

**Noblesville Police Department's
"Student Internship Program" and "Job Shadowing Program"**

Policy

In order to enhance the quality of people entering the law enforcement profession in general and to facilitate recruitment efforts, the Noblesville Police Department will actively participate in a Student Internship Program for college students who are studying criminal justice. The Noblesville Police Department will also take part in a Job Shadowing Program for local high school students who are interested in learning about a career in the law enforcement profession. However, to limit the impact on the departmental operations, only two (2) internships will be authorized at any one time.

Purpose

It is to the mutual benefit of the Noblesville Police Department and local educational institutions to provide hands-on practical experiences for student interns and participants in the Job Shadowing Program. Classroom education cannot replace the experience and knowledge gained from working hand-in-hand with experienced criminal justice employees in actual field surroundings. The student intern will be given the opportunity to experience law enforcement methods in general and procedures of the Noblesville Police Department in particular. Internship or practicum programs developed with colleges and universities can assist greatly in the development and recruitment of qualified career members.

Payment/ Wage

Interns receive no monetary payment for participation. All students must incur their own tuition expenses.

Definitions

- A. "Recognized accredited educational institution" means any accredited university or college, Noblesville School District, or any other educational facility willing to recognize and cooperate with the guidelines established by this procedure.
- B. "Student Intern" means one who is officially enrolled as a student with a recognized educational institution and has been officially recommended by his/her instructor or staff member of that institution to participate as a student intern. The Job Shadowing Program is intended for high school age students.
- C. "Job Shadowing" is a local high school program whereby students indicate a specific job interest area and the department is then responsible to match a student with the desired work area.

Coordination

The Public Information Officer is the designated Student Internship Program Coordinator for the Noblesville Police Department and is responsible for designing the intern's schedule and overseeing the intern's progress throughout his/her stay with the department.

Eligibility

Student Internship Program

- A. Interns must be 18 years of age or older;
- B. Must be currently enrolled in a college/university criminal justice or related program;
- C. Must be recommended by his/her instructor or staff member of that respective educational institution;
- D. Must successfully pass an application and background check performed by the Noblesville Police Department;
- E. Must be willing to complete any and all waiver requests;
- F. Must agree to abide with all program requirements and rules;
- G. Must be willing to sign a confidentiality agreement.

Job Shadowing

- A. Must be a senior in the Noblesville School district;
- B. Must be recommended by his/her instructor or staff member of that respective educational institution;
- C. Must be willing to complete any and all waiver requests;
- D. Must agree to abide with all program requirements and rules;
- E. Must be willing to sign a confidentiality agreement.

Waivers

Interns must execute a waiver of liability approved by the Noblesville Police Department before participating in the program. Copies of the waiver will be retained by the Student Internship Program Coordinator and by the office of the Chief of Police.

Application

- A. Prospective student interns who register with an educational institution for an internship are normally responsible for finding a local criminal justice agency that will accept them into the program. The Noblesville Police Department encourages student interns to apply with our agency.
- B. The student interns will contact the Student Internship Program Coordinator and request an application interview. At the time of the interview, the Program Coordinator will assist the student with the Student Intern Application and the Student Intern Release Waiver. The applicant will be required to sign all forms. Should the applicant be less than 18 years of age, a parent or guardian must sign the Student Intern Release Waiver.
- C. During the interview process, the Program Coordinator will ascertain the following information from the applicant:
 - 1. Specific law enforcement interest; if any, such as corrections, forensics, patrol, investigations, i.e.;
 - 2. Available days and hours the applicant may work;
 - 3. Any information concerning past criminal history (adult history only).
- D. At the time of the interview, the Program Coordinator will prepare a preliminary student intern schedule.
- E. In the case of *Job Shadowing* students, the process is less formal given the fact that the involvement is usually limited to just a few workdays.

