



POLICE
P.O. Box 8784
Williamsburg, VA 23187-8784
4600 Opportunity Way, 23188
P: 757-253-1800
jamestownva.gov

Internship Process

James City County Police Department participates in an internship program with local colleges and universities. Typically, internships are offered to students seeking credit and requiring not more than 150 hours unless special circumstances arise. If you are interested in an internship with the Department, you must complete the following steps:

Application

You must complete a James City County Police Department [Internship Application](#). The application is available [online](#). Applications should be mailed to the address below, dropped off at the Law Enforcement Center (4600 Opportunity Way), Monday through Friday between 8 a.m. and 4:30 p.m., or email: tayleb.brooks@jamestownva.gov

James City County Police Department
Attn: Internships
PO Box 8784
Williamsburg, VA 23187

School Information

Internships will only be granted to students enrolled in an internship class for credit. You must provide a letter from the internship coordinator, a copy of the course catalog description, or an internship agreement from the school that explains the program, how many hours will be required, and the expectations of interns.

Recommendation

Your application must include two letters of recommendation from a teacher or professor, an academic advisor or sponsor, and/or a current or former employer. The letters of recommendation must be from references other than those who provide the School Letter above.

Pre-employment Criminal History Record Check

Your application should also include a completed [Authorization for Pre-employment Criminal History Record Check](#). This form must be notarized. Notary services are available at the Police Department if needed. Criminal history, driving record, employment history, and references will be checked and considered.

Note: Your application will not be reviewed until all the requested items are received.



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Post-Review

- Interview**
If selected to continue, you will be invited to come in for an interview. During this interview, you will be asked about your goals and expectations of the internship.
- Acceptance**
You will be notified by telephone or mail of your acceptance or non-acceptance into the program. If accepted, a date will be set up for the initial orientation.
- Orientation**
You will meet with your onsite supervisor at the orientation and set up a work and task schedule.
- Internship Agreement**
You will be required to sign an agreement of understanding.

For more information about internships, please contact Tayleb Brooks at 757-592-5618 or tayleb.brooks@jamescitycountyva.gov