



Sheriff Michael L. Chapman

## LOUDOUN COUNTY SHERIFF'S OFFICE

P.O. Box 7200, Leesburg, Virginia 20177-7200  
803 Sycolin Road SE, Leesburg, Virginia 20175  
Telephone 703-777-0407

Dear Internship Applicant,

Thank you for your interest in the Loudoun County Sheriff's Office Intern Program. Please note that applicants must be at least 18 years of age and students at a recognized and accredited college or university. Our interns are not paid.

The LCSO Intern Program is run by Sergeant Randy Stackpole. He is the contact person for the college/university, intern, and Sheriff's Office supervisors working with the intern. Sgt. Stackpole can be reached at (703) 737-8171.

To request an internship, LCSO requires a letter from the college or university, on school letterhead, indicating the following:

- Placement in the internship is part of a bonafide course of study and that the student will receive a grade at the end of the course
- The purpose and objectives of the course
- Requirements of the program
- The beginning and ending dates of the internship
- The amount of time or number of hours per week participation is expected
- The name of the instructor/counselor responsible for the course and a daytime telephone number where the instructor may be reached.

The letter should be mailed to:

Loudoun County Sheriff's Office  
PO Box 7200  
Leesburg, VA 20177  
ATTN: Sgt. Stackpole

Once the letter is received from your college or university, a Loudoun County Sheriff's Office Application for Intern Program form will be mailed or emailed to you and the background investigation will begin. The background investigation is conducted by the LCSO Employment Services Section.

LCSO coordinates with you to form the scope of the internship. It's important for you to know what you want to accomplish with this internship so that we can assign you to the divisions that will best suit your goals.

Best Regards



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## SCHEDULE FOR THE INTERNSHIP

\*MAY BE MODIFIED TO MEET THE NEEDS OF THE STUDENTS COLLEGE/UNIVERSITIES  
REQUIREMENTS

### 4 INTERNS PER TERM

#### *Week 1- Station Specific*

|                       |
|-----------------------|
| Day 1- Ride-A-Long    |
| Day 2- Crime Analysis |
| Day 3- Property Crime |

#### *Weeks 2-10 Unit Specific (2 weeks per Unit)*

|                                 |
|---------------------------------|
| Adult Detention Center          |
| Court                           |
| Criminal Investigation Division |
| Crime Scene Unit                |
| Operational Support Division    |

#### *Week 10*

*All Interns*

|  |
|--|
| Day 1- Emergency Communication Center  |
| Day 2- Property and Evidence & Records |
| Day 3- Employment Services Section     |

#### *Week 11- Station Specific*

|                                  |
|----------------------------------|
| Day 1- Ride-A-Long               |
| Day 2- Property Crimes Detective |
| Day 3- Ride-A-Long               |

**Intern Application deadlines:  
July 1 for Fall Semester  
Nov 1 for Spring Semester  
March 1 for Summer Semester**