

Glendale Heights Police Department

GENERAL ORDER # 2345

SUBJECT: Internship Program

ACTIVE DATE: 08-08-2018

RESCINDS: GO #2345, issued 11-07-2013

AUTHORITY: Douglas R. Flint, Chief of Police

RELATED DOCUMENTS: Release and Waiver of Liability; Juvenile Waiver

.01 Purpose

The purpose of this order is to establish the basic guidelines under which the Glendale Heights Police Department Internship Program will be conducted.

.02 CALEA Standards

None

.03 Policy

It is the policy of the Glendale Heights Police Department to cooperate with recognized colleges and universities within the State of Illinois, to provide for a supervised Internship Program for selected students pursuing degrees in a criminal justice program or related field. The Internship Program shall also be extended to students of local high school districts who are pursuing criminal justice related topics for a school project or program. Interns are under the supervision of the Internship Coordinator, and the intent of this program is to enhance the caliber of people entering the law enforcement profession and as a recruiting tool.

.04 Definitions

College Internship—Designed for students seeking a degree in law enforcement from an accredited two-year community college, four-year university, or graduate program, who wish to gain experience in the law enforcement field.

Criminal Justice Program—A college or graduate level program designed for those who have an interest in understanding societal issues associated with crime, the work performed by criminal justice professionals, and the impact public policy decisions have on the operation of the criminal justice system. A criminal justice program specifically prepares students for positions of leadership in law enforcement, court administration, corrections, and academia.

High School Internship—Designed for high school students who wish to gain experience in the law enforcement field and/or pursue knowledge in a law enforcement related topic.

Intern—A student who has been accepted into the Glendale Heights Police Department Internship Program. Interns receive no compensation from the Department or the Village of Glendale Heights.

Student—A person engaged in study who wishes to learn about the law enforcement field. The student through the Internship Program will gain practical experience of the criminal justice field through supervised training.

ORDER

.10 Internship Coordinator

A. The Deputy Chief of Support or his/her designee will act as the Internship Coordinator for the Department. The Internship Coordinator shall have the following responsibilities:

1. Develop a formal or informal training program to familiarize the intern with the functions and operations of the Department and allow the intern appropriate exposure to other agencies within the criminal justice system.
2. Complete all institution evaluations on intern performance, progress, etc.
3. Coordinate the assignment of the intern to Department units.
4. Ensure that unit supervisors provide adequate supervision of the intern when assigned to specific units.
5. Ensure that all written documents required by this order are completed in a timely fashion.
6. Orient the intern as to the Department's expectations of appropriate dress, policies pertaining to confidentiality of records, and any other types of significant behaviors appropriate to the internship experience.
7. Allow the intern to become sufficiently involved with the people served by the Department and allow the intern to participate in home visits, conferences, interviews, training sessions, etc.
8. Familiarize the intern with the various community resources and professional services utilized by members.
9. Serve as the primary liaison between the Department and the internship coordinator for the sponsoring institution.
10. Maintain records pertaining to each internship, including all supporting documents, schedules, and reports.

.15 Internship Objectives

A. Learning objectives for interns may include, but are not limited to:

1. Receive an introduction to a professional law enforcement agency and gain an understanding of the inter-relationship between all components of the criminal justice system.
2. Understand and experience the various management and supervisory styles that exist within a law enforcement agency.
3. Experience and understand the communications, decision-making, and problem solving mechanisms that are utilized within the Department.
4. Correlate theory with practice within the law enforcement setting, using the philosophy and methods obtained from various survey and skill development courses.
5. Develop interviewing, counseling and report writing skills.

.20 Eligibility

A. Institution Eligibility:

1. Generally the Department will agree to cooperate and participate in an Internship Program that is sponsored by an accredited college or university which provides a criminal justice academic program.
2. The Department will accept high school students as interns when the students are sponsored by a local school district.
3. Preference will be given to colleges which have specific programs for the law enforcement specialty.
4. Preference will be given to Glendale Heights residents.
5. The Department shall also take into consideration the needs of the Department.

B. Student Eligibility:

1. A background investigation shall be conducted for each intern. The Internship Coordinator will either confirm or deny the intern's acceptance into the program based on the background information gathered. The Internship Coordinator will then notify the applicant of acceptance or rejection.
2. A high school student, prior to participating in the Department's Internship Program, must have reached the age of sixteen (16) and/or must be at the junior or senior grade level of his/her high school class. High school interns under eighteen (18) years of age are exempted from the age restrictions for ride along observers specified in OP #2340 Civilian Ride Along Program.

