



TULSA POLICE DEPARTMENT INTERNSHIP APPLICATION

Required Documents:

- Internship Program Application Appendix A
- Intern Agreement Appendix B
- Social Media Form
- Authority for Release of Information (Notarized)
- Essay
- Transcript (official or unofficial)
- Photo ID

Submit all required documents via email in Word or PDF format to Intern Coordinator within the designated application period for desired internship semester.

Internship Coordinator: Ofc. Ana Parga aparga@cityoftulsa.org



TULSA POLICE DEPARTMENT

Training Division

Internship Program Application Appendix A

Applicant Information

Full Name: _____ DOB: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Drivers License State: _____ Drivers License Number _____

Date Available: _____ Social Security No.: _____

Are you a citizen of the United States? YES NO If not, are you authorized to work in the U.S.? YES NO

Have you previously applied for an internship with the Tulsa Police Department? YES NO If yes, when? _____

Internship Interests

Days of the week available: _____ Hours available _____

Is there a particular unit/field that you are interested in? YES NO

If yes, please indicate the unit you are interested in. _____

If you have already discussed a particular position with Tulsa Police personnel, please indicate who you have been in contact with (name and assignment). _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references. These must not be family members, current or previous roommates, casual friends, or intimate partners. These should be individuals you have worked with or been involved at school with for at least one year.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____ Email: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____ Email: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____ Email: _____

Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Position: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Position: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____

Position: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Criminal History

Please list all criminal citations, arrests, charges, and court dispositions. Traffic moving and equipment violations may be excluded (e.g., simple speeding tickets):

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If I am offered an Internship, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

**TULSA POLICE DEPARTMENT INTERNSHIP PROGRAM
INTERN AGREEMENT
APPENDIX B**

I, _____, request to serve as an Intern with the Tulsa Police Department with the understanding that I am not serving as a sworn police officer and do not have the authority to make an arrest.

As an Intern, I agree to:

Provide a copy of my personal health insurance coverage.

Wear business casual attire or attire associated with the assigned unit according to TPD Policy.

Perform the tasks outlined in my task description to the best of my ability.

Report to work on time when scheduled, and to call my supervisor if I am unable to report.

Comply with the Rules of the Intern Program.

Strive to help the Department attain its goals and objectives.

Notify my supervisor and the Intern Program Coordinator upon terminating my involvement with the program and participate in an exit interview/evaluation. I will relinquish to the Coordinator of the Intern Program any all items or equipment issued to me including, but not limited to, an identification card and parking permit at the time of voluntary or involuntary termination.

Notify my supervisor and Intern Program Coordinator of any official contact with any law enforcement officer.

Maintain a professional and ethical manner at all times.

Properly display the official Intern identification when participating in ride-alongs, or when on TPD/City of Tulsa property.

Make no attempt to initiate or engage in any physical or verbal confrontation under any circumstances.

Make no attempt to use my position as an intern for the Tulsa Police Department to influence or coerce anyone in any manner.

Make no attempt to represent myself as a law enforcement officer, a Tulsa Police Department employee, or a City of Tulsa employee.

Not carry weapons of any type, including but not limited to pepper spray, while participating in the Intern Program.

I am aware that my Intern status may be terminated at any time for failing to follow the Rules of the Intern Program and the terms of this agreement.

I have read and understand all of the conditions of this agreement.

Intern's Signature _____ Date : _____

Social Media Identification Form

Name:

Date:

Name all Social Media Accounts in which you have had an account in the last 5 years, even if you have not posted on the accounts please list them. This includes Instagram, Twitter/X, Facebook, LinkedIn, YouTube, Reddit, Pinterest, Threads, Bluesky etc.

Social Media Account	Username/Profile/Handle

TULSA POLICE DEPARTMENT

Training Division

6066 East 66th Street North
Tulsa, Oklahoma 74117-1811
918 / 591-4500

AUTHORITY FOR RELEASE OF INFORMATION

Last Name	First Name	Middle Name	Sex	Race	Date of Birth
Place of Birth (City/County)	State/Country	Social Security Number/Driver's License Number			

I, _____, do hereby authorize a review of and **full disclosure of all records**, or any part thereof, concerning myself, by and to **ANY** duly authorized agent of the Tulsa Police Department, Training and Development Division, whether the said records are of public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of deposits, withdrawals and balances of checking and savings accounts, and loans, and also the records of commercial or retail credit agencies (including credit reports and/or ratings); public utility companies; **employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me**, and salary records; real and personal property tax statements and records, and other financial statements and records wherever filed; records of complaint, arrest, trial and/or convictions for alleged or actual violations of law, including criminal, civil and/or traffic records; the results of any polygraph examinations; records of complaint of a civil nature made by or against me, wheresoever located, and to include the records and recollections of attorneys at law or of other counsel, whether representing me or another person in any case in which I presently have or have had an interest.

I reiterate, and emphasize that the intent of this authorization is **to provide full and free access** to the background and history of my personal life, for the specific purpose of pursuing a background investigation which may provide pertinent data for the Tulsa Police Department to consider determining my suitability for employment by that Department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Tulsa Police Department. I understand that all materials pertaining to this background investigation become the property of the Tulsa Police Department, Training and Development Division, and will not be returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, **the sources of confidential information cannot be revealed to me**.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY

Subscribed and sworn before me this _____ day of _____, 20____.

My Commission Expires _____, 20 ____

Notary _____

APPLICANT'S SIGNATURE		
STREET ADDRESS		
CITY	STATE	ZIP CODE



TULSA POLICE DEPARTMENT

Training Division

*6066 East 66th Street North
Tulsa, Oklahoma 74117-1811
918 / 591-4500*

Please list every city/state that you have ever lived below.

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Internship Applicant Essay

Name:

Date:

In your own words, discuss the reasons why you would like to intern with Tulsa Police Department and why you should be chosen. Limit to one page.