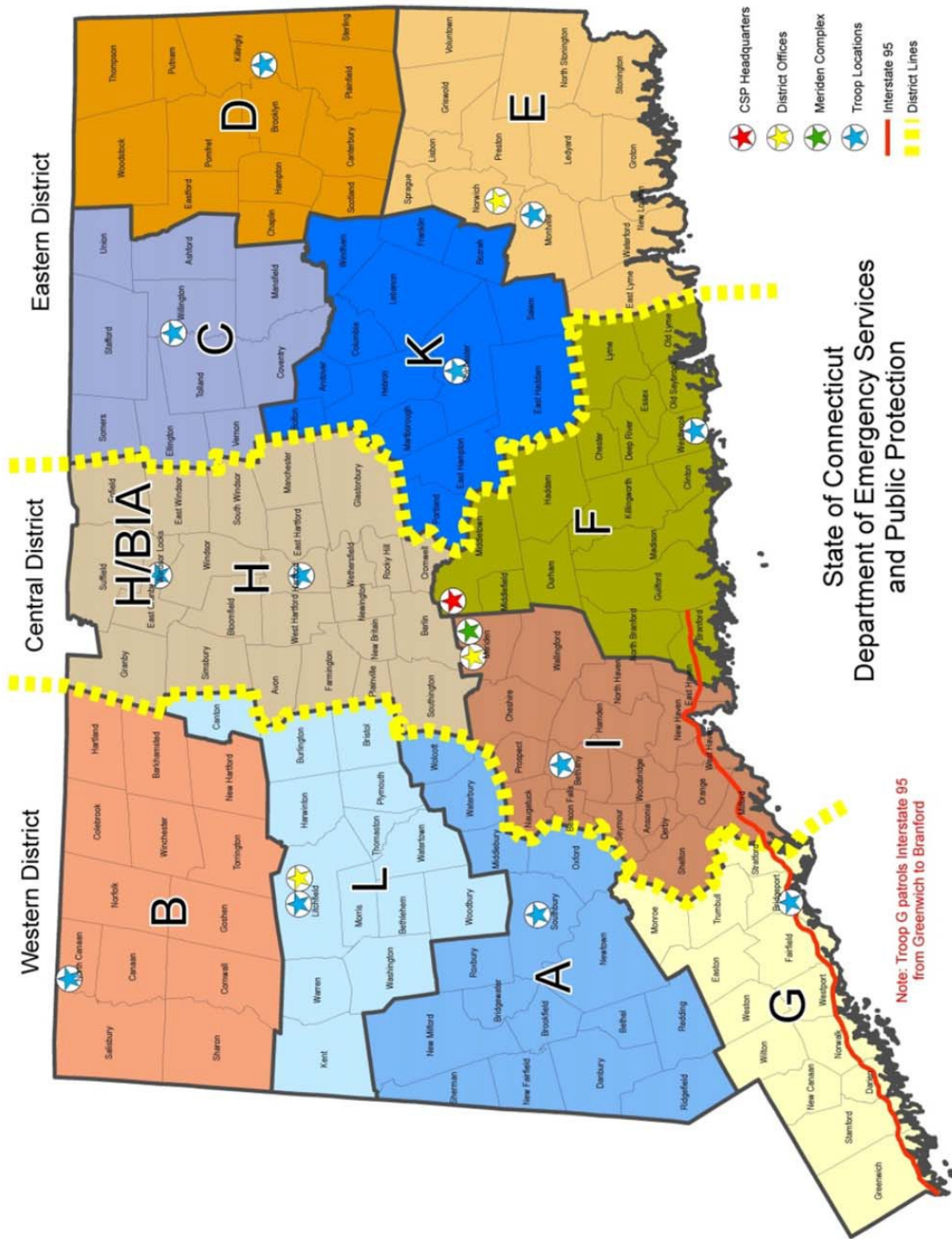
Police Officers Standards and Training Council (POSTC) – Meriden

Other Locations

DESPP Headquarters – Middletown (various administrative units)

COLLECT	Fiscal Services	Overtime Unit
Communications Center	Human Resources	Public Information Office
Computer Services	Labor Relations	Reports and Records
Crimes Analysis	Legal Affairs	Special Licensing and Firearms Unit
Equal Employ./Affirmative Action Office	Office of Administrative Services	State Police Bureau of Identification
Facilities Management	Office of Field Operations	
Fingerprint Unit	Offender Registry Unit	

Connecticut State Police Facilities



State of Connecticut
Department of Emergency Services
and Public Protection

Map Prepared by OSET GIS Division
16 August 2012

1111 Country Club Road
Middletown, CT 06457
Phone: (860) 685-8200/Fax: (860) 685-8356
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