



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Personnel Management

Section: 313.5

Subject: Career Development

Topic: Intern Program

Accreditation:

Revised:

Reaffirmed:

Enacted: 07/30/2015

Last Review: 01/30/2019

Review: 11/01/2020

I. PURPOSE

The purpose of this General Order is to establish guidelines for allowing a college student to volunteer time to the Sheriff's Office as part of his/her specified course of study.

II. POLICY

It shall be the policy of the Loudoun County Sheriff to follow specific guidelines and procedures when providing college and/or university students with an opportunity for off-site learning experiences within the agency as part of their higher education.

III. DEFINITION

Intern: A student attending a recognized and accredited college or university who gains practical experience within a supervised work setting in the Sheriff's Office while receiving no compensation from Loudoun County. (For the purpose of this policy, an intern must be 18 years of age or older.)

IV. PROCEDURES

- A. Direct responsibility for the management of the intern's rests with the Administrative and Technical Services Division Assistant Division Commander. The Employment Services Section ("ESS") supervisor will be the contact person for the college/university, intern and Sheriff's Office supervisors working with the intern.
- B. When a college or university student contacts the agency requesting an internship ESS supervisor will require a letter from the college or university, on school letterhead, indicating the following:
 - 1. Placement is part of a *bona fide* course of study and that the student will receive a credit at the end of the course
 - 2. The purpose and objectives of the course
 - 3. Requirements of the internship
 - 4. The beginning and ending dates of the internship
 - 5. The amount of time or number of hours per week participation is expected

6. The name of the instructor/counselor responsible for the course and a daytime telephone number where the instructor may be reached.
- C. Once the letter is received from the college or university, a Loudoun County Sheriff's Office Application for Intern Program form will be mailed or emailed to the student by the ESS supervisor or his/her designee.
1. The ESS supervisor or his/her designee will send a Personal History Statement to the intern for completion. Once this document has been returned, the ESS supervisor or his/her designee will:
 - a. Review the form
 - b. Conduct a criminal history record check and obtain a driving transcript
 - c. Perform a Tier 4 background investigation
 - d. Schedule and conduct a personal interview with the prospective intern
 - e. The applicant intern shall not have any criminal convictions or pending court appearances that would negatively impact the Sheriff's Office or compromise the security of the agency, its employees, or the citizens of Loudoun County.
 2. During the interview, the ESS supervisor or his/her designee will:
 - a. Discuss any noted concerns within the Personal History Statement and criminal history record check/driving transcript
 - b. The potential intern's desired outcome of the internship
 - c. Overview of the agency to include basic procedures and protocol
 - d. Number of total work hours and available days throughout the week to participate in the internship.
 3. Following the interview, the ESS supervisor will make a recommendation to approve or disapprove the internship.
- D. If approved for program participation, a written schedule will be sent to the applicant intern for review. The schedule will indicate reporting dates and times, total hours worked, section supervisor, telephone number and address of each duty post.
- E. Once the schedule has been reviewed and approved by the applicant intern, the ESS supervisor will forward a copy of the schedule to all affected agency personnel. The

assigned section supervisor should report any intern absences to the ESS supervisor.

- F. When the semester and/or internship ends, the ESS supervisor will solicit input from those deputies/civilian employees who provided supervision or instruction to the intern or had a work experience with the intern. This information will be compiled and an evaluation letter will be sent to the intern's professor/instructor per request.