



**Shaun Golden
Sheriff**

MONMOUTH COUNTY SHERIFF'S OFFICE

**2500 Kozloski Road
Freehold, New Jersey 07728**
Phone: 732-431-6400 Fax: 732-294-5965

www.mcsonj.org

Executive Undersheriff
Theodore F. Freeman, Jr.
1 Waterworks Road
Freehold, NJ 07728
732-431-7860 ex 1110

Special Operations
Robert J. Dawson, Jr.
Undersheriff
2500 Kozloski Road
Freehold, NJ 07728
732-431-6400 ex 1610

Law Enforcement Division
Darryl G. Breckenridge, Sr.
Undersheriff
2500 Kozloski Road
Freehold, NJ 07728
732-431-6400 ex 1785

Communications Division
Philip E. Meehan
Undersheriff
2500 Kozloski Road
Freehold, NJ 07728
732-431-6400 ex 1719

Corrections Division
Victor Iannello
Warden
1 Waterworks Road
Freehold, NJ 07728
732-431-7860 ex 1217

**Office of Emergency
Management**
Scott R. Nielsen
Coordinator
2500 Kozloski Road
Freehold, NJ 07728
732-431-7400 ex 1801

**Monmouth County Police
Academy**
Terence P. Mahon
Director
2000 Kozloski Road
Freehold, NJ 07728
732-577-8710 ex 1723

**Monmouth County Fire
Marshal's Office**
Craig J. Flannigan Sr.
Director of Fire Services
Fire Marshal
1027 State Route 33
Freehold, NJ 07728
732-683-8856

Dear Applicant,

Thank you for your interest in the Monmouth County Sheriff's Office internship program. This packet contains the required documentation to be submitted for consideration for an internship with the Monmouth County Sheriff's Office. Be sure to observe submittal deadlines on the homepage. Any applications submitted after deadlines will not be considered.

The documentation should be complete, and originals returned via regular mail to:

Selina Mishkin
HR Administrator
2500 Kozloski Rd.
Freehold, NJ 07728

Instructions for completion of the documentation are as follows:

- ☐ Complete the highlighted areas in the fillable PDF's.
 - ☐ Print out all forms
 - ☐ Have signatures notarized on the application and confidentiality statement
 - ☐ Have your schools' representative sign the "student internship agreement"
 - ☐ Make a copy of valid driver's license and social security card (front and back).
 - ☐ Submit 2 letters of recommendation from faculty members.
 - ☐ An updated copy of your resume with cover letter describing the area of interest and anticipated start date of the internship.
- Eligibility/Requirements:
- ☐ Currently enrolled in an accredited academic institution (Those enrolled in Monmouth County Post Secondary Educational Institutions will be given priority)
 - ☐ Academic Institution must enter into agreement with MCSO.
 - ☐ Major in Criminal Justice or related field
 - ☐ Have a minimum GPA of 3.2
 - ☐ In junior or senior year of their respective degree program
 - ☐ No criminal history

For questions or requests for additional information e-mail: smishkin@mcsonj.org

Selina Mishkin
HR Administrator
Monmouth County Sheriff's Office

Student Contact Information

Full Name: _____

Home Address: _____

Cell phone: _____

Home number: _____

Email: _____

Name of University: _____

Semester (Spring, Summer, Fall) _____

Hours Required
For Credit: _____

STUDENT INTERNSHIP/EXPERIENTIAL EDUCATIONAL AGREEMENT
MONMOUTH COUNTY AND THE MONMOUTH COUNTY SHERIFF

This student internship/experiential educational agreement ("Agreement") is entered into on this ____ day of _____, 202_, and is by and between _____ ("School"), with its principal offices located at _____, and both the County of Monmouth, with its principal offices located at the Hall of Records, 1 East Main Street, Freehold, NJ 07728 and the Monmouth County Sheriff's Office ("Sheriff"), with its principal offices located at 2500 Kozloski Road, Freehold, NJ 07728. The County of Monmouth and Monmouth County Sheriff's Office shall collectively be referred in this Agreement as the "County."

The School and the County hereby agree as follows:

- 1. PURPOSE OF AGREEMENT.** This Agreement is intended to set forth the terms and conditions under which students of the School, upon acceptance by the County, will serve as interns with the County, to obtain valuable real-world experience in the various functions and operations of the Sheriff. Internship assignments may be in the Sheriff's various Divisions, including Communications, Law Enforcement, Corrections, Emergency Management and the Police Academy, as determined by the Sheriff in its discretion or as may be agreed-upon by the parties. This Agreement may be utilized for other forms of experiential educational programs, even if not specifically described as an "internship."
- 2. TERM OF AGREEMENT.** This Agreement shall become effective upon the signature of all parties and shall remain in effect for a period of one (1) year (365 or 366 days) with the option to renew for additional one (1) year periods upon written consent by the parties. Unless a party has a reasonable basis for an earlier effective date for cancellation, ninety (90) days advance written notice shall be given of any cancellation. Students participating in an internship on the date a notice of cancellation is received by the other party shall be allowed to complete the internship even if the Agreement is canceled, unless otherwise agreed to by the parties in writing, or the student is removed from participation in accordance with paragraph 6B, below.
- 3. TERM OF INDIVIDUAL INTERNSHIPS.** Each individual internship authorized by this Agreement shall be for such duration, dates and times as mutually scheduled in writing between the parties, subject, however, to the cancellation rights described in Section 2, above.
- 4. THE COUNTY'S RESPONSIBILITIES.** In addition to any other obligations established by this Agreement, the County will:
 - A. Perform background checks on all students prior to their acceptance into the program as interns.
 - B. Cooperate with the School to plan and provide a beneficial educational experience for each participating student intern.

5. THE SCHOOL'S RESPONSIBILITIES. In addition to any other obligations established by this Agreement, the School will:

- A. Submit to the County a completed Application, Acknowledgement and Release signed by each participating student intern and, if the student is a minor, that student's parent or legal guardian. The form of the Application, Acknowledgement and Release is attached hereto as Exhibit A.
- B. Cooperate with the County to plan and provide a valuable experience for each participating student intern.

6. THE COUNTY'S AUTHORITY.

- A. Students whose background check results are determined to be unsatisfactory, in the County's sole judgement, may be denied acceptance into the internship program.
- B. At the County's sole discretion, participating students may be removed prior to completing their respective internships due to security and/or other bona fide reasons. Such reasons shall be communicated to the School in writing.
- C. The County shall maintain complete operational authority over the County's facilities and operations, including supervisory authority over the activities of the participating student interns.

7. NO COMPENSATION. As the student internships contemplated by this Agreement are for educational purposes, student interns shall not receive any compensation from the County for any work performed during the course of the internship. Accordingly, there shall be no employer-employee relationship established between the County and any student intern. Except for tuition and/or fees paid by a student intern to the School, there shall be no compensation paid by any party to another party in connection with this Agreement or any student internship authorized by this Agreement.

8. INDEMNIFICATION. The School will indemnify and hold harmless the County of Monmouth and the Monmouth County Sheriff's Office, along with their respective elected and appointed officials, officers, employees and agents, from and against any and all claims, including costs and reasonable attorney's fees, that arise out of this Agreement, including, but not limited to, claims brought by the School's officers, faculty, employees, students and/or agents against the County of Monmouth and/or the Monmouth County Sheriff's Office. This indemnification provision is intended to be construed to the broadest extent possible under law, except that it shall not apply in the sole instance of the County's willful misconduct, or that of the County's elected and appointed officials, officers, employees and/or agents.

9. INSURANCE. The School shall provide the County with sufficient proof of insurance, in a form to be determined by the County, in the following categories and amounts:

- A. General Liability Insurance covering the School, its employees and students in the minimum amount of \$1,000,000 per occurrence and \$3,000,000 in the aggregate, with the County of Monmouth and the Monmouth County Sheriff's Office to be specifically named as additional insureds.
- B. Workers Compensation and Employers Liability insurance covering the School's employees, in an amount and form to be determined by the County.
- C. Comprehensive health insurance coverage for each participating student intern.

All insurance policies required by this Section shall be maintained in full force and effect during the course of any student internship authorized by this Agreement. The School shall provide notice of any change in the carrier(s) providing the required insurance coverages during the term of this Agreement to the County as soon as practicable following such change.

