

- ! Use of an illegal drug or combination of illegal drugs, other than marijuana, more than 5 times.
- ! Deliberate association of a personal nature within the past twelve months with any person who used illegal drugs in the presence of the student. Deliberate association will be determined by:
 - a. Circumstances surrounding the incident.
 - b. Location of incident.
 - c. Applicants response or lack of response in the incident.
- ! Conduct or activity which reflects a disregard for local, state, or federal laws or which conflicts with the standards of behavior or ethical principles of the USO-BOR Safety & Security office.
- ! Failure to complete the polygraph examination process.
- ! Driver's history which suggests a pattern of disregard for the law.
- ! Credit history which suggests fiscal irresponsibility.

1. Intern applicants must submit prior to the semester in which the internship is to be served the following:

- ! University System of Georgia Application for Employment online at <http://www.usg.edu/employment>

The remaining materials must completed and mailed to the Director of Safety & Security

- ! Application for Student Internship
- ! Agreement on Guidelines for BOR-USO Safety & Security office
- ! Authorization for Release of Personal Information
- ! Waiver of Liability
- ! Awareness Statement
- ! Apprenticeship/Internship Questionnaire

The BOR-USO Safety & Security office and Human Resources will review the application to determine if the student meets the internship program qualifications.

- 2. Intern applicants must be willing to serve as interns for a minimum of 10 hours per week for a semester or 20 hours a week for eight weeks in order to receive the most benefit from the USO-BOR Safety & Security Internship Program. Students may work longer hours and weeks as directed by their college/university internship coordinators and USO-BOR Safety & Security work unit supervisors to ensure their college requirements are met.
- 3. The BOR-USO Safety & Security or Human Resources Office will coordinate interviews for the intern applicants and the supervisor of the work unit in which the internship is to be served. The supervisor will approve or disapprove the acceptance of the intern applicant.

4. Intern applicants may be required to complete a polygraph examination and background investigation to be accepted into the program.
5. There are no guarantees that everyone who applies will be approved for an internship with the BOR-USO Safety & Security office.

Applicants selected for internships may intern at one of University System of Georgia

List all employment and United States military service for the past five years. Begin with the most recent employment. Be specific on job duties.

Employer: _____

Address: _____

Beginning Date of Employment: _____ Ending Date of Employment: _____

Supervisor: _____ Telephone Number: _____

Employer: _____

Address: _____

Beginning Date of Employment: _____ Ending Date of Employment: _____

Supervisor: _____ Telephone Number: _____

Employer: _____

Address: _____

BOR-USO Safety & Security
AWARENESS STATEMENT

Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1-02

**AGREEMENT
GUIDELINES FOR INTERNS**

While an intern BOR-USO Safety & Security Intern Program, I, _____, a student at _____, will adhere to the following guidelines:

1. I will not divulge or discuss with anyone other than appropriate Safety & Security personnel any information to which I might be exposed to through my internship with the BOR. This includes any intelligence information, arrest or criminal history information, forensic laboratory results, operational information of the work unit to which I am assigned, or information concerning other BOR operations. I understand that failure to follow the guidelines can lead to dismissal from the Safety & Security internship program and criminal prosecution.

Deadline for Submission for Internship Applications

Spring Semester September 15

Summer Semester February 15

Fall Semester May 15

What semester would you like to do your internship? _____

What location(s) will you consider?

BOR-USO Safety & Security

I am a student at _____ working toward a degree in criminal justice or related field, and I desire to enter a program of practical work with the Board of Regents, Safety & Security office. I understand the sole purpose of said program is to expose me to the daily operations of the Board of Regents Safety & Security office, thereby furthering my education.

As a condition of my participation in this program, I now execute this agreement and make the following acknowledgments:

I acknowledge that my participation in this program is completely voluntary and that I will not be entitled to remuneration or pay of any type for said participation. I further acknowledge that my participation in this program does not give rise to an employee-employer relationship entitling me to coverage under the Workmen's Compensation Act, Georgia Laws 1920, p. 167 (O.C.G.A. § 34-9-1 et seq.)

I acknowledge and agree that the State of Georgia, the Board of Regents of the University System of Georgia

Board of Regents, Safety & Security Internship Questionnaire

DATE: _____ APPRENTICESHIP INTERNSHIP

NAME: _____
 Last First Middle

DATE OF BIRTH: _____
 Month Day Year

SOCIAL SECURITY NUMBER: _____

SEX: _____ WEIGHT: _____

RACE: _____ HEIGHT: _____

HOME ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____

SCHOOL/COLLEGE/UNIVERSITY: _____

Have you ever been arrested, been the subject of a criminal complaint, indictment or been required to appear as a suspect or defendant in any criminal proceeding, before any prosecuting officer or investigative agency?

Yes No

Have you ever been convicted, pleaded guilty or pleaded nolo contendere to a misdemeanor or felony crime?

Yes No

Were you ever arrested as a juvenile?

Yes No

Have you ever been:

Sentenced to incarceration?

Yes No

Placed in a police lineup?

Yes No

Placed on probation?

Yes No

Placed on parole?

Yes No

Placed in a holding cell?

Yes No

Placed in a military stockade?

Yes No

Placed in a disciplinary school?

Yes No

Questioned by the police as a suspect of a crime?

Yes No

Have you, or any company in which you are or were a principal, ever been the subject of an investigation or litigation that was conducted by a federal, state or local agency?

Yes No

If you answered "yes" to any of the above questions, an explanation is required:

False Imprisonment

Escape



If you have a driver's license, provide the following:

Hash Oil				
Darvon				

How many times have you been in the possession of marijuana or other illegal drugs? _____

When was the last time (month/year) you were in possession of marijuana or other illegal drugs? _____

Describe circumstances of marijuana use or other illegal drug use: _____

What is the most marijuana or other illegal drugs you have purchased at one time? _____

How much did you pay for it? _____

What is the most marijuana or other illegal drugs that has been given to you? _____

What is the most marijuana or other illegal drugs you have ever given away? _____

Have you ever sold any substance which you purported or claimed to be an illegal drug?

Yes No

If you answered "yes" to any of the above questions, an explanation is required:

When is the last time that someone used illegal drugs or marijuana in your presence?

Describe the circumstances:



Do you have gambling debts?

Yes No

If yes, an explanation is required:

What is the most money you have ever illegally bet at one time?



If you were ever employed by a criminal justice or law enforcement agency, answer the following qu3 (o) - (r re f 051 (u 1 (q) -3

- Have you ever illegally destroyed a case file, computer record or official report? Yes No
- Have you ever illegally retained seized weapons or property? Yes No
- Have you ever intentionally falsified a case file, computer record or official report? Yes No
- Have you ever “planted” evidence? Yes No
- Were you ever suspended from your job? Yes No
- Have you ever “tipped-off” a friend, acquaintance or relative about an active investigation involving them? Yes No
- Did you ever “cover up” a criminal offense for a friend or relative? Yes No

Safety & Security Apprenticeship/Internship

**BOR-USO, SAFETY & SECURITY
APPRENTICESHIP / INTERNSHIP PROGRAM**