



## UNITED STATES POSTAL INSPECTION SERVICE

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### DENVER DIVISION

Fiscal Year 2024

Dear prospective intern,

The United States Postal Inspection Service (USPIS) sponsors an unpaid College Student Internship Program (CSIP), which offers college students, as well as post-graduate students, an opportunity to gain meaningful law enforcement learning experience while earning college credits. College student internship opportunities are offered in partnership with accredited colleges and universities which support internships as part of their degree programs.

The program is offered nationwide and provides students with hands-on learning experiences in a law enforcement environment. Although USPIS is a federal law enforcement agency, there may exist a need for individuals with expertise across various academic fields which support our day-to-day operations including but not limited to information technology, finance, forensic science, legal, analytics, and cybercrimes.

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

An intern may conduct, participate in, or observe:

#### **CONDUCT/PARTICIPATE**

- Interact with customers
- Review of surveillance and notes
- Crime trend analysis
- Writing for press releases/social media
- Assist with public record searches and analyze financial data
- Record analysis & spreadsheet entries
- Meetings with other agencies

#### **OBSERVE**

- Interviews of victims and/or suspects
- Officer survival and defensive tactics training
- Court proceedings
- Surveillances with Inspectors
- Meetings with State or Federal Prosecutors and law enforcement officers
- National mail screening events
- Search site collection of evidence (after site has been safely secured)

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 school's required amount of work hours to satisfy course criteria. The intern will act in a professional manner while employed with the USPIS. Any inappropriate

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MINNEAPOLIS MN 55439-5001  
PHONE: 877-876-2455  
FAX: 612-884-7913  
[WWW.USPIS.GOV](http://WWW.USPIS.GOV)

conduct displayed by the student intern, while employed with the USPIS, will not be tolerated and may be cause for dismissal.

The USPIS 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.

Enclosed are a program description and application materials for the U.S. Postal Inspection Service College Student Intern Program (CSIP). The following items need to be received from you and your references by the application deadline:

Item	Instructions
Cover Letter	Describe your goals for the internship.
Current Resume	List your education, work, or volunteer experience and any special skills you may have
College Transcript	Must be mailed or emailed directly from the school.
CSIP Application (A-3)	Complete as directed
Educational Institution Agreement (A-4)	Complete with your academic advisor
Agreement and Release (A-5)	Initial after each item and sign second page
Non-Disclosure Agreement (A-6)	Complete as indicated
Agreement for Non-Salaried Internship (A-7)	Complete as indicated
Reference Recommendation Form (A-17)	<b>THREE</b> of these are required <ul style="list-style-type: none"><li>• <u>One</u> from a faculty member (e.g. advisor, instructor)</li><li>• <u>Two</u> personal recommendations from employers and/or other faculty members. The <i>reference</i> must send the form directly to the mailing or email addresses listed below.</li></ul>

Please return all items to the mailing or email addresses below.

Thank you for your interest in the internship. Please contact me if you have any questions.

Matt Hoffman  
U.S. Postal Inspector  
Internship Coordinator  
612-884-7876 (desk)  
[mjhoffman@uspis.gov](mailto:mjhoffman@uspis.gov)

