



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 Intern 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 must be enrolled in a recognized and accredited college or university. Our interns are not paid.

To request an internship, LCSO requires a letter from the college or university, on school letterhead, that indicates the following:

- Name, phone number, and e-mail address of the student applying for the internship
- Confirmation that placement in the internship program is part of a course of study and that the student will receive course credit for their participation in the program.
- The purpose and objectives of the course
- Expectations of the college/university for the agency
- Beginning and end dates of the class for which credit will be applied
- The number of hours the student will need for successful completion of the course
- The name and contact information of the instructor/counselor responsible for the course

The letter should be mailed to:

Loudoun County Sheriff's Office

PO Box 7200

Leesburg, VA. 20177

ATTN: Employment Services

Once the letter is received from your college/university, a Loudoun County Sheriff's Office Personal History Statement will be e-mailed and the background investigation will begin. The background investigation is conducted by the Loudoun County Sheriff's Office Employment Services Section.

Application for an internship with the Sheriff's Office does not guarantee participation in the program. For questions regarding the internship program please call (703) 771-LCSO (5276).

### **Internship application deadlines:**

July 1<sup>st</sup> for Fall Semester

November 1<sup>st</sup> for Spring Semester

March 1<sup>st</sup> for Summer Semester