



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 LaTriviette Young. She is the contact person for the college/university, intern, and Sheriff's Office supervisors working with the intern. Sgt. Young 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. Young

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**