## U.S. Postal Inspection Service – College Student Intern Program (CSIP)

### **FY 2024 Program Description**

Position Title:	Student Intern																					
Position Description:	The U.S. Postal Inspection Service is a federal law enforcement agency responsible for investigating crimes involving the U.S. mail, such as identity theft, fraud, and drug trafficking. Student interns assist postal inspectors in criminal investigations by aggregating and analyzing data, reviewing reports, conducting research, meeting with prosecutors and other law enforcement officers, and attending courtroom proceedings. Competitive applicants should provide evidence of flexibility, organizational skills, analytical thinking, and the ability to work in a team environment. Applicants should be proficient in Microsoft Word and Excel.																					
Supervisor:	Matt Hoffman Postal Inspector   Internship Coordinator 612-884-7876 (desk) mjhoffman@uspis.gov																					
Location:	U.S. Postal Inspection Service Twin Cities Field Office 7360 Bush Lake Road, Suite 100 Minneapolis, MN 55439-5001																					
Hours:	Minimum hours dependent upon academic requirements Minimum 192 hours (16 hours x 12 weeks) Flexible schedule within core hours (8:00 a.m. to 4:00 p.m.)																					
Eligibility Requirements:	U.S. Citizen Enrolled as a Junior, Senior, or Graduate Student																					
Academic Majors:	All majors or graduate programs are welcome to apply. Past successful interns have majored in Criminal Justice, Business, Accounting, Forensic Science, Biology, Sociology, and Pre-Law.																					
Compensation:	Unpaid / Must receive university credit																					
Special Requirements:	Must pass pre-employment drug screening Must pass background investigation																					
Application Timeline:	<table><tr><td colspan="2"><u>Spring 2024 Term</u></td></tr><tr><td><b>November 3, 2023:</b></td><td><b>Application Deadline</b></td></tr><tr><td>November 6-9, 2023:</td><td>Interviews</td></tr><tr><td>November 17, 2023:</td><td>Background packet due</td></tr><tr><td>January 15, 2024:</td><td>Start of internship</td></tr><tr><td colspan="2"><u>Summer 2024 Term</u></td></tr><tr><td><b>March 22, 2024:</b></td><td><b>Application Deadline</b></td></tr><tr><td>March 25-29, 2024:</td><td>Interviews</td></tr><tr><td>April 5, 2024:</td><td>Background packet due</td></tr><tr><td>June 3, 2024:</td><td>Start of internship</td></tr></table>		<u>Spring 2024 Term</u>		<b>November 3, 2023:</b>	<b>Application Deadline</b>	November 6-9, 2023:	Interviews	November 17, 2023:	Background packet due	January 15, 2024:	Start of internship	<u>Summer 2024 Term</u>		<b>March 22, 2024:</b>	<b>Application Deadline</b>	March 25-29, 2024:	Interviews	April 5, 2024:	Background packet due	June 3, 2024:	Start of internship
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# U.S. Postal Inspection Service

## COLLEGE STUDENT INTERNSHIP PROGRAM APPLICATION

*I would like to apply for admission to the U.S. Postal Inspection Service's College Student Internship Program.*

### STUDENT INFORMATION:

Name (Last, First, M.I.) \_\_\_\_\_

Current Address \_\_\_\_\_

Current Phone Number \_\_\_\_\_

Permanent Address \_\_\_\_\_

Permanent Phone Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

College or University \_\_\_\_\_

Major \_\_\_\_\_

GPA \_\_\_\_\_

Expected Graduation Date \_\_\_\_\_

I am applying for an internship beginning:

Fall (Yr.) \_\_\_\_\_

Spring (Yr.) \_\_\_\_\_

Summer (Yr.) \_\_\_\_\_

While completing my internship, I will be classified as a:

☐ Junior    ☐ Senior    ☐ Graduate Student

### Please attach to this application:

- ◆ A resume which should include the following:
  - a. Work History
  - b. Education
  - c. Special accomplishments (e.g., civic and academic honors) and special skills (e.g., computer skills, fluency in a foreign language, etc.)
  - d. Relevant experience (e.g., consulting/research projects)
- ◆ Letters of recommendation from three (3) sources:
  - a. One Faculty recommendation
  - b. Two personal recommendations from employer(s) and/or faculty
- ◆ Copy of current college transcript



# U.S. Postal Inspection Service

## EDUCATIONAL INSTITUTION AGREEMENT

Acting as a representative for \_\_\_\_\_,  
(Educational Institution)  
I certify that \_\_\_\_\_ is a student in good standing and  
(College Student Intern)  
the work assignment and scheduled hours are approved as appropriate for the course of study or training  
he/she is pursuing. The student will be given academic or other credit for participating in the CSIP. I  
understand that a record of the student's attendance and an evaluation of his/her performance will be  
provided to this institution when the internship is completed.

