

City of Johns Creek Police Department

<i>Subject:</i> Student Intern Program	<i>Number:</i> 03-24
<i>Reference:</i>	<i>Amends:</i>
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PURPOSE

To establish program responsibility, eligibility, and operational procedures for the Student Intern Program.

POLICY (03-24):

The Johns Creek Police Department recognizes a close working relationship with the community is imperative for effective operation. This includes working with local high schools, colleges, and universities, in the development of a student intern program. The student intern program provides students with the opportunity to observe and participate in designated activities within the department. In addition, the intern program will serve as a means for the department to identify potential police officer candidates. The focus of the program will be to offer the students a variety of exposure within the department.

PROCEDURES

Program Responsibility (03-24-01)

The support services major will serve as the Intern Coordinator and will be tasked with the responsibility for the coordination of this program. Specific responsibilities include liaison with local high schools, colleges, and universities, interviewing prospective interns, evaluating intern eligibility, coordinating necessary form completion and intern placement.

Program Eligibility (03-24-02)

Candidates must meet the following requirements to be eligible to participate in the program:

1. Minimum of 16 years old.
2. Currently enrolled as a student in a local high school, college, or university.
3. Meet authorization requirements (letter, agreement, etc.) of the education institution they are enrolled with.
4. Completion of the Police Department Employment Application, Rode-Along Waiver and Release Agreement, and GCIC Security and Integrity Requirements. Parent or guardian authorization on these forms will be required, if the applicant is a minor.
5. Pass a written examination;
6. Pass a physical agility test;
7. Successfully submit to a truth verification examination;
8. Pass a background investigation;
9. Pass an oral interview.

Only the Chief of Police, or his designee, can grant final approval of the internship. The institution and the student will be notified in writing, of that approval. Only when final approval has been given by the Chief of Police, may the intern be admitted into the Internship Program.

Operational Procedures (03-24-03)

1. Upon successful completion of the requirements listed above, the student intern will be given a tour of headquarters for familiarization purposes.
2. Each intern will participate in a supervised application of their field of study or interest. The Intern Coordinator, or his designee, will assign them to specific units within the department, based on the availability of the various units, or as directed by the Chief of Police.
3. The Intern Coordinator will attempt to place the intern in as many diverse assignments as possible, related to their field of study or interest, to enhance their learning experience.
4. The intern schedule will incorporate time in the Patrol Division, Criminal Investigations Division, and other areas of Support Services.
5. Interns will participate in the Ride Along Program, as authorized by the Chief of Police.
6. Interns will not, under any circumstances, undertake any type of investigation of any official matter.

7. An intern may be removed from the program when circumstances warrant such action for the benefit of the Department. Recommendations for removal will be directed to the Support Services Major.
8. Except when safety considerations dictate to the contrary, the intern should accompany the Patrol Officer on all official business.
9. Interns should be encouraged to observe the writing of some reports, especially those necessary to inventory property, and/ or criminally charge an offender.
10. If the officer the intern is riding with believes a particular call or situation presents a threat to the intern's safety, he or she may leave the intern at a public location and notify dispatch that he/ she is doing so. The officer may then handle the call. Once the officer deems it safe (after handling the call), he/ she can then return to the intern's location and allow the intern to resume riding or make other arrangements to have the intern picked up. If the officer will not be able to return to the intern, the shift supervisor may choose to reassign the intern to another officer for the duration of the shift.

Program Content (03-24-04)

An orientation meeting will be held to familiarize the intern with the operations of the Department and allow the intern to become acquainted with other interns.

Schedules (03-24-05)

The Intern Coordinator will need a copy of each of the following from the intern, to aid in scheduling future meetings and ride alongs:

1. Intern, class, and outside work and activity schedules.
2. School internship requirements

Attendance (03-24-06)

1. An intern that is going to miss a scheduled work time, must contact their supervisor in advance. If their supervisor is unavailable, a message must be left within the respective station/ unit of assignment.
2. Good Attendance is expected and important to ensure all internship requirements are met. An intern with excessive absences may be terminated from the program.
3. An intern can be removed from the internship program if his or her personal conduct brings disrepute on the Police Department or in any way compromises the intern's ability

to maintain confidentiality. Any arrest for any violation, excluding minor traffic violations, is grounds for dismissal from the program.

4. If the supervisor determines the intern is unfit to participate in the ride along program (intern is intoxicated, ill, or not conforming to dress code), the intern will be sent home.
5. The intern must present a neat appearance, and will be required to wear business casual attire, or attire specified by the unit the intern is assigned to.
6. Ballistic vests will be made available to interns during ride alongs.
7. Absolutely no weapons will be permitted.

Briefings (03-24-07)

To help give the interns a better understanding of the Department, briefings will be scheduled by the Intern Coordinator, or designee, with individual units within the department. Each unit will provide an explanation of their functions and how they relate to the agency as a whole.

Ride Alongs (03-24-08)

1. Interns are eligible to participate in the ride along program, subject to all applicable departmental procedures regarding ride alongs. The ride along program is an educational aspect to the internship program.
2. If there is an emergency situation, in which the intern may be perceived to be in the way, or in danger the shift supervisor may reassign the intern to another work area or send the intern home, if no available assignment is apparent. The Intern Coordinator should be notified in this event.
3. The intern agrees to obey all instructions from the officer that he or she is assigned to accompany.

End of Internship (03-24-09)

An intern must work the required number of hours to complete the internship. Upon completion of the internship, the Department will provide documentation to show hours completed during the internship.