C. The Department will accept a maximum of two (2) interns into the Internship Program at any one time.

.25 Applications

A. Students who are applying to participate in the Department's Internship Program shall be required to submit a formal, written resume detailing the following information:

1. Personal Information:
 - a. Home address, school address, and telephone number
 - b. Age
 - c. Date of birth
 - d. Sex
2. Education
 - a. List of all schools attended
 - b. Date of attendance
 - c. Degrees or certificates obtained
3. Employment Experience
 - a. List all previous employers
 - b. Dates of employment
 - c. Extracurricular activities
4. Organizations
 - a. Offices held
 - b. Years participating
5. References
 - a. Provide the names and telephone numbers of three (3) adults, not relatives, who have known the applicant for at least two (2) years.

B. Upon receipt of the student's resume, the Internship Coordinator or his/her designee shall arrange for an oral interview with the applicant. The purpose of the interview shall be as follows:

1. Determine the applicant's training needs
2. Determine the applicant's interest in law enforcement
3. Assess the applicant's capabilities for performing under the circumstances of the internship assignment.

.30 Acceptance

A. The Chief of Police shall make the final decision on acceptance of an applicant into the Internship Program.

B. Upon acceptance, the Internship Coordinator shall provide to the student and institution the following documents:

1. A written letter or form of acceptance, specifying the agreed length of the internship and the starting date of the program.
2. A copy of this procedure, including a blank Release and Waiver of Liability form (Appendix A) and Juvenile Waiver form (Appendix B) if the intern is under 18 years of age.

C. If a student is denied acceptance into the Internship Program, the Internship Coordinator shall notify the student and institution.

.35 Health Insurance/Liability

A. Each applicant upon acceptance to the Internship Program shall be required to have medical insurance coverage and shall present written certification of coverage by a health insurance policy.

B. The Village of Glendale Heights, the Glendale Heights Police Department, and its agents, assume no liability for any injury the student might sustain while participating in the Internship Program.

1. The sponsoring institution shall provide the Internship Coordinator with written certification of a comprehensive general liability insurance policy that insures the student and indemnifies the Department for bodily injury and property damage liability resulting from the actions of the student.

2. The student shall provide the Internship Coordinator with a completed Release and Waiver of Liability form (Appendix A) prior to starting the program.

.40 Scheduling

A. The Internship Coordinator shall determine the intern's schedule and ensure all affected personnel are notified of the schedule. The schedule may include the following:

1. Operations Division
2. Support Division
3. Ride-Alongs/Shadowing
4. Any other tasks as deemed appropriate

B. Interns may be assigned administrative functions and long- term projects by the Internship Coordinator or his/her designee.

.45 Orientation

A. On the intern's first day of assignment, the intern shall receive an orientation from the Internship Coordinator or other designated Department member. The orientation gives the intern a general understanding of daily Departmental functions and should include:

1. The intern's schedule.
2. Department organization and chain of command.
3. A brief familiarization with Department directives.
4. Formal introduction with the Chief of Police and Deputy Chiefs of Police.
5. Tour of the Department and introduction to Department members

.50 Incident Involvement

A. The intention of the Internship Program is that interns are interested observers. Department members shall ensure that interns have minimal or no direct involvement in investigations or incidents, to avoid the possibility that the intern may be subpoenaed to testify to his or her observations and actions. This is particularly crucial when interviews and interrogations are taking place. In instances where an intern has direct involvement, the intern's name shall be disclosed within police reports as an involved party.

B. Interns shall not be used to perform hazardous duties, such as traffic control, rescue, or enforcement. When approaching a potentially hazardous or dangerous incident, members shall direct interns to either remain within the squad car or maintain a safe observation distance.

.55 Conduct

A. Interns are expected to conduct themselves appropriately to a business office environment and follow standard business rules pertaining to punctuality, courtesy, behavior, etc. Questions about an intern's conduct may be referred to the Internship Coordinator or handled by any Department supervisor.

1. Interns may be provided with relevant Village policies and Department directives, as needed.

B. Interns shall follow the following specific rules of conduct:

1. During the course of Department business, interns will act as interested observers and should remain alert and observant.
2. Interns will not divulge to anyone not affiliated with the Department any official information learned while assigned to the Department.
3. During the course of administrative functions or projects, interns may identify themselves as an intern of the Glendale Heights Police Department. At no time will any intern represent himself or herself as a Glendale Heights Police Department police officer or a Department member.

4. Interns will not take it upon themselves to conduct investigations of any official matters after duty hours or while on duty unless specifically instructed to do so by the Internship Coordinator or a Department supervisor.
5. The carrying of any firearm or weapon while in the Internship Program is strictly prohibited.
 - a. Under no circumstances will any intern carry on his/her person, luggage, or vehicle, any handgun, blackjack, baton, chemical weapon, or any other weapon.
 - b. Violation of this rule will result in immediate termination from the program.

C. All Department members shall act as positive role models for interns. Members should recognize and reinforce positive behaviors exhibited by interns. Exemplary intern behavior should be reported through the chain of command to the Internship Coordinator.

D. All Department members shall be cognizant of an intern's activities and report violations through the chain of command to the Internship Coordinator. Department members shall immediately intervene with the intern if an intern's activities are contradictory to Department policies, may cause physical harm, or may cause embarrassment to the intern or the Department.

E. The Internship Coordinator, with approval of the Chief of Police, may summarily terminate an intern from the Internship Program at any time for a violation of any of the rules governing the program. The Internship Coordinator shall notify the intern and institution of the termination.

.60 Dress and Appearance

A. Generally, interns shall dress in appropriate business attire pursuant to the Department's Code of Appearance (GO #1305) for business attire. Attire exceptions shall be allowed dependent on the duties assigned to the intern and approval of the Internship Coordinator.

B. Facial hair, hair length, and general grooming and appearance shall be governed by GO #1305 Code of Appearance. Approval of the Internship Coordinator is required when an intern's appearance contradicts the Code of Appearance.



Glendale Heights Police Department INTERNSHIP PROGRAM

RELEASE AND WAIVER OF LIABILITY

For the consideration of the Glendale Heights Police Department extending me, at my request, the opportunity of participating in the Internship Program, I hereby assume all risk of personal injury, death, property damage, and any other loss I may sustain in and about any patrol car, and any other way arising out of the program, and I hereby release the Village of Glendale Heights, its Officials, Police Department, Police Officers, and all other personnel from any and all liability whatsoever for personal injury, death, property damage, and any other loss I may sustain in and about any patrol car, and in any other way arising out of the program.

I further agree to indemnify and hold harmless the Village of Glendale Heights, its officials, Police Department, Police Officers, and all other personnel from any and all claims, demands, or actions arising out of personal injury, death, property damage, or other loss to me in and about a patrol car and in any other way arising out of the program.

It is my intent that the assumptions of risk release and hold harmless herein described are binding upon heirs, executors, and administrators.

IN WITNESS WHEREOF, I have here unto set my hand and seal at Glendale Heights, DuPage County, Illinois, this _____ day of _____ in the year _____.

Signature

Witnessed

Witnessed (by parent or guardian if intern is under the age of 18. Attach completed Juvenile Waiver)

Witnessed (Internship Coordinator)



Glendale Heights Police Department INTERNSHIP PROGRAM

JUVENILE WAIVER

I/We, the undersigned, father (and mother) (and/or guardian) of:
_____, Age _____, a minor, hereby consent to the participation of said minor in the Glendale Heights Police Department Internship Program and fully understanding the risks involved. I/We do hereby expressly waive any and all claims and any loss or damage resulting from or arising out of said minor's internship with the Glendale Heights Police Department which we may now or hereafter have as parent(s) (and/or guardian) of said minor, and also all claims or rights of action for damages which the minor has or may hereafter have, either before or after she/he reached his/her majority, resulting or to result from the Internship Program. I/We further promise to bind myself (ourselves) jointly and severally, my (our) heirs, administrators and executors to the aforementioned waiver. I/We further state that I (we) have carefully read the foregoing waiver and know the contents thereof, and I (we) sign the same as my (our) own free act.

Witness this _____ day of _____ 20____.

In the Presence Of: _____ Witness

_____ Witness

CAUTION: READ THE ATTACHED WAIVER COMPLETELY BEFORE SIGNING.

Father's Signature _____

Mother's Signature _____

Guardian's Signature _____

I, _____, minor son/daughter of _____

and _____ named in the above waiver, hereby acknowledges

receipt from the Glendale Heights Police Department of said waiver.