



City of Kemah Police Department

"In Pursuit of Professional and Academic Excellence"



January 3, 2022

Page 1 of 1

Dear Ms. Hannah K. Burton,

Congratulations! We are very pleased to offer you an Internship with City of Kemah Police Department. After an extensive screening process and background check, you have been selected as one of only six interns admitted into the City of Kemah Police Department Internship Program.

The City of Kemah Police Department Internship Program is very dynamic and will offer you the best learning experiences and training available. You will be granted the rare opportunity to learn from a high-ranking member of the executive command staff and develop your skills in leadership, management, and supervision. You will also receive hands-on experience in the areas of patrol techniques, criminal investigations, identification and records procedures, and victim assistance.

We hope to provide you with an opportunity to be an actual participant and observer in the day-to-day operations of a law enforcement agency. Please find the following confirmation of the specifics of your internship:

Position Title:	Unpaid Intern (Volunteer)
Start Date:	January 18, 2022
End Date:	May 2, 2022
Hours Per Week:	30 - 50 hours
Location:	1401 Highway 146, Kemah, TX 77565 City of Kemah Police Department
Reporting Supervisor:	Sergeant Iris Ortiz, Community Outreach Engagement Division City of Kemah Police Department iortiz@kemahtx.gov 409-904-5959

The Kemah Police Department Internship selection process is very competitive, and therefore, you will be expected to put forth your best efforts into executing the tasks assigned to you. Should you have any questions regarding the specifics of your internship, please contact me by phone (409-218-9855) or by email (hjones@kemahtx.gov).

Again, congratulations and we look forward to working with you this coming spring.

Chief Holland D. Jones

Chief Holland D. Jones, JD, Ph.D.

★ **LEMIT - Leadership Command College (LCC) Class #76**

City of Kemah Police Department



Kemah Police Department |



Kemah Police |



kemahtpd |

LinkedIn |

Kemah Police Department



www.kemahtx.gov/152/Police-Department

Ph: 281-334-5414 • Fax: 281-334-4873 • kpd@kemahtx.gov

"Gateway to The Bay"