

| <b>DOUGLAS COUNTY SHERIFF'S OFFICE</b> |                                | <b>Policy and Procedure</b> |
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| <b>Ancillary Programs</b>              |                                | <b>P&amp;P-N-106</b>        |
| <b>Student Intern Program</b>          |                                |                             |
| Effective Date: 11-25-20               | Approval: Sheriff              | Number of Pages: 2          |
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| References:                            | Reevaluation Date:<br>Annually | Standards:                  |

## **I. POLICY**

The Sheriff's Office allows students enrolled in area colleges and high schools to participate in an internship program. Student interns are not sworn officers and have no law enforcement authority. All intern candidates must meet specified standards and satisfactorily pass a selection process, including a background check, before being allowed to participate in the program.

## **II. PURPOSE**

To establish standards for an intern to be accepted into the program, the minimum background check requirements and the procedure for assigning the intern to a supervisor.

## **III. PROCEDURE**

This policy is applicable to all candidates applying to become an intern with the Sheriff's Office.

The goal of the program is to provide students who are considering law enforcement work as a career, a structured program which will present a practical look at a local law enforcement agency.

The Professional Standards Bureau will be responsible for the initial processing of the intern application. Once accepted into the program, the intern will be assigned to the divisions that best match their course of study. Once assigned, it will be up to that division chief to monitor and evaluate the progress and work of the intern. The Undersheriff will determine, with the guidance of the division chief if necessary, the number of interns allowed to be assigned to a division.

## **IV. APPLICATION PROCESS FOR STUDENT INTERN PROGRAM**

All interested candidates will need to comply with the following application process:

- Initial contact is with the Hiring Technician. The Hiring Technician will determine if there is an intern position available and if the applicant meets initial requirements.
- Students must attend a school previously approved by the Sheriff's Office.
- The applicant should preferably be a junior or senior level student in good standing.
- Students must be enrolled in their school's Internship Program.

- The student's school must provide Workman's Compensation Insurance for the student during their time as an intern.
- The student's course of study can be in any field.
- The student will fill out an application online and then the Professional Standards Bureau will review the applicants' qualifications, criminal history checks and staff recommendations (the background check may include fingerprinting, integrity interview, polygraph testing and drug screening).

## **V. STUDENT INTERN PROGRAM CRITERIA**

Once accepted into the program, the student is expected to comply with the following criteria.

- The student intern will generally receive no compensation from the agency during their internship.
- Time spent with the agency will be the amount of time required by the intern's educational institution so minimum course requirements are met by the intern.
- Each intern's facility and computer access will be determined based on their assignment as well as the Division Chief's approval.
- Each intern will become familiar with the Law Enforcement Code of Ethics and necessary agency policies and procedures, to include but not limited to, dress code, confidentiality and workplace conduct.
- Based on their assignment, interns may be required to sign a confidentiality agreement.
- College interns will be required to complete the CJIS Awareness Training in order to have door access.
- High school interns will not complete the CJIS Awareness Training and must be escorted at all times during the duration of their internship.

The agency retains the right to terminate a student's internship for unacceptable behavior. The student's academic advisor will be notified by the Professional Standard's Division Chief, or designee, about the termination of the internship and related circumstances justifying the student's dismissal.

By Order of the Sheriff