**DUBLIN POLICE DEPARTMENT**

STANDARD OPERATING PROCEDURE

# SECTION: M-016 INTERN PROGRAM

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**I. PURPOSE**

To establish and prescribe guidelines and procedures for a department intern program.

**II. SCOPE**

This procedure is applicable to all interns and department personnel.

**III. POLICY**

The Dublin Police Department supports and will participate in an intern program associated with a college or university which enables students working toward a degree in criminal justice or a related law enforcement field to be exposed to the daily functions of our agency.

**IV. BASIC INFORMATION**

A. The student intern program maintains the student's interest in law enforcement and exposes the student to agency functions, both while attending college. The program will offer interns a rewarding and insightful experience by providing a ‘first hand’ look into law enforcement functions while working and spending time with various divisions in the department on a rotational basis.

B. The department participates in this program in order to fulfill its obligation to the law enforcement community to bring about a more professional and informed police officer. The primary goal of the program is to further prepare and develop qualified college students to enter the field of law enforcement while promoting and supporting their successful completion of a college education.

**V. ELIGIBILITY**

A. In order to participate in the program, a person must:

1. Be at least eighteen (18) years of age.

2. Be a student enrolled in good standing at a state-accredited college or university.

3. Have completed one (1) year of undergraduate study and have a declared major relating to Criminal Justice.

4. Have no physical, emotional, or psychological handicap which would prevent exposure to potentially stressful incidents.

5. Not have been convicted of a felony, must not be on probation for any criminal offense, and must not have a criminal history that would preclude the individual from having access to department information, investigations, and reports.

6. Have written permission from, and be participating in the program under the auspices of the student's college or university.

7. Be accepted by the Chief of Police.

B. The Chief of Police will have the final decision with regard to any and all requests and applications for program inclusion.

**VI. INTERN ACTIVITIES**

A. Students participating in the program will be exposed to a variety of functions and various divisions within the agency. ‘Duty’ days and times will be based on the student’s course load and availability.

B. Activities will include assignments with:

1. Patrol Division – Students will be exposed to activities such as patrol briefings, routine report writing, viewing officer interviews with subjects (‘walk-ins’), viewing the booking process of arrestees, policy review, and roll-call training. Interns may be allowed to participate in and perform certain non-critical tasks.

2. Criminal Investigation Division (CID) – Students will be exposed to activities such as investigation techniques, preparation of CID reports and case files, crime analysis, evidence collection and review techniques, and administrative filing.

3. Special Services Division (SSD) – Students will be exposed to each part of SSD, including school resources, housing, area crime enforcement, and warrant management.

4. Traffic Unit – Students will be exposed to activities accomplished by traffic enforcement officers and related administration and reports.

5. Police Clerks – Students will be exposed to activities such as interaction with and responding to the public, assisting with locating and printing reports, telephone use, and administrative tasks such as copying and filing.

6. Police Administration – Students will be exposed to tasks performed by the Chief of Police, Assistant Chief of Police, Administrative Coordinator, Operations Officer, and Records Manager.

7. Municipal Court – Students will be exposed to court and court-related activities, processing court paperwork, and administrative filing. The intern will also attend municipal court to observe both courtroom and court support activities.

C. The intern, with the approval of the Chief of Police, may participate in various types of department training and in-service training. Note: any training with weapons must be specifically approved by the Chief of Police and only then by a certified firearms instructor.

D. Students participating in the program are expected to conduct themselves in a professional manner which includes wearing appropriate attire. Interns will wear casual clothing that does not reflect negatively on the department. An open collar, pullover shirt, or blouse with casual pants is acceptable. Blue jeans, T-shirts, flip-flops, or other items deemed unacceptable by the Chief of Police are not authorized.

E. Interns working at the department will participate in tasks as allowed and directed by department personnel. In the event an intern is operating in the field the intern will act only as an observer. Interns will have certain restrictions as described below:

1. **The intern shall not have the power of arrest**. Should the intern have been deputized, certified, or otherwise sanctioned to possess any police or law enforcement powers anywhere prior to his or her internship, said facts will be disclosed in writing to the Chief of Police prior to the intern's participation. Regardless of the intern's possession of certification with any law enforcement agency, he or she will not have arrest authority while an intern with the department.

2. **Interns shall not have the authority to carry, possess, or have accessible any firearm, weapon, chemical agent, or related item.** This shall include any weapon or firearm that the intern may have a duly issued license authorizing him/her to possess or carry. Any intern found in possession of any of the aforementioned items will be terminated from the program. The only exception will be the intern's participation in a department-sanctioned firearms training event with a department-furnished weapon.

3. **The Dublin Police Department reserves the right to terminate any intern from the Program** upon the intern committing any act in violation of department rules and regulations relating to health, safety, release of confidential information, failure to comply with instruction of an officer or department employee in a position to be responsible for the intern or any designee thereof. Such termination from the program shall be the decision of the Chief of Police, however, the officer/employee to which the intern is assigned may terminate the intern's activities for that day for any of the above reasons. Termination from the program is not subject to appeal.

4. Interns will not be directly involved in covert police functions.

5. Interns will not be allowed to operate any department vehicle.

6. Interns are not placed in a position where they would be unduly exposed to possible dangerous incidents.

7. Interns will not be in the presence of criminal suspects, persons in custody, or hostile persons unless there are sufficient officers also present to provide for the intern’s safety.

8. Interns shall not be permitted to function in an unsecured environment unless escorted by a sworn officer.

F. The department strongly encourages officers and interns to communicate. Interns are here to participate in our daily routine and activities, to the extent that they can. Officers and employees become adjunct teachers and instructors to the intern. On many occasions, the intern will ask the officer his/her opinion on matters. The intern must realize that a question soliciting an opinion will get just that, an opinion. The opinions expressed by an officer reflect the opinion of the officer and not necessarily the official stance of the department.

G. Interns shall treat all official business of the department as confidential. Interns may be exposed to confidential information during their participation in the program, and it is not always clear which information is confidential and what information is publicly available. As such, interns are required to assume any information they may gain during the internship is confidential. Interns will not discuss or repeat information or events gained during the internship with any person unless specifically authorized to do so.

**VII. CLOSING**

The primary goal of this program is to further prepare and develop qualified college students to enter the field of law enforcement while promoting and supporting their successful completion of a college education. Providing these students an opportunity to see and participate in our daily activities and routine will further their preparation and development for a law enforcement career.