



WRITTEN DIRECTIVE	No.	PD21-0218	Page:	1 of 4
	Subject:	Effective Date: 01-27-21		
	STUDENT INTERN PROGRAM	Supersedes/Amends: PD17-0218		
		Reference: 32.2.1		



I. Purpose

The purpose of this directive is to establish guidelines for the administration of the Lynchburg Police Department’s student intern program.

II. Policy

It shall be the policy of the Lynchburg Police Department to provide college and high school level students with opportunities to intern with the Lynchburg Police Department for the purpose of enhancing the student’s educational experience.

III. Procedure

A. DEFINITIONS

1. Student Internship Program – A program designed to provide students with a variety of substantive experiences related to law enforcement while working within the Lynchburg Police Department.
2. Unpaid Student Intern – A student who participates in the Lynchburg Police Department Student Intern Program who does not receive compensation, who does not perform productive work so as to displace any regular department employee, and whose activities provide no immediate business benefit to the agency.
3. Paid Student Intern – A student who participates in the Lynchburg Police Department Student Intern Program who receives compensation as required under FLSA guidelines for performing productive work resulting in immediate business benefit for the department.

B. GENERAL

1. Students from area colleges/universities and high schools may be considered to participate in the Lynchburg Police Department’s student intern program.
 - a. Internships will be of limited duration and will normally occur within a 12-month period or less, typically to coincide with an academic semester or year.

- b. Internships for high school aged students will be on a case by case basis with final approval by the Chief of Police. Approval for high school student interns will take into consideration current staffing and operational capacity.
 2. The student intern program will serve the following purposes:
 - a. A service to area educational institutions maintaining intern programs
 - 1) The department will cooperate with the intern's educational institution to ensure proper and appropriate reporting of the intern's assigned work and performance to facilitate the earning of educational credits.
 - b. Means of enhancing the department's recruitment base and/or functional management
 - 1) Recruitment methods for the student intern program will be a cooperative effort between the Department and local educational institutions.
 - 2) Recruitment advertisements, postings, and solicitations will focus on the training and educational benefits associated with the program.
 - 3) Educational institutions will be informed that student internships are temporary in nature and do not carry with them any offer, promise or guarantee of future employment.
3. The Personnel and Recruiting Unit will coordinate student intern Program advertisement, selection, and scheduling.
 - a. The Personnel and Recruiting Unit's availability to facilitate student internships may be limited by unit workload, availability of suitable projects, and other related factors.
 - b. The Lynchburg Police Department will be in no way responsible or required to provide student internship appointments or requests.
4. Acceptance into the student intern program will be contingent upon the following requirements:
 - a. The program is included within the curriculum of an educational institution

- b. Successful completion of a background investigation designed to verify qualifying credentials
 - 1) An intern background investigation will include a review of the following:
 - a) arrest or conviction records
 - b) police incident reports
 - c) verification of at least three character references
 - d) written recommendation of faculty members or advisors.
 - c. A *Liability and Confidentiality Waiver* is signed by the student
 - d. The intern applicant does not negatively represent the Lynchburg Police Department for any reason
5. Unpaid Internships
- a. Unpaid interns will not be used to displace regular employees, but will perform duties under the close supervision of existing staff.
 - 1) Participants will be informed prior to accepting an appointment as an unpaid intern that they are not entitled to compensation or City benefits during or after participation in the program.
 - 2) Unpaid student interns must sign an Intern Program Guidelines form acknowledging understanding of and agreement to all program guidelines.
 - b. Activities performed or training received by unpaid interns will be similar in nature to that received in educational institutions.
 - 1) Intern activities performed or training received:
 - a) will be for the student intern's benefit
 - b) will not provide an immediate advantage to the Department
 - 2) Interns will not be placed in law enforcement roles or functions

- c. Unpaid student interns are in no way guaranteed a job at the conclusion of the Student Intern Program.
- d. Unpaid student interns must sign an Intern Program Guidelines form acknowledging understanding of and agreement to all program guidelines. This acknowledgement must be received before a student can participate in the program.

6. Paid Internships

- a. The Lynchburg Police Department may, at its discretion, establish paid intern positions in support of department functions.
- b. Students selected by the department to serve as paid interns:
 - 1) Will participate in activities or training designed to benefit the student.
 - 2) May participate in activities or training that supplements the work activities of a particular Police Department unit or operational function.
 - 3) Will not be placed in law enforcement roles or functions.
- c. Paid student interns must sign an Intern Program Guidelines form acknowledging understanding of and agreement to all program guidelines.
 - 1) This acknowledgement must be received before a student can participate in the program.
- d. The Intern Program Guidelines form will reference FLSA and Department rules and guidelines applicable to paid intern service.

Original Signed

Ryan M. Zuidema
Chief of Police

January 27, 2021

Date