



Northern California Regional Intelligence Center Cyber Internship Program

Northern California Regional Intelligence Center ("NCRIC") Mission

The NCRIC's mission is to coordinate the exchange of criminal intelligence, threats, and hazards and facilitate regional communication among Northern California Law Enforcement, First Responders, Government and Private Sector Partners.

Overview of Cyber Internship Program

The NCRIC Cyber Internship Program provides an opportunity for undergraduate and graduate students interested in cyber threat intelligence and cyber security to work with Federal, State, local, and tribal government and law enforcement in support of the NCRIC mission.

Chosen cyber interns will learn about the intelligence and law enforcement fields through both formal and on-the-job training, and will be responding to real world threats, hazards, and situations.

Cyber interns will work with cyber threat intelligence analysts, the NCRIC information technology team, and all levels of law enforcement to produce cyber products and applications for NCRIC partners – including cyber threat and vulnerability assessments, novel mobile and web-based applications, malware analysis studies, and cyber threat trend reports. NCRIC law enforcement partners include local Police Departments, FBI, DHS, DoD, DEA, ATF, U.S. Marshals, Secret Service, and more.

Examples of potential projects cyber interns will work on include producing analytical products on malicious cyber actors, development of honeypot systems, drafting malware analysis reports, writing code to automatically input data from relevant sources into GIS databases for use during live-events, creating mobile applications to warn NCRIC partners about threats in the field, developing NCRIC-specific RSS feeds, and drafting trend reports on prevalent malware in the NCRIC Area of Responsibility ("AOR").

Application Process

Participating colleges and universities are asked to submit up to six applicants for each semester or summer session. Students within the Computer Science, Information Technology, Geographic Information Systems, and Computer Engineering majors are especially encouraged to apply.

Applicants for the Cyber Internship Program must submit a resume, a letter of recommendation, a copy of his/her college transcript to date with current GPA, a writing or project sample, and a short summary discussing why he/she wishes to intern for the NCRIC.

These items must be sent via email to CyberInternship@ncric.org. Please scan and email the transcript copy, or fax it to the attention of "NCRIC Cyber Internship Program" at 415.553.7411.

The short summary must not exceed 500 words. The writing or project sample can include college-course submissions or especially impressive non-academic projects (e.g. a website, an example of a web-based or mobile application, etc.). Selections are based upon academic achievements, professional projects and accomplishments, area of study, life/work experiences, and the needs of the NCRIC.

The applicants' résumés will be examined, and within two weeks a telephonic "first stage" interview will be conducted by the NCRIC Cyber Unit. After passing through the first stage telephonic interview, the potential candidate will be scheduled for an on-site panel interview with the NCRIC management staff. After these interviews a maximum of four applicants will be selected for the duration of the semester or summer. The initial offer is conditional pending successful completion of a background investigation.

Chosen applicants who are part-time interns will be required to work a minimum of 180 hours at the NCRIC or an average of twelve hours per week. Full-time interns will be required to work thirty to forty hours per week and as the need arises if there is a crisis or disaster.

Background Investigation

Selected interns will have to undergo an extensive background investigation conducted by the San Mateo County Sheriff's Office. The initial offer is conditional pending successful completion of the background investigation.

Non-Disclosure Agreement ("NDA")

All cyber interns will also be required to sign an NDA, which will clearly state that all programs, systems, products, and other intellectual property developed or affected by the intern will be and remain the property of the NCRIC. Further, the unauthorized disclosure of information to which the interns have access, or may obtain access, will be considered a breach of the NDA and may result in the termination of their relationship with the NCRIC and prosecution to the full extent of the applicable laws.

Position Details and Requirements

Internships with the NCRIC are *uncompensated positions*. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship. No interns will displace regular employees, and chosen interns are not necessarily entitled to a job at the conclusion of the internship.

All work done by the cyber interns will be done under the close supervision of existing staff. This work may include, *inter alia*, producing and handling sensitive information, responding to real threats to the NCRIC AOR, assessing and addressing NCRIC Partner vulnerabilities, and representing the NCRIC as a whole. As such, all cyber interns are expected to conduct themselves in the respectful and professional manner appropriate to the position of the internship. Any actions or conduct by the intern considered unbecoming of any employee, contractor, or other representative of the NCRIC will not be tolerated and will result in termination of intern status.

The NCRIC shall provide an educational work environment free of verbal, written, or physical conduct that has the purpose or effect of unreasonably interfering with the intern's performance or that may create an intimidating, hostile, or offensive environment. The NCRIC shall abide by all applicable laws and regulations.

The internship is designed to be a well-supervised educational experience. The NCRIC will provide the training, tools, equipment and access to communication necessary to effectively and efficiently complete the tasks required. Failure to complete the mandatory work hours or poor performance will result in notification of the college or university to which the intern is associated and cancellation of intern status with NCRIC.