NYPD Video Production Unit

The NYC Police Department training Bureau Unit/Video Production Unit Located in the Police Academy, NYC, has a vacancy for one graduate intern. The job description is as follows:

Continue to inventory a collection of 16mm films for upcoming grant. Includes writing short descriptions of each film and labeling each reel for storage and retrieval. Continue work on VPU 16mm film database; research appropriate professional archival software to meet the needs of VPU; assist with video tape and DVD archives.

Please note that this internship application period is lengthy (approx. two months) because of background checks, etc. (see attached procedures description and application). It offers excellent experience and the last Palmer intern was eventually hired by the Department. For a copy of the application, please contact alice.flynn@liu.edu. Please see procedures below:

NYPD PARTNERS IN EDUCATION

INTERNSHIP PROGRAM PROCEDURES

The NYPD Partners in Education Internship Program has recently been transferred from the Community Affairs Bureau to the Personnel Bureau. The internship program has been revised to ensure a satisfactory level of safety and security within the Police Department. We suggest that the application process should begin at least two months prior to commencement of the internship course. Coordinators and students are advised to begin the process by completing the application and faxing it along with a resume to 646 610-8038 (see b.). The revised guidelines are as follows:

a) Internship college coordinators will receive via email, a listing of available intern position descriptions for students to review and select from. Students should be advised to pick at least one Patrol, Housing, or Transit command except for those students with majors outside of criminal justice/law.

b) The email will also contain an Internship Application form to be completed and returned with resume via email or fax (646-610-8038) to the Administration Unit.

c) The Administration Unit will forward the applicants’ resumes to their chosen commands for review and selection.

d) Internship applicants will be scheduled to appear at the Applicant Processing Division where all incoming applicants will receive a modified background investigation including a fingerprint check. Following clearance by the Applicant Processing Division the applicants will then report to the Administration Unit at 1 Police Plaza, Room 1014 for a briefing on the Internship Program requirements complete additional paperwork essential to becoming an intern. Additional assistance may be provided in selecting a suitable placement.

e) The Applicant Processing Division requires interns to bring the below listed documents, in addition to completing and notarizing an APD 5A booklet in order to pre-qualify for an internship APD appointment.
f) Black Ink Pen

g) Original Birth Certificate

h) Marriage License (if applicable)

i) Divorce Decree (if applicable)

j) Address of Current College

k) Original High School Diploma/GED

l) Student copy of Current college transcript

m) Social Security Card

n) Original Disposition with seal for all arrest(s) and Criminal Court Summons(s)

o) Selective Service Card

p) Two (2) Bust type Photos 1 ½ x 2 minimum 4x3 maximum

q) Driver’s License (if applicable)