

# CITY OF GILROY IS HIRING

## POLICE ADMINISTRATION COLLEGE SUMMER INTERNSHIP

**Gilroy Police Department**

**20 – 25 hours per week**

**\$16.90 – \$18.84 per hour**

*This is an on-site position that actively supports department operations.*

***The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, inclusion, and belonging. Join our team!***

### ABOUT THE POSITION

The Gilroy Police Department is seeking a motivated and community-minded undergraduate Police Administration Intern interested in gaining hands-on experience in a dynamic law enforcement environment. This internship offers the opportunity to work alongside sworn officers and professional staff while supporting public safety initiatives that benefit the Gilroy community.

The intern will assist multiple divisions within the department by providing clerical and administrative support related to crime analysis, youth task force and gang prevention initiatives, public safety communications, and community outreach programs. Responsibilities may also include assisting with special projects, handling confidential information, and supporting efforts that enhance departmental operations.

The intern will also participate in community outreach efforts and local events, helping strengthen connections between the department and the community.

The Police Administration Intern will work under the guidance of a Management Analyst, gaining valuable mentorship and professional experience while supporting the needs of various units within the department. This internship provides meaningful development for students interested in law enforcement, criminal justice, public administration, or public service careers.

### ABOUT THE TEAM

The Gilroy Police Department is a progressive, forward-thinking organization that values professional growth and strives to utilize the talents of our employees to their fullest potential. Guided by our core values—respect, integrity, compassion, teamwork, innovation, and accountability—we are committed to enhancing police services, strengthening community relationships, and building meaningful partnerships. Through these efforts, we work to meet the evolving needs of the community we are proud and dedicated to serve.

### VOLUNTEER WORK SCHEDULE

Internships can start as early as May 26, 2026, and end as late as September 30, 2026. This paid internship is offered at 20 – 25 hours per week with flexible scheduling. Interns may request a schedule of their choice during standard work hours as described below.

The official start and end date of the internship will be determined at the time of hire. Work hours are generally Monday – Friday between 8:00am – 5:00pm.



### APPLICATION DEADLINE

April 15, 2026

### ORAL INTERVIEWS

May 14, 2026

### FINALIST INTERVIEWS

TBD

The examination process/schedule above may be changed as needed by the City.

Candidates will receive communication by email regarding the recruitment process which includes, but is not limited to, application status, test dates and interview scheduling.

Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

### SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING ITEMS:

- Responses to supplemental questions are required
- A Resume is required
- A Cover Letter explaining interest in this position with City of Gilroy is required
- College Transcripts (Unofficial) are required

*Applications that do not include all required items are incomplete and will not be considered.*

Apply at

[www.CityOfGilroy.org/jobs](http://www.CityOfGilroy.org/jobs)



## EXAMPLES OF DUTIES

- Assisting police officers and other professional staff with a variety of administrative and operational tasks within Police Department.
- Communicate and interact professionally with the community.
- Support the planning and coordination of community events and outreach activities.
- Develop and maintain Excel spreadsheets to support department permitting programs and related administrative processes.
- Assist with additional Police Department projects, initiatives, and community events as assigned.

## THE IDEAL CANDIDATE WILL:

- Demonstrate a genuine interest in pursuing a future career in the law enforcement profession.
- Possess strong written and verbal communication skills.
- Have basic knowledge of computers and modern office procedures such as copying and scanning. Proficiency in Microsoft Office applications such as Word, Excel, and Outlook are desirable.
- Understand and uphold the importance of maintaining confidentiality within the police department.
- Demonstrate quality interpersonal and communications skills to collaborate across various PD divisions and provide excellent customer service.
- Have experience participating in community forums and supporting community outreach initiatives.
- Be able to effectively multitask, follow direction, and demonstrate initiative when completing assigned projects.
- Be a Junior or Senior with a GPA of 3.0 or higher.
- Be bilingual (English/Spanish) – desired, but not required.

## QUALIFICATIONS

- College majors in Administration of Justice, Criminology, Public Administration, or a related area of study may apply for this internship and should be one of the following:
  - A current college student in a Bachelor's program.
  - A college graduate who obtained a Bachelor's degree within the last year.
- Must pass a background check, including a Department of Justice criminal record check for employment.
- Prefer non-tobacco user.

**"PROVIDING EXCELLENT PUBLIC SAFETY SERVICES IN PARTNERSHIP WITH THE COMMUNITY." – GILROY POLICE DEPARTMENT**



## CITY APPLICATION FORM

Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of NEOGOV application as incomplete applications will not be accepted.

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass an employment background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen (includes testing for psychoactive marijuana metabolites), given at the City's expense prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away (408) 846-0228.

## IMPORTANT INFORMATION

Prior to appointment and given City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and applicable medical evaluation and drug screen (includes testing for psychoactive marijuana metabolites).

If any special accommodations are necessary at any stage of the selection process, please contact Human Resources.



## APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following items with your electronic NEOGOV application:

- Completed applications with responses to supplemental questions (required)
- Cover letter that explains your specific interest in this position with the City of Gilroy (required)
- Detailed resume focusing on relevant work experience and education (required)
- College Transcripts (unofficial) (required)

**City Application Form** – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

### Apply Online:

Go to [www.CityOfGilroy.org/jobs](http://www.CityOfGilroy.org/jobs). You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

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*Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.*

**THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY.**

