

St. Joseph, Missouri Police Department



DIRECTIVE TYPE: SPECIAL ORDER		INDEX NUMBER: SO0011
SUBJECT: Student Interns		
ISSUE DATE: October 30, 2000		AMENDS/RESCINDS: No Previous
REVISIONS: 7/21/06, 11/04/10, 5/15/13		DISTRIBUTION: A (All)

I. POLICY:

As part of its recruitment effort and as a means of promoting the law enforcement experience, the Department has established a Student Intern Program to provide college students an opportunity to have first-hand experience and/or exposure to a "Criminal Justice" career. This exposure not only assists the student by providing him/her with invaluable knowledge, but also creates an ambassador for the Department when such a student takes his/her experience(s) to the community.

II. DEFINITIONS:

- A. **Auxiliary:** A Student Intern shall be considered auxiliary staff, which is a civilian affiliated with the Department in a part time, non-sworn capacity without compensation. He/she contributes to the Department's role in a support capacity.
- B. **Practicum:** Part of the core curriculum for the Bachelor of Science Degree and required for the Associate of Science Degree. The student is expected to obtain experience with the Department in the area of Public Safety and Police Operations. This can be accomplished by observing the various aspects of the same and/or assisting Department members with assigned tasks (usually 90 hours are required).
- C. **Intern:** A requirement for the Bachelor of Science Degree Restricted Electives or an Elective on the Associate of Science Degree. The student is expected to obtain practical experience in the field of Public Safety and Police Operations. The student will gain insight into the internal functions of the Department and is expected to assume increasingly responsible duties during his/her internship (participation may be up to 270 hours).

III. PROCEDURE:

A. Student Intern Selection and Assignment:

1. Potential Student Interns from area colleges may apply for internship with the Support Services Division Commander or his/her designee, in coordination with an official at the participating college. The individual seeking the internship needs to provide a letter, on the institution's letterhead, from their professor verifying the student's name, that the student is enrolled at the college/university,

and the purpose for the internship or practicum. The letter must also state that the student is required to complete an internship to graduate and that the student realizes it is an unpaid internship. This needs to be obtained BEFORE the student is allowed to start the program, and a copy sent to Human Resources.

2. The maximum number of Student Interns accepted each semester shall be established prior to the beginning of the semester, and shall be in accordance with the Department's needs and its ability to adequately supervise the same.
3. Student Interns should be viewed as a "participant CIVILIAN observer" who is learning as much as possible about law enforcement without actually being involved in any police action. To help facilitate this learning experience, the following guidelines will be followed by the Intern and his/her Supervisor:
 - a. Student Interns will be assigned to as many different Divisions of the Department as possible in order to expose the Intern to a variety of law enforcement experiences;
 - b. Student Interns will be assigned to a particular Supervisor, as determined by the Support Services Division Commander or his/her designee. The Support Services Division will coordinate the work schedules and/or assignments of Student Interns according to specific Department needs at the time;
 - c. Members supervising Student Interns will encourage them to ask constructive questions about Department Policies and Procedures and law enforcement action(s) in general;
 - d. Supervising members will attempt to describe and/or explain his/her activities to the Student Intern; and
 - e. The number of work hours and/or scheduling of Student Interns shall be agreed upon by the Department and the participating college(s).

B. Student Intern Restrictions/Requirements:

1. Student Interns **SHALL NOT**:
 - a. Operate any Department equipment (i.e., computers, printers, etc.) without the express permission of the Chief of Police or his/her designee;
 - b. Carry and/or handle any Department firearms, restraining devices, pepper spray, batons, or any other Department weapon;
 - c. Operate police radio equipment (i.e., hand units, Communications Center equipment, and/or vehicle radios);
 - d. Operate any Department vehicle (except Trail Watch vehicles);
 - e. Interview and/or interrogate a subject in connection with a police investigation;
 - f. **Be allowed access onto or into an active crime scene;**
 - g. **Be allowed access onto or into private property without first gaining permission from the owner, tenant, etc. PERMISSION MUST BE GRANTED-NO EXCEPTIONS;**
 - h. Be allowed to leave a police vehicle at the scene of a potentially dangerous call whereby the Student Intern could be placed in jeopardy (i.e. shots fired, large crowd fighting, etc.);
 - i. Engage in unprofessional behavior during their internship (i.e. displays of obscenity and/or abusive language);
 - j. Attempt to arrest, offer advice, or otherwise interfere in official police duties;

- k. Dress inappropriately during their internship. Student Interns do not wear uniforms. Professional attire is expected and shall be worn. Clothing that is dirty and/or tattered, or promotes obscenity and gang related behavior is not acceptable (jeans, T-shirts, and shorts are not professional attire). When a Student Intern reports to the Department dressed inappropriately, he/she shall be advised that he/she may not participate in the program until proper attire is worn.
 - 2. Student Interns **SHALL**:
 - a. Submit to a criminal history check prior to internship;
 - b. Be expected to immediately adhere to a member's order(s) and/or instruction(s) (their safety may depend on it, as well as the safety of others);
 - c. Wear a name-tag for the duration of their internship, identifying them as a Student Intern; and
 - d. Agree to abide by all requirements specified in the Student Intern program and shall sign the Department's Student Intern Agreement form and Release and Waiver form prior to their internship. These forms shall be signed and maintained at the Support Services Division.
- C. Members shall have the absolute right to immediately terminate shift work for a Student Intern if they determine that such action is necessary. Upon such termination, members shall notify their appropriate Watch or Shift Commander and the Support Services Commander as soon as possible, explaining the reason for the termination. The Support Services Commander or his/her designee will contact the Student Intern for any appropriate subsequent action.
- D. **Vehicle Pursuits Involving Student Interns:**
 Student interns riding in police vehicle shall be considered civilian "ride-alongs".
 See GO 0118 (Vehicle Pursuits) Section III.A.3.d.
- E. **Areas of Possible Intern Involvement:**
 - 1. Participation in any Department in-service training that does not endanger the Student Intern and/or violate any confidentially concerns;
 - 2. Observing Communications Center personnel;
 - 3. Assisting Records Division personnel with non-sensitive clerical duties;
 - 4. Observing or participating in community presentations (i.e. speeches, Child I.D. programs, etc.) by Department members;
 - 5. Assisting in open/public area searches for missing children;
 - 6. Observing judicial proceeding(s);
 - 7. Viewing appropriate training videos as determined by the Training Officer;
 - 8. Limited familiarization "tours-of-duty" with the Patrol Division in the company of a sworn member, NOT TO EXCEED 40 HOURS;
 - 9. Limited familiarization with the Detective Division, as deemed appropriate by the Detective Division Commander; and
 - 10. Assisting in any other area as deemed appropriate by the Support Services Commander.
- F. Off-duty fraternization between members and **active** Student Interns is discouraged by the Department.

G. **Upon completion of their Internship**, Student Interns may participate as a civilian Ride-Along under the provisions governing the same (See General Order on Citizen Ride-Along Program).

Chris Connally Chief of Police

Date