

A. PURPOSE. To outline the responsibilities of the Police Intern Program

B. GOALS

1. Relieve police officers of duties that do not require the authority of a police officer
2. Provide responses to the needs or complaints of citizens and prepare related police reports
3. Furnish university and college students with practical experience in municipal police service

C. ORGANIZATION

1. The Community Engagement Unit Commander is responsible for the general management of the Program.
2. The Police Intern Program Coordinator is an employee who reports directly to the Community Engagement Unit Commander.

D. SPECIFIC RESPONSIBILITIES

1. Police Interns shall:
  - a. Register or be enrolled at an accredited university.
  - b. Complete nine (9) credit hours every semester.
  - c. Maintain a 2.0 grade point average.
  - d. Possess a valid Michigan driver's license.
  - e. Prepare police reports.
  - f. Operate computer terminals.
  - g. Render administrative duties.
  - h. Respond to requests, questions, complaints, and inquiries from citizens.
  - i. Enforce specific parking violations.

- j. Assist in the abandoned vehicle process.
  - k. Help with vehicle bonding and releases.
  - l. Assist with traffic control at specific events.
  - m. Be assigned to bureaus and units in the Department at the discretion of the Chief of Police.
  - n. Perform additional duties as determined by the Chief of Police.
  - o. Police interns will strictly comply with all rules, orders, and procedures of the Grand Rapids Police Department.
2. Police Interns shall not:
- a. Have arrest authority. They shall not enforce any statute or ordinance except specific parking ordinance violations. Police interns are not to impound vehicles without the consent of a police officer at the scene.
  - b. Operate marked police vehicles. They may be directed to operate unmarked vehicles. While operating city owned vehicles, police interns will comply with traffic laws and Department procedures.
3. Watch and unit commanders shall be responsible for the daily supervision of the police interns assigned to them.
4. Police Intern Coordinator shall:
- a. Be responsible for administrative responsibilities related to the Intern Program, including scheduling.
  - b. Ensure that police interns are complying with their program requirements outlined in D.1. a. – d. of this procedure.