APPROVING OFFICIAL		
Approving Official (Printed Name)	Approving Official (Signature)	Date
Title	Educational Institution	

COLLEGE STUDENT INTERN		
College Student Intern (Printed Name)	College Student Intern (Signature)	Date
Social Security Number	Educational Institution	



# U.S. Postal Inspection Service

## AGREEMENT and RELEASE

THIS AGREEMENT and RELEASE is made and entered into by and between \_\_\_\_\_, an applicant for participation in the United States Postal Inspection Service's College Student Internship Program, and the United States Postal Service, an independent establishment of the Executive Branch of the Government of the United States as set forth below.

1. In consideration of being accepted into the United States Postal Inspection Service's (USPIS) College Student Internship Program (CSIP), and participating in all related Internship training and activities, I do hereby for myself, my heirs, executors, and administrators irrevocably release and forever discharge the United States Postal Service and the United States and its agencies, and their present and former officers, officials, agents, employees, contractors and suppliers, acting in their official or individual capacities, from any and all rights, claims, demands, actions, or causes of action, costs, charges, and liabilities of whatever kind, on account of my death or on account of any injury to me which may occur from any cause during my participation in the CSIP. \_\_\_\_\_
2. This Agreement and Release is intended to cover all injuries, fatal or nonfatal, and illness of every name, type, kind, or nature, and personal property damage, if any, which may be sustained or suffered from any cause whatsoever connected with or arising out of or by reason of my participation in the CSIP. I understand that unexpected dangers exist in connection with participation in the CSIP and I knowingly and voluntarily assume all risks of injury to my person and property which may be sustained in connection with participation in CSIP activities. \_\_\_\_\_
3. I understand I may ride in Agency-owned or -leased vehicles and may participate in and/or observe certain approved law enforcement activities, including activities which may bring me into contact with persons suspected of criminal activity. I further understand such participation and observation in these activities are inherently dangerous and involve the risk of personal injury or death and property damage. \_\_\_\_\_
4. I further agree I will indemnify and hold harmless the United States Postal Service, the United States and its agencies, and their present and former officers, officials, agents, employees, contractors and suppliers, acting in their official or individual capacities thereof from any and all costs, charges, claims, demands, and liabilities of any kind arising from the improper or negligent actions of the undersigned while participating in the CSIP. \_\_\_\_\_
5. This Agreement and Release shall be governed by the laws of the District of Columbia, without regard to the choice of law rules utilized in that jurisdiction, and by the laws of the United States. \_\_\_\_\_
6. This document contains the entire agreement between the Parties hereto and supersedes all previous agreements, whether written or oral, between the Parties relating to the subject matter hereof. No promises or inducements have been made, except as set forth herein, and no representation or understanding, whether written or oral, that is not expressly set forth herein shall be enforced or otherwise be given force or effect in connection herewith. \_\_\_\_\_
7. Should any provision of this Agreement and Release become invalid, illegal or unenforceable, that shall not affect the validity of any other provisions of this Agreement. \_\_\_\_\_



# U.S. Postal Inspection Service

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8. I have had the opportunity to consult an attorney before signing this Agreement and Release of All Claims and (have done so \_\_\_\_\_) (have voluntarily chosen not to consult an attorney \_\_\_\_\_).
9. I certify that my participation in the CSIP is voluntary. \_\_\_\_\_
10. I certify I have read this document in its entirety and fully understand its meaning and effect.  
\_\_\_\_\_
11. I sign this document freely and voluntarily without coercion or promise of benefit. \_\_\_\_\_

**I have read and I understand this AGREEMENT and RELEASE form.**

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College Student Intern (Printed Name)

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College Student Intern (Signature)

Date

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CSIP Division/Group Coordinator (Printed Name)

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CSIP Division/Group Coordinator (Signature)

Date

**Please provide a copy of this signed, completed AGREEMENT and RELEASE to the college student intern (keep the original for the file).**



# U.S. Postal Inspection Service

## NON-DISCLOSURE AGREEMENT

This is an agreement (the "Agreement") by and between the United States Postal Service, an independent establishment of the Executive Branch of the United States Government, (the "Postal Service") and \_\_\_\_\_ (Intern) who is participating in the United States Postal Inspection Service's College Student Internship Program (CSIP). The Postal Service and \_\_\_\_\_ (Intern) may be referred to individually as a "Party" and together as the "Parties."

