

PROCEDURE MANUAL

19-02



MICHIGAN STATE POLICE

Ride-Alongs and Student Interns

Purpose: This manual establishes the procedures for civilian ride-alongs and student interns.

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Table of Contents

Ride-Alongs and Student Interns

Section 1: Ride-Alongs and Student Interns	1
1.1 Responsibilities	1
1.2 Ride-Alongs	2
1.3 Student Interns/Internships	4

Definitions:

None

Section 1: Ride-Alongs and Student Interns

1.1 Responsibilities

- a. District/Division Commander's Responsibilities
 - i. District/division commanders shall develop policies for ride-alongs and student internships that address their approval/selection, supervision, and approve activities. These policies shall conform to this procedure manual.
- b. Worksite Commander's Responsibilities
 - i. Worksite commanders shall develop policies for ride-alongs and student interns that conform both with this manual and their district/division policies.
 - ii. Worksite commander's may administer their ride-along and/or student internship programs, or they may appoint a worksite coordinator to do so.
- c. Worksite Coordinator's Responsibilities
 - i. Requests for ride-along and student internship opportunities shall be directed to the worksite coordinator.
 - ii. The worksite coordinator shall serve as a liaison between their worksite and citizens requesting ride-along opportunities, and student and educational institutions requesting internship opportunities.
 - iii. Worksite coordinators shall identify those members willing to host a ride-along or student intern.
 - iv. The worksite coordinator shall work with the worksite commander to identify the activities in which ride-alongs and student interns can and cannot participate.
 - v. The worksite coordinator shall work with their worksite's scheduling supervisor to ensure that the ride-along or student intern is schedules as necessary.
 - vi. The worksite coordinator shall be responsible for retaining the ride-along or student intern's submitted forms, per the instructions on each one.

d. Host Member's Responsibilities

- i. Host members are those department members assigned to work directly with the ride-along or student intern.
- ii. Host members shall brief their assigned ride-along or student intern on how to react in an emergency situation (i.e., the location of safety equipment, or how to use the radio to call for help).
- iii. Host members shall inform their assigned ride-along or student intern that much of what they will see and hear in the course of their participation is confidential information that shall not be disclosed to others. They shall further be informed that any disclosure of information without the worksite commander's approval shall be grounds for immediate dismissal or termination, as explained in Section 1.3.(o) of this manual.
- iv. Host members shall remind their ride-along or student intern that their role is merely that of an observer, and that they shall not become personally involved in ongoing investigations or other police activities. Emergency situations in which any citizen could reasonably be expected to respond are excluded from this restriction.

1.2 Ride-Alongs

- a. Any member of the public may participate in a ride-along if approved by the appropriate commander.
 - i. A ride-along request made by an enforcement member's relative, or by a member of another law enforcement agency, may be approved by the worksite commander or their designee.
 - ii. A ride-along request made by a civilian not related to an enforcement member of this department may be approved by the worksite's division/district commander or their designee.
- b. To avoid any adverse impact on a worksite's day-to-day operations, district/division or worksite commanders may limit the number and frequency of ride-along opportunities.
- c. General requirements for those wishing to participate in a ride-along are as follows:
 - i. They shall be at least 18 years of age. Students less than 18 years of age may participate in a ride-along if doing so is part of a high-school cooperative education program approve by the affected district/division commander.
 - ii. They shall be a United State citizen at the time of their request. An individual who is not a citizen of the United States may participate in a ride-along with bureau commander approval.
 - iii. They shall have a valid operator's or chauffeur's license.
 - iv. They shall be free of felony convictions. Misdemeanor convictions may also be just cause to refuse a request for a ride-along. This determination may be made by the district/division or worksite commander or their designee on a case-by-case basis.
- d. Driving Record/Criminal History Check

- i. Each citizen requesting a ride-along opportunity with this department shall submit to checks of both their driving record and criminal history record.
 - 1. The worksite coordinator may obtain the driving report (41-Driving History) of a prospective ride-along from the Secretary of State computer system.
 - 2. The worksite coordinator may run a criminal history record check on a prospective ride-along participant using the “c/volunteer” purpose code, with “Ride Along” in the remarks section.
 - ii. These checks may be waived at the discretion of the worksite commander, or their designee, for prospective ride-alongs who fall into one of the following two categories:
 - 1. Relatives of the enforcement member hosting them.
 - 2. Active or retired law enforcement officers that are well known to post personnel.
- e. Appearance and Demeanor
- i. Ride-along participants will inevitably interact with the public and will, for that moment, be representative of the department. Therefore, their appearance while participating in a ride-along shall conform with the following standards.
 - 1. Their hair shall be cleaned and neatly groomed
 - 2. They shall not smell of intoxicants, have offensive body odors, or wear heavy perfume or cologne.
 - 3. They shall not smoke, chew, or otherwise use tobacco.
 - 4. They shall wear appropriate business attire that is suited for the day’s anticipated activities.
 - a) If wearing a bullet-resistant vest is required (see Section 1.2.(f) below) they shall wear clothing that allows for its concealment.
 - b) Ride-along participants that are members of another law enforcement agency shall not be allowed to wear their uniform while participating.
 - ii. Ride-along participants shall always maintain a professional demeanor. They shall also use common courtesies and refrain from using profanity.
 - iii. A ride-along participant’s conduct and demeanor shall not discredit or embarrass the department. Behavior problems shall be immediately dealt with by the worksite commander or their designee and may result in the person being dismissed for the day, as well as banned from any future ride-along opportunities.
- f. Body Armor
- i. Anyone riding-along with a uniformed enforcement member shall wear a bullet-resistant vest provided by the worksite for the duration of the assignment.

- ii. A ride-along participant who is an MCOLES licensed law enforcement officer and has a serviceable bullet-resistant vest of their own may choose to wear that vest in lieu of a worksite supplied bullet-resistant vest.
- g. Firearms
 - i. Ride-along participants shall not have a firearm in their possession at any time.
 - ii. At the discretion of the worksite commander, an exception may be made for a ride-along participant who is an MCOLES licensed law enforcement officer already authorized by Michigan law to carry a concealed weapon.
 - iii. An exception will be made for ride-along participants that are retired police officers, or those that possess a valid Michigan Concealed Pistol Licenses.
- h. Ride-Along Requests from Legislators and Members of the Media
 - i. The worksite coordinators shall forward ride-along requests from Legislators and members of the media to their worksite commander for review.
 - ii. If the worksite commander approves the request, they shall provide the Public Affairs Section with the date, time, and location of the assignment, along with other important details such as the reason for the request.
- i. Specialty Unit Assignments
 - i. Typically, the most common ride-along assignment is with a uniformed enforcement member. However, an assignment with a specialty unit (i.e., K-9 Unit, Dive Team) may be approved at the district/division commander's discretion in order to satisfy a ride-along participant's particular interest.
 - ii. Requests for a ride-along opportunity with a specialty unit shall be requested well in advance of the requested date of the assignment.
 - iii. The worksite coordinator shall contact the commander of the requested specialty unit to check whether a ride-along opportunity exists there.
- j. Waiver of Liability
 - i. Prior to participating in a ride-along, the requestor shall complete, sign, and submit a Waiver of Liability form, PD-038, to the worksite coordinator.
 - ii. The worksite coordinator shall retain the form for three years from the date of signature.
- k. Termination
 - i. A worksite commander or their designee may terminate a ride-along assignment at any time if, in their judgement, the participant's behavior is found to be inappropriate, unsafe, offensive, or otherwise not in the best interest of the public or the department.

1.3 Student Interns/Internships

- a. For the purposes of this manual, the term "internship" shall be synonymous with "job shadow", "field training opportunity", and other similar terms.

- b. This policy applies to students from any post-secondary educational institution.
- c. All requests for internship opportunities received from educational institutions shall be forwarded to that worksite's appointed coordinator.
- d. Colleges and universities will typically approach a worksite commander asking them to host a student intern. However, with district/division commander approval, worksite commanders may contact their local college or university to offer unpaid internship opportunities.
 - i. Worksite commanders wishing to offer a paid internship, typically referred to as a "student assistant" position, shall contact the Human Resources Division for guidance.
 - ii. Worksite commanders wishing to offer an unpaid internship shall obtain approval to do so from their district/division commander.
- e. The following are the minimum qualifications for student internship applicants:
 - i. They shall be a citizen of the United States at the time of application or have a valid student visa.
 - ii. They shall be enrolled in an internship program at a college or university for which they will receive course credit.
 - iii. Course of Study Requirement
 - 1. A particular major or minor course of study shall not normally be considered a minimum requirement. Consequently, a student shall not be refused an opportunity for an internship solely because they are not a criminal justice major.
 - 2. Because of the unique and technical nature of their work, the Forensic Science Division may establish specific major and minor courses of study requirements for their internships, which may include any of the physical, biological, social, or forensic sciences.
 - iv. They shall have a valid operator's or chauffer's license without restrictions (except corrective lenses).
 - v. They shall not have a history of criminal convictions or excessive civil infraction violations.
 - 1. Conviction of law violations or civil infractions may serve as a basis for disqualification from consideration for a student internship opportunity. The application's total record will be evaluated, and the pattern of law violations will be considered along with the seriousness, surrounding circumstances, number, and recency of violations.
 - 2. The following shall be cause for automatic disqualification from an internship program:
 - a) Any felony conviction.

- b) The suspension or revocation of the applicant's driver license because of an unsatisfactory driving record, as determined by the Michigan Department of State driver's license point system.
 - c) **Exception:** Those applicants who maintain a driving record free of license suspensions or revocations, as well as traffic-related civil infraction and misdemeanor convictions, for the two years prior to submitting their internship application shall still be eligible for consideration.
 3. A conviction of any of the following in the four years prior to submitting their application:
 - a) Driving while their license was suspended or revoked,
 - b) Driving while under the influence of alcohol or drugs, including driving while impaired.
 - c) Two or more convictions of reckless driving.
 4. Any of the following in the two years prior to submitting their application
 - a) Accumulation of eight or more points on their driving record.
 - b) Conviction or determination of three or more moving violation civil infraction determinations.
 - c) A record of two or more traffic crashes resulting in a moving violation conviction or civil infraction determination.
- f. Driving Record/Criminal History Check
 - i. Each student applying for an internship with this department shall submit to checks of their driving record and criminal history record.
 1. The worksite coordinator may obtain the driving record (42-Driving History) of a prospective student intern from the Secretary of State computer system.
 2. The worksite coordinator may run a criminal history check on a prospective student intern participant using the "j/employment" purpose code, with "Intern" in the remarks section.
 3. If the student intern will be working with or witness to sensitive or confidential information, the worksite commanders shall consider whether to have the prospective student intern undergo a fingerprint-based background check as a condition of employment. As stated in Section 1.3.(o) of this manual, the disclosure of confidential information without worksite commander approval shall be grounds for the student intern to be terminated and may result in them being banned from future internships.

g. Application Process

- i. The prospective student intern's educational institution shall first submit an Application for Internship form, PD-039, to the chosen worksite coordinator, who will forward the form to their worksite commander.
 1. The Application for Internship form, PD-039 shall be submitted at least one month prior to the anticipated starting date of the internship.
 2. The form shall not be accepted if it is not completed in its entirety.
 3. District/Divisions may develop additional application forms that if used shall be retained with the student's submitted PD-039.
- ii. Their worksite commander or their designee shall interview applicants to determine their suitability for an internship at the worksite.
 1. District/division or work site commanders may develop a set of standard interview questions for this purpose. The list of questions used, and the responses recorded, if any, shall be retained with the student's application.
 2. The work site commander shall notify educational institution representatives of the acceptance or denial of their applicant and the location and scheduling of the applicant's internship assignment. A hard copy of the notification shall be sent to the applicant and the educational institution.
 3. The work site commander may deny an applicant for good cause. If denied, they shall immediately notify the applicant's educational institution.
- iii. Successful applicants shall sign and submit an Agreement for Provision of Unpaid Student Services to MSP form, PD-037, to the worksite coordinator before beginning their internship.
- iv. Waiver of Liability
 1. A waiver of liability has been incorporated into the PD-039 and shall be signed by the applicant.
 2. Once accepted, the student intern shall complete, sign, and submit the PD-039 to their worksite coordinator. The worksite coordinator shall retain the form with the student intern's other application materials for three years from the date of signature.

h. Assignments

- i. Student interns may be given one of the following assignments:
 1. Assignment to a uniform patrol officer or post detective.
 2. Assignment at a regional forensic crime laboratory.
 3. Assignment to one of the department's business offices.
- ii. Under no circumstances shall student interns be used solely for clerical help.
- iii. The coordinator shall work with the student intern to determine their work hours and

assignment, taking into consideration the student's other employment and educational obligations, as well as the worksite's operational needs.

- iv. Worksite coordinators may work with students to develop assignments that address their interests not addressed by any of the typical assignments.
 - v. Worksite coordinators shall contact the student intern's educational institution to resolve any difficulty with accommodating a particular intern. The educational institution shall be given the opportunity to reschedule the intern for another semester or relocate them to another worksite.
- i. Duration
 - i. Student internships typically last one semester (approximately 16 weeks). However, the duration of an internship may be adjusted to meet a student's unique needs.
 - j. Appearance and Demeanor
 - i. Student interns shall abide by the appearance and demeanor standards for ride-alongs list in Section 1.2.(e) above.
 - k. Supervision Responsibilities
 - i. Student interns shall be under the direct supervision and control of the worksite commander unless assigned to a host member, who shall then assume all supervision responsibilities.
 - l. Papers and Other Written Reports
 - i. Term papers, case studies, narrative reports, and other documents produced by a student intern concerning their internship experiences or matters in which this department has an interest shall be submitted to the worksite commander for review and approval before the student submits it to their educational institution.
 - 1. Worksite commanders shall ensure that the information contained in the student's document does not breach confidentiality, jeopardize officer safety, interfere with an ongoing investigation, reveal otherwise confidential information, or expose the department to increased liability.
 - 2. Upon receipt of the document, the worksite commander shall review and return it to the student as soon as possible so that the student is able to meet their academic deadline.
 - ii. Documents written by the student as an overview of their internship experience, which contain only general references to the activities observed, are not required to be reviewed by the worksite commander prior to submission to the educational institution.
 - m. Evaluation of Student Interns
 - i. Evaluation forms requested by a student intern's educational institution shall be completed by the worksite coordinator, taking into consideration input from the worksite commander and those department members with whom the student had worked, and returned to the institution by the requested time.

n. Fraternalization

- i. A student actively participating in an internship within the department shall not date or otherwise have an intimate relationship with a department member.
- ii. Fraternalization shall be cause for the immediate termination of the student's internship and disqualification from any future internship opportunities.

o. Termination of Internship

- i. A worksite commander, in consultation with the worksite coordinator, the student's educational institution, and the district/division commander, may terminate an internship at any time if, in their judgement, the participant's behavior is found to be inappropriate, unsafe, offensive, or otherwise not in the best interest of the public or the department.
- ii. The student intern's conduct and demeanor shall not discredit or embarrass the department. Behavior problems shall be dealt with by the worksite commander and may result in the student being banned from future internships.
- iii. The disclosure of confidential information received in the course of an internship shall be cause for immediate termination and may result in the student being banned from future internships.
- iv. In all cases where an internship is terminated because of the student's behavior, the worksite coordinator shall immediately notify the student's educational institution by telephone and in writing.
- v. Documents pