Chicago Division College Student Internship Program

Position Description

The United States Postal Inspection Service sponsors a College Student Internship Program (CSIP), which offers college students an opportunity to gain meaningful work experience while earning college credits. The purpose of the CSIP is to provide hands-on experiences in a law enforcement environment for students pursuing numerous fields of study.

As an intern with the United States Postal Inspection Service, a student intern will actively contribute as members of the Division team and collaborate with general analysts, inspectors, team leaders and others to successfully complete work necessary to support active investigations. A student intern will not be paid, will not represent themselves as a law enforcement officer, and will not perform law enforcement functions. A student intern will work between 30-40 hours a week.

A student intern will undertake assignments, which cover many functional areas such as: mail theft, identity theft, mail fraud, narcotics, assaults, threats and revenue fraud.

A student intern may conduct, observe or participate in:

- Criminal records review and analysis
- Crime trend analysis
- Case/report reviews
- Express mail and money order profiling
- Record analysis and spreadsheet entries
- Review of surveillance video and notes
- Conduct surveillance with Inspectors
- Report writing
- Interviews of victims and/or suspects
- Court proceedings
- Meetings with State and Federal Prosecutors
- Meetings with other Law Enforcement Agencies and investigators
- Officer Survival, defensive tactics, firearms and other trainings
- Interact with customers

Successful completion of the internship will be based upon satisfactory completion of duties assigned to the student. Additionally, the student intern is expected to fulfill their required amount of work hours to satisfy course criteria. The student intern will act in a professional manner while employed with the Inspection Service.
inappropriate conduct displayed by the student intern, while employed with the Inspection Service, will not be tolerated and may be cause for dismissal.

The Inspection Service will review the work product prepared by the student intern and provide feedback to the school and student intern on their performance.

The Inspection Service is one of the oldest and most respected federal law enforcement agencies. Providing internship opportunities to college students is part of our agency’s mission and we are committed to providing a unique and challenging educational experience.

For the CSIP 2016 application packet, please contact Internship & Prior Learning Services:

Laura Bandy, Internship Coordinator
lbandy@uis.edu
206-8526

Rachel Price
rpric2@uis.edu
206-6695