Background Check

- A. The Program Coordinator will conduct a background check on each applicant prior to acceptance by the Noblesville Police Department as a student intern. The background check will consist, at minimum, of the following:
 - 1. A criminal history check with appropriate criminal justice agencies;
 - 2. NCIC query;
 - 3. Academic criteria may be required for certain intern requirements.
- B. Only the Chief of Police can grant final approval of the internship. The institution and the student will be notified in writing of the approval or rejection. Only when the final approval has been given by the Chief of Police may the intern be admitted to the Student Internship Program.
- C. There is no appeal process available to rejected applicants.

Scheduling

- A. A schedule of activities will be developed, in memorandum form, for each student intern. The schedule will identify the dates, times, locations, and number of hours the intern will work on/in each shift, unit or division within the agency.
- B. Each shift, unit, or division commander involved will be consulted to ensure there is no conflict with the scheduling of a student intern.
- C. Once finalized, a copy of the schedule will be sent to the following:
 - 1. The student intern;
 - 2. Each shift, unit, or division commander listed on the schedule; and
 - 3. The student intern file maintained by the Program Coordinator.

Operational Guidelines

- A. The intern is ultimately responsible to the Student Internship Program Coordinator. For day-to-day business, the intern will be responsible to a designated supervisor each day based upon the particular work assignment.
- B. To best facilitate the intern's learning process, the following aspects of learning theory should be considered.
 - 1. Observation of any process increases the learning potential much more than merely reading about a subject.
 - 2. Active participation is one of the best training vehicles.
- C. Except when safety considerations dictate to the contrary, the intern should accompany the patrol officer on all official business. Interns should be encouraged to observe the writing of some reports, especially those necessary to process prisoners, inventory property and/or criminally charge an offender.
- D. The supervisor's assignment of an intern to an officer should be guided by the following considerations.

1. Interns gain knowledge about the department from its members; and
 2. The program is designed to teach interns the realities of police work.
- E. Safety considerations: If the officer the intern is riding with believes a particular call or situation presents a threat to the intern's safety, he/she may leave the intern at a public location and notify the Communications Center that he/she is doing so. The officer may then handle and/or proceed to the call. Once the officer deems it is 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 designated supervisor may choose to reassign the intern to another officer for the duration of that work day.
- F. If the intern must miss a scheduled work day due to illness or other obligations, the intern will be responsible for notifying the Program Coordinator to inform him/her of the situation.

Intern Code of Conduct

To participate in the Student Internship Program, all interns must abide by the following rules of conduct:

- A. Interns must complete the designated internship application and all included forms (including waiver[s] of liability). This paperwork must be complete, accurate and truthful.
- B. The intern must present a neat and professional appearance at all times while participating in the program. Interns will be expected to dress in casual business attire at all times. Exceptions to this rule will depend on the assignment the intern is given. Exceptions must be approved by the Program Coordinator.
- C. Absolutely no weapons will be permitted. Flashlights are permissible if they cannot be construed as weapons.
- D. The intern agrees to obey all instructions from any supervisor or officer(s) that he/she is assigned to accompany.
- E. Interns are encouraged to become familiarized with the various radio codes/procedures and use of the multi-channel radio and the function of each channel.
- F. Interns will not enter the Communications Center unaccompanied unless assigned there by the Program Coordinator or his/her designee.
- G. The intern will sign in and out on the daily log in the appropriate area.
- H. An intern is not a law enforcement officer and will at no time represent himself/herself as a law enforcement officer or as an employee, either of the Noblesville Police Department or any other law enforcement agency.
- I. The intern agrees to maintain in confidence any information learned during the course of the Student Internship Program about the activities or operations of the Noblesville Police Department. Specific information about criminal or traffic cases, the identity of individuals, or the description of law enforcement procedures is not to be divulged in any manner.
- J. The intern agrees to wear the observer identification tag in a clearly visible manner at all times when working at the department as an intern so that it is immediately apparent to all observers.
- K. The intern will keep a Daily Report which will include reports of significant activities of the day. The report will be kept in chronological order in the intern's binder. Most college intern advisors require a midterm and final term paper, and a copy of these reports shall also be submitted to the Program Coordinator.
- L. The intern must sign an agreement to follow all applicable rules and regulations of the Noblesville Police Department.
- M. Unfit for Duty: If the designated supervisor determines the intern to be unfit to participate for a particular work assignment due to intoxication, illness, not conforming to dress code, or for any other reason deemed appropriate by the supervisor; the intern will be sent home until the next regularly scheduled work assignment.
- N. If for any reason the designated supervisor deems it necessary to send an intern home, he/she will inform the Program Coordinator by telephone or page and will provide a written statement of the situation and the reason for doing so prior to the next workday.
- O. An intern can be removed from the Student Internship Program, if his/her personal conduct brings disrepute on the Noblesville Police Department or in any way compromises the intern's ability to maintain confidentiality. Violations of any policies, procedures, rules or code of conduct will be grounds for dismissal from the Noblesville Police Department's Student Internship Program. The Chief of Police will have the final authority on any dismissals and there will not be an appeal process available.

