

Weekly Activity Report (Log)
Western Illinois University
School of Law Enforcement and Justice Administration

Intern Name
Address
City, State Zip
Phone Number

Week Number 1: May 00, 201X through May 00, 201X (40 hours)

For the first week of my internship, I participated in a tour of the department and was introduced to various personnel. Following a detailed orientation to the department's internship program, I received my special project assignment and then began to experience the communications division.

The second day of internship involved my assignment to the patrol division. Most of the day was spent on traffic enforcement. Officer Jones showed me the proper way to issue a citation for an expired registration and speeding. I also had the opportunity to observe the investigation of two traffic accidents, a car/van fire, and an overturned tractor-trailer.

Wednesday, I observed follow-up investigations, including theft of gasoline, a reported stolen car, criminal damage to vehicle, and a complaint concerning obscene telephone calls. We also attempted to arrest three people on outstanding warrants; however, we were unable to locate the suspects.

Thursday, I attended a course on *First Responder Training and Certification* sponsored by the *Mobile Training Unit*.

On the last day of the week, I was assigned to the patrol unit responsible for the northeast section of the county. The morning was spent attempting to serve arrest warrants and investigating a car fire. Later in the day we helped search for two missing juveniles. I am happy to report that they were located and returned to their parents.

In summary, the week was spent becoming familiar with the area and the department. Since all of our reports were minor in nature, the officers could conduct follow-up investigations themselves. This provided the opportunity to observe the handling of a case from notification to conclusion or referral. I look forward to continuing my relationship with the members of the West County Sheriff's Office.

Agency Signature: _____ Date: _____

Student Signature: _____ Date: _____

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Week of August 00 through August 00, 20XX (40 hours):

Monday, August

was definitely the sign of a solid team. By the time this all ended it was time to head back to the station and call it a night.

Friday, January 00, 201X – My last day with Detective Adams can definitely be described as fast and furious. Our day began with the transport of a small time drug dealer. I was again able to see how the intake process works. After dropping the subject off, I watched Officers Edwards and Jones fill out the necessary paperwork, which included the initial processing of evidence. You may notice that I mention Officer Jones again. As it turns out, patrol officers often have the option to assist other units. This fact really impressed me and I think it is great that within the police department the Chief is more concerned with giving his officers the resources needed to complete a task and not just with keeping them in their ranks. After a short break, we went out to Jack’s Gentlemen’s Club. Apparently the owner has had some problems with rival gangs tagging the building. We spoke briefly to the owner, and as we were ready to leave a van pulled up smelling strongly of cannabis. The officers stopped the van and after a search, put one of the passengers in custody for the possession of a controlled substance. Just as things were slowing down, a highly intoxicated pair of individuals pulled into the parking lot and backed into another car. During the initial contact, one of the passengers tried to run and the other attacked Officer Jones. The struggle was short, but during the struggle, Officer Jones injured his elbow. After returning to the station, Officer Jones decided to go to the hospital to have his injuries looked at. This unfortunately cut my day short, but after all the initial excitement; I was more than ready to head home.

Summary Statement: I found my first week to be very exciting and educational. I was exposed to new things and realized the importance of working together as a team and sharing responsibilities. I am looking forward to next week’s assignment with the personnel on the 3-11 p.m. shift.

Agency Signature: _____ Date: _____

Student Signature: _____ Date: _____

To: Agency Coordinator's Name/Title
Agency Name
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From: Intern Name
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To: Ken Durkin, Internship Coordinator