

<i>P.O. 1403 Internship Program</i>			
Effective From:	7-15-2012	Effective To:	Current

P.O. 1403 - Internship Program

1. BACKGROUND

- i) The Louisiana State Police offers an internship program to enhance the criminal justice and law enforcement curricula of colleges and universities by offering volunteer opportunities for experimental and student service learning. The program is designed to meet both the academic and career objectives of students while providing useful administrative and operational support to the Department.
- ii) An intern must be a student (minimum age of 18 years) attending a college or university, preferably majoring in criminal justice or a related field. As a partnership with their respective college or university, interns volunteer to earn course credit or student service learning hours. Interns are unsalaried staff who actively participate in the functional operation of the LSP.

2. PROCEDURES

- i) Applications will be processed on a first come, first serve basis. There are no predetermined numerical limits, and placement will be based on the availability of assignments at the time requests are received.
- ii) Applicants must read the following Internship Program forms:
 - a) Eligibility Requirements ([DPSSP 6687](#)).
 - b) Rules of Conduct ([DPSSP 6689](#)).
- iii) Applicants must complete the following Internship Program forms:
 - a) Applicant Form ([DPSSP 6685](#)).
 - b) Release of Information Authorization ([DPSSP 6686](#)).
 - c) Intern Duties and Responsibilities ([DPSSP 6688](#)).
 - d) Waiver of Liability ([DPSSP 6695](#)).
- iv) Applicants' criminal history background will be checked through the National Crime Information Center (NCIC) and Louisiana Automated Computerized Criminal History (LACCH). Fingerprint submission is the only acceptable method of checking an applicant's Criminal History.
- v) Applicants will be checked through the Office of Motor Vehicles for revocations, suspensions, Driving While Intoxicated (DWI) arrests, or serious traffic offenses.
- vi) Applicants may be required to have a face-to-face interview with the Internship Program Coordinator, or his designee. The applicant will complete and sign the Interview Warning Form ([DPSSP 6690](#)) prior to the interview.
- vii) The Program Coordinator will notify the applicant's educational institution whether an applicant does/does not meet internship qualifications.
- viii) Accepted applicants may be issued a photo intern identification card. Upon completion of the internship, the identification card will be returned to the Program Coordinator and filed with the intern's application records. Lost or stolen identification cards will be reported to the Program Coordinator.
- ix) The Monthly Activity Log ([DPSSP 6691](#)) will be completed by each intern. The Intern Supervisor will forward it to the Program Coordinator monthly. A copy may be provided to the educational institution, and the original will be filed with the intern's application records.
- x) An Intern Evaluation Form ([DSSP 6692](#)) will be completed for each intern at the conclusion of the internship. The Intern Supervisor will forward the completed form to the Program Coordinator. A copy may be provided to the educational institution, and the original will be filed with the intern's application records.

3. STATE POLICE INTERNSHIP PROGRAM COORDINATOR

- i) The Training Academy Commander, or his designee, shall be the Internship Program Coordinator for the Department. Troop/Section coordinators seeking interns shall contact the Program Coordinator.
- ii) The Program Coordinator shall:
 - a) Be the central repository for all intern applications and records.
 - b) Provide an Internship Application packet to interested applicants, upon request.
 - c) Ensure that the Internship Application packets are fully and properly completed.
 - d) Submit background request to Internal Affairs for processing. Upon completion of the background check, Internal Affairs shall notify the program coordinator of the results of the background check.
 - e) Determine who should conduct any required face-to-face interviews with applicants.
 - f) Coordinate the Internship Program with the Troop/Section designee.

4. TROOP/SECTION INTERN SUPERVISOR

- i) Troop/Section commanders who are assigned an intern shall designate an Intern Supervisor. The coordinator's responsibilities with respect to the assigned intern shall include:
 - a) Orienting the student to the Department and its mission.
 - b) Defining the student's role and tasks to be performed.
 - c) Assigning the student to appropriate tasks within his scope of studies.
 - d) Providing the student the necessary space, materials, and facilities.
 - e) Supervising the student's performance and holding regular conferences with the student for evaluation and feedback.
 - f) Exposing the student to as many aspects of the Department as practicable.
 - g) Adhering to all institutional requirements.
 - h) Ensuring that the intern accurately maintains the Monthly Activity Log ([DPSSP 6691](#)).
 - i) Completing and submitting the Intern Evaluation Form ([DPSSP 6692](#)) upon completion of the internship.

5. EDUCATIONAL INSTITUTIONS

- i) Educational institutions seeking placement for interns will be responsible for:
 - a) Facilitating the placement process.
 - b) Serving as advocate and liaison between the student and the Department.
 - c) Making periodic contact with the Department for feedback on the student.
 - d) Providing the Program Coordinator with assistance in the administration of the program.

6. INTERN RESPONSIBILITIES

- i) Specific responsibilities of the student will be determined by both the educational institution and the Internship Program Coordinator. To successfully participate in the program, the student will be expected to adhere to the Department's Rules of Conduct.
- ii) Provide program coordinator with a current school identification card.