Program Coordinator's Responsibilities

- A. To oversee and coordinate all aspects of the Noblesville Police Department's Student Internship Program and Job Shadowing Program.

- B. Actively promote and recruit students for the Student Internship Program.
- C. Take receipt of all applications and administer the selection process.
- D. Conduct an orientation session which allows the intern to become familiarized with the functions and responsibilities of the Noblesville Police Department Student Internship Program.
- E. Insure that all necessary paperwork associated with the program is prepared, updated, submitted and completed.
- F. Act as the liaison between the Noblesville Police Department and the sponsoring college, university or high school and to assist in any requested evaluation of the intern.

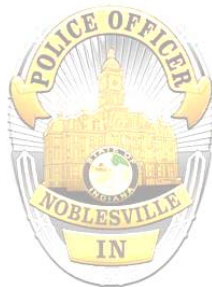
Evaluation

- A. The final evaluation and decision for a letter grade or numerical score/rating to be received by the student intern is, of course, the responsibility of the intern's educational instructor. However, as the student intern will be studying "off-campus", this department recognizes that assistance with the student's evaluation will be necessary or required.
- B. Each student intern will be given a sufficient number of Student Intern Daily Evaluations available to them throughout their internship. The intern will be directed to deliver the form to their assigned officer or supervisor at the end of the scheduled workday. The officer or supervisor will be responsible for completing the evaluation and submitting the document to the Program Coordinator at the conclusion of the workday.
- C. The Daily Evaluations will serve to take a professional inventory of the student's strengths and weaknesses as exhibited in this program. The evaluations will also assist in insuring that the student intern is conforming to all of the program policies, procedures, rules and code of conduct requirements expected of him/her.

Student Intern File

The Student Internship Program Coordinator shall maintain a file for each student intern accepted for internship by the Noblesville Police Department. The file will contain, at a minimum, the following:

- A. Student Intern Applications;
- B. Student Intern Daily Evaluations from each day worked;
- C. Student Intern Daily Logs;
- D. Student Intern Release Waiver;
- E. Memorandum of the Student Intern's schedule;
- F. Any and all correspondence associated with the internship; and
- G. The photo identification card upon the completion of the internship.



The signature of the Student Intern below indicates that he/she has reviewed and understands all the information on this form. The Student Intern understands that he/she must adhere to all of the program requirements and rules of conduct at all times or risk being removed from the program.

(Students participating in the Job Shadowing Program are required to have a parent's signature as well.)

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| Intern's Name (Last, First, & Middle Int.) | Intern's Signature | Date |
| Parent's Name (Last, First, & Middle Int.) <i><u>If applicable</u></i> | Parent's Signature | Date |
| Program Coordinator | Program Coordinator's Signature | Date |
| Lt. Bruce A. Barnes, PE #1083 | | |