### WITNESSETH

WHEREAS, the Intern desires to participate in CSIP for the purpose of furthering the Intern's education in the field of law enforcement; and

WHEREAS, the Intern, by participating in the CSIP, may acquire, view, come into the possession of, or otherwise produce information by any means or in any medium, including written, electronic and oral, from various sources, including but not limited to documents, notes, reports, electronic data, manuals, policies, analyses, studies, participation in investigations and meetings, research, and assignments, which are privileged, sensitive, or confidential, which if disclosed could adversely affect the operations of the Postal Service, the United States Postal Inspection Service (USPIS), the United States Office of Inspector General, other Federal, State and local law enforcement agencies, criminal prosecutions conducted by the United States Department of Justice, as well as State and local agencies, civil actions conducted by the United States Department of Justice, and security investigations conducted by the Postal Service and its components and other Federal agencies; and

WHEREAS, this Agreement is a requirement for the Intern's acceptance into the CSIP.

NOW, THEREFORE, in order to protect the confidentiality of the privileged, sensitive, or confidential information disclosed to or created by the Intern by any means,  
\_\_\_\_\_ (Intern) agrees as follows:

1. The Intern will at all times, including after the conclusion of the CSIP, protect the integrity and confidentiality of all privileged, sensitive, and confidential information disclosed to the Intern or created by the Intern during participation in the CSIP.
2. The Intern will not disclose any privileged, sensitive, or confidential information to any person outside of the United States Postal Inspection Service, without prior express written approval from an authorized official for the disclosure.
3. The Intern will not disclose any privileged, sensitive, or confidential information to persons inside the USPIS or USPS except as authorized by Postal Inspectors coordinating the Intern's activities.
4. The Intern will verify with \_\_\_\_\_ (CSIP Division/Group Coordinator) to determine if any information or documentation is privileged, sensitive, or confidential.
5. The Intern will deliver to the USPIS, all documents of any kind, in any format, including, but not limited to, those in hard or electronic form, given to or created by the Intern during the CSIP, unless authorized, in writing, to retain such documents by the Inspector in Charge or designee. Unauthorized retention of documents constitutes a breach of this Agreement and will be reported to the Intern's academic institution with an unsatisfactory course evaluation.





# U.S. Postal Inspection Service

6. Unauthorized disclosure during participation in the CSIP of any privileged, sensitive, or confidential information will result in the Intern's immediate dismissal from the CSIP. The Intern's academic institution will be notified of the reason for Intern's dismissal. A permanent record of the Intern's disclosure of sensitive, or confidential information will be made and reported on future background and security clearance investigations.
7. Unauthorized disclosures after completion of the CSIP will be investigated and, if substantiated, may subject the former Intern to administrative, civil, and/or criminal action.
8. This Agreement remains in effect after the Intern completes the CSIP, or is otherwise separated from the CSIP.
9. This Agreement shall be construed under and governed under the laws of the United States.
10. If any provision of this Agreement is determined to be violative of the laws of the location where it is to be performed, such provision shall be void, and the remaining provisions of this Agreement shall remain in full force and effect.
11. This Agreement expresses the entire Agreement and understanding of the Parties with respect to the subject matter hereof, and supersedes all prior oral or written agreements, commitments and understandings pertaining to the subject matter thereof. This Agreement shall not be modified or changed in any manner except in writing, and signed by both Parties.
12. Each Party represents it has caused this Agreement to be executed on its behalf as of the date written below by a representative empowered to bind that Party with respect to the undertakings and obligations contained herein. The Effective Date of this Agreement is the later of the two execution dates shown below.

In WITNESS WHEREOF, the United States Postal Inspection Service and \_\_\_\_\_ (Intern) have executed this Agreement effective as of the date in paragraph 12 above.

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College Student Intern (Printed Name)

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College Student Intern (Signature)

Date

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CSIP Division/Group Coordinator (Printed Name)

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CSIP Division/Group Coordinator (Signature)

Date



# U.S. Postal Inspection Service

## AGREEMENT FOR NON-SALARIED INTERNSHIP

(To be completed by the college student intern and USPIS manager)

The purpose of this agreement is to establish the roles, responsibilities, and guidelines for the U.S. Postal Inspection Service, the school, and the college student intern.

\_\_\_\_\_ understands:  
(College Student Intern Name)

1. That he/she **will be allowed** to use the U.S. Postal Inspection Service as a source of research and assistance in preparation for his/her schoolwork in exchange for academic or other credit.
2. That he/she **will not** be compensated by the U.S. Postal Inspection Service for any activities or work performed. All work performed is on a "voluntary basis and remains the property of the U.S. Postal Inspection Service."
3. That he/she **will not** displace or supervise U.S. Postal Inspection Service employees.
4. That this project **does not** and **will not** guarantee future employment as the result of the work performed.
5. That the school **will hold harmless** the U.S. Postal Inspection Service and its officers, agents and/or employees for claims of damage or loss incurred by a college student intern.
6. That the U.S. Postal Inspection Service **is allowing** this work to be performed at the request and the benefit of the college student intern.

## SEPARATION FROM THE INTERNSHIP

A college student intern may leave, or may be required to leave, the program for any of the following reasons:

- ♦ A change in curriculum which results in the student no longer qualifying for the internship
- ♦ Suspension, expulsion, or withdrawal from school
- ♦ Inability to physically perform the tasks expected. Reasonable accommodations will be offered where appropriate
- ♦ Violations and/or convictions for criminal activity
- ♦ Engaging in behavior which undermines the efficiency of USPIS
- ♦ A determination the intern has engaged in the unauthorized use of controlled substances. Interns should be aware there is no acceptable medical use of Schedule 1 controlled substances and any such use will be grounds for dismissal.
- ♦ Habitual use of intoxicating beverages to excess
- ♦ Intentional false statements, deception or fraud in application or information furnished in relation to the internship or any position with the local, state or federal government

\_\_\_\_\_  
College Student Intern (Printed Name)

\_\_\_\_\_  
College Student Intern (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
CSIP Division/Group Coordinator (Printed Name)

\_\_\_\_\_  
CSIP Division/Group Coordinator (Signature)

\_\_\_\_\_  
Date



# U.S. Postal Inspection Service

## COLLEGE STUDENT INTERN REFERENCE(S) RECOMMENDATION FORM

(A letter of recommendation can be submitted in lieu of this form)

Reference Source: ☐ Faculty member  
☐ Personal reference (employer(s))

Reference's Name: \_\_\_\_\_

Reference's Phone No.: \_\_\_\_\_

College Student Intern's Name: \_\_\_\_\_

Part of the application process for the U.S. Postal Inspection Service's College Student Internship Program includes providing three recommendations: one from a faculty member and two from employer(s) and/or faculty. The U.S. Postal Inspection Service would appreciate a candid reference on the above named student.

1. How long have you known this student?

- ☐ 0 - 1 year
- ☐ 2 - 5 years
- ☐ 6 - 10 years
- ☐ 10 or more years

2. In what capacity have you known the student?

- ☐ Instructor
- ☐ Employer
- ☐ Other \_\_\_\_\_

3. Please list five adjectives that best describe the candidate:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

4. How will the candidate adapt to a professional setting?

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# U.S. Postal Inspection Service

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5. Why do you believe the candidate would or would not make a successful intern?

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6. What are the candidate's strengths and weaknesses?

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7. Which one of the following best describes your recommendation for this student?

- ☐ Highest recommendation
- ☐ Recommend, with reservations
- ☐ Recommend, without reservations
- ☐ Not recommend

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Student Reference (Printed Name)

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Student Reference (Signature)

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Date

---

Title

---

Address

---

Daytime Phone Number

---

Email Address

**Thank you for completing this form.**  
**Please return the completed form to the College Student Intern to include in application packet.**