**THOMAS J. DART**
**SHERIFF**

# SHERIFF'S OFFICE OF COOK COUNTY
# PERSONNEL DEPARTMENT

## COOK COUNTY SHERIFF'S OFFICE INTERNSHIP

The Cook County Sheriff's Office (CCSO) shall offer a limited number of paid or unpaid internships for interested undergraduate, graduate, and doctoral students. An intern can expect to work on substantive projects, develop professional skills, and benefit from the personal attention of a mentor. Interns assigned to investigative branches of the CCSO shall not be allowed to work on pending criminal investigations, internal investigations, and/or matters deemed to be of a sensitive nature by the Sheriff's General Counsel or the intern's respective Department Head. The intern will work under the guidance of a supervisor chosen by the respective Department Head. The intern's supervisor shall prepare a curriculum for the entire duration of the internship. All interns shall begin their internship with a comprehensive orientation which details their internship program's goals, expectations, and curriculum. At the orientation, the intern shall be apprised of the CCSO dress code and rules of conduct. All interns will be evaluated by the program supervisor on a regular basis; the intern's progress will be assessed by interviews, and documented on the Intern Evaluation Form. All interns must be processed through the CCSO Personnel Department, and the Personnel Department must have a photo on file of each intern.

## QUALIFICATIONS

All Interns must:

A. Be at least 18 years of age on or before the first day of the internship; and
B. Be enrolled in or have recently graduated from an undergraduate or graduate program.

## APPLICATION PROCESS

To apply for a Sheriff's Office Internship, please see the specific internship postings, and follow the directions outlined in those postings. For any questions regarding our internship program, please call the Sheriff's Personnel Department at 312-603-4521.

**The Cook County Sheriff's Office is an Equal Opportunity Employer**

**Per the Cook County Sheriff's Office Employment Plan, students may not be selected for participation in any seasonal work or internship program on the basis of any Political Reason or Factor, and they may not be subject to any Unlawful Political contact or Unlawful Political Consideration.**