- 10. **MODIFICATIONS.** The terms of this Agreement shall not be modified, changed or otherwise altered without the written consent of all the parties hereto.
- 11. **BINDING EFFECT.** This Agreement shall be binding upon the parties hereto and their successors and assigns.
- 12. **NO ASSIGNMENT.** No party shall assign or transfer any interest in this Agreement without the prior written consent of all other parties, with such consent not to be unreasonably withheld.
- 13. **NO WAIVER.** The waiver or failure of a party to exercise any right under this Agreement in one or more instances shall not be deemed a waiver of that right in other instances.
- 14. **ENTIRE AGREEMENT.** This Agreement sets forth the entire understanding between the parties and fully supersedes any and all prior agreements or understandings between them pertaining to the subject matter thereof, if any.
- 15. **GOVERNING LAW AND FORUM.** The parties agree that the laws of the State of New Jersey shall govern this Agreement, and the parties will submit to the jurisdiction of the state and/or federal courts located within the State of New Jersey for the resolution of any dispute that may arise hereunder.
- 16. **CONTACT PERSONS.** Unless and until changed by a notice from one party to all other parties, the following persons shall serve as the contact persons for the parties:

For the School:

For the County:

Selina Mishkin

HR Administrator, Monmouth County Sheriff's Office

732-431-6400 x1185

SMishkin@mcsnj.org

17. REPRESENTATIONS. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

18. COUNTERPARTS AND FACSIMILE/SCANNED SIGNATURES. This Agreement may be signed in counterparts with the same effect as if the signatures to each counterpart were upon a single instrument, and all such counterparts together shall be deemed an original of this Agreement. For purposes of this Agreement, a facsimile or electronically scanned copy of a party's signature shall be sufficient to bind such party.

IN WITNESS WHEREOF, each of the parties hereto has caused this Agreement to be executed by its fully authorized representative this _____ day of _____, 202_.

FOR THE SCHOOL:

Title:

FOR THE MONMOUTH COUNTY SHERIFF:

Shaun Golden, Sheriff

FOR MONMOUTH COUNTY BOARD OF COUNTY COMMISSIONERS:

Thomas A. Arnone, Director

Teri O'Connor, County Administrator

STUDENT INTERNSHIP PROGRAM

APPLICATION, ACKNOWLEDGEMENT AND RELEASE

1. I hereby apply to become an unpaid student intern with the Monmouth County SHERIFF's Office (the "SHERIFF"), as a student at _____.
2. My full name, date of birth and Social Security Number, which may be used by the SHERIFF to perform a background check on me, are as follows:

FULL NAME: _____

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____

3. There are certain risks in the activities of a student intern with the SHERIFF, especially with regard to the law enforcement and corrections functions of the SHERIFF. I am willing to bear those risks in return for my admission as a student intern. Therefore, **I release the County of Monmouth (the "County") and the SHERIFF, and their respective officers, agents and employees from any liability for bodily injury or other damages arising out of the internship, unless the injury or damages are caused by the willful misconduct or gross negligence of the County or the SHERIFF.**

4. I may learn information during the internship program which must remain confidential. I agree not to disclose any such confidential information at any time during or following the completion of the program, without the expressed written consent of the County and the SHERIFF.

5. I will abide by the SHERIFF's rules and regulations during my time as a student intern. My internship may be cancelled immediately if I violate any such rules and regulations.

6. I acknowledge that no employment relationship exists between me and the County or the SHERIFF due to my participation in this internship program.

7. If I am a minor, my parent or legal guardian signs on my behalf.

Date: _____

X _____

Student Signature

Date: _____

X _____

Parent/Legal Guardian

Notary Public



**Shaun Golden
Sheriff**

MONMOUTH COUNTY SHERIFF'S OFFICE

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Confidentiality Statement

I, _____ understand and agree that as an intern assigned to the Monmouth County Sheriff's Office, I will be exposed to information that may be confidential in nature.

I understand that under no circumstances will I divulge information relating to official police business to include reports, verbal information, correspondence, or any other information originating from or through this agency.

I further understand that if it is determined that I violated this confidentiality statement it shall result in my immediate dismissal from the program.

Signature of Candidate

Printed Name

Witness

Date

Parent or Guardian (if applicant is a minor)

Notary Public

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