

# Weekly Activity Reports

Each week the student intern will be required to submit to the *Agency Coordinator* and then the *Internship Coordinator* a typed weekly activity report (log) summarizing his/her daily activities. This report should be a clear, concise, and accurate account of the types of activities the intern participated in and/or observed.

During the week, interns should make notes of their observations, thoughts, questions, and feelings.\* At the end of five working days, interns should type their daily observations being certain to leave out any names, situations, or activities that are confidential. The typed weekly activity report should be submitted to the agency coordinator every Monday for his/her approval and then forwarded to the university internship coordinator. It is the intern's responsibility to make sure weekly reports are forwarded to the university internship coordinator. Weekly reports may be faxed or mailed to the Internship Coordinator. Agency Coordinator's are also welcome to forward the intern's report through her/his professional e-mail address to the internship coordinator (Note: the professional e-mail address will act as a signature and release of information recorded).

Interns should always proofread their reports before submitting them to their agency coordinator for approval. Effective communication skills are mandatory if an individual is to be successful in their career pursuits. Within the criminal justice field, an individual with inadequate communication skills (oral and written) will endure many frustrations and setbacks during their career (assuming they are fortunate to obtain employment within the field). Therefore, students must work hard during their internship by identifying and correcting their inadequacies to develop into a stronger candidate for employment.

The following weekly reports represent different, but acceptable, activity report styles. The memo heading report sample is the preferred style of the internship coordinator. Interns are encouraged to be creative concerning the overall appearance of their weekly reports. However, each report must contain the following: intern's name, current address (including WIU e-mail address), phone number, agency name, agency coordinator's name, address, and phone number. Additionally, each report should be properly numbered and contain the total hours completed for the week.

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\*If you engage in note taking during your observations, it is recommended that you share your notes with the agency personnel around you and explain why you are maintaining a log, i.e., university requirement. Taking notes during the event may have an effect on what people say and how they act around you.

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

Intern Name  
Address  
City, State Zip  
Phone Number  
WIU E-mail Address

Agency Coordinator's Name/Title  
Agency Name  
Address  
City, State Zip  
Phone Number  
E-mail Address

**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: \_\_\_\_\_

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

Intern Name  
Address  
City, State Zip  
Phone Number  
WIU E-mail Address

Agency Coordinator's Name/Title  
Agency Name  
Address  
City, State Zip  
Phone Number  
E-mail Address

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

**Monday, August 00:** I was given a tour of the different divisions and facilities at KTS Security Inc. During the tour, we discussed the functions and security requirements of the various facilities. Later, I attended a briefing conducted by Kate Smith, who stressed the importance of safeguarding classified information and other company sensitive information.

**Tuesday, August 00:** I continued to familiarize myself with the security office, my duties and responsibilities and the people within our office. I began sorting and analyzing property passes filtered through our office.

**Wednesday, August 00:** I continued sorting and analyzing property passes for most of the day. I analyzed and authorized key and lock coring requests submitted by various departments. I also attended the first session of a weeklong training seminar. Kate Smith conducted the seminar that covered the fundamentals of leadership. We discussed general management philosophies.

**Thursday, August 00:** I began sorting various locks to locate combinations for those locks. I continued to analyze property passes to check for proper authorization and to confirm the destination. I was also positioned on a stakeout for most of the afternoon to possibly witness criminal activity. In the *Fundamentals of Leadership Seminar*, we discussed procedures to use for new hire orientation.

**Friday, August 00:** The security staff held a coffee and donut party to celebrate my birthday. It was a pleasant surprise. I met with the locksmith at KTS Security Inc. to discuss requisitions for keys to be made. This is one of my regular duties. I began to gather information and conduct interviews in support of an investigation that I am presently working on. In the *Fundamentals of Leadership Seminar*, we discussed leadership qualities and the different types of leadership.

**Summary Statement:** This was an enjoyable and informative week. I found the surveillance activity and the training seminar to be very interesting. I hope next week is as productive and educational.

Agency Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_



To: Agency Coordinator's Name/Title  
Agency Name  
Address  
City, State Zip  
Phone Number  
E-mail Address

From: Intern's Name  
Address  
City, State Zip  
Phone Number  
WIU E-mail Address

To: Ken Durkin, Internship Coordinator  
Western Illinois University - LEJA  
Fax: (309) 298-2516  
[leja-internship@wiu.edu](mailto:leja-internship@wiu.edu)

Date: Today's Date  
RE: Report Number and Dates  
Approximate Contact Hours

**Monday, January 00, 201X** – I began my first day of internship with a tour of the agency and introductions to agency personnel. I had a meeting with my agency coordinator and we discussed my schedule for the upcoming weeks. I reviewed departmental policies, rules and regulations, and then spent the rest of my shift in the communications center.

**Tuesday, January 00, 201X** – I arrived at the department at 0645. As I was preparing to go on patrol with Officer Jones, a call came in of a house fire close to our location. When we arrived at the scene, I was able to watch how the FD and PD work together. Officers Jones and Roberts begin trying to figure out who the homeowner was and their location while the FD was putting out the fire. After knocking on some doors, the officers found out that the owner had recently evicted his tenants and left for Eastern Europe. While it seemed strange that someone would evict their tenant and have their property burned just after they left the country, FD personnel indicated that there was no evidence of foul play. This took up the remainder of the shift and we headed back to the station.

**Wednesday, January 00, 201X** – Detective Adams used this day to work on some ongoing surveillances as well as to talk to me about the finer points of watching high crime areas or following a driver without being seen. Unfortunately, we did not gain any new intelligence after watching a couple of locations. I did however learn a lot about working undercover, and specifically working with SR-22. While those surveillances proved to be unsuccessful, just before heading in, Detective Adams took me to one of the local head shops to check out some of the paraphernalia. What impressed me is that Detective Adams had what might be called a working relationship with the owner. At this point, I realized the importance of being proactive and developing positive relationships with all of the people in your area, even those that are potentially living outside of the law.

**Thursday, January 00, 201X** – While our day started out with some surveillance, Detective Adams, Officer Jones, and myself could not have guessed what would be coming next. As we were about to start watching one of the local houses a call of shots fired came over the radio. We of course responded as quickly as possible. When we arrived on scene, the Sheriff's Office had already closed off the street, and the Deputies on scene did not waste any time in securing the area around the house. I obviously had to stay in the staging area, but I was able to listen to the radio traffic. After a short time, the SWAT team showed up to relieve the county officers. After the county officers were allowed to clear the scene, several hours after the ordeal began; they headed for a well deserved break. Something that impressed me is that without even really consciously mentioning it, the officers headed into a CISD (Critical Incident Stress Debriefing). They talked about what went well, what went wrong, and what they could do differently. This

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  
Address  
City, State Zip  
Phone Number  
E-mail Address

From: Intern Name  
Address  
City, State Zip  
Phone Number  
WIU E-mail Address

To: Ken Durkin, Internship Coordinator  
Western Illinois University, LEJA  
Fax: (309) 298-2516  
[leja-internship@wiu.edu](mailto:leja-internship@wiu.edu)

Date: Today's Date  
RE: Report Number and Dates  
Approximate Contact Hours

**Monday, Month/Day/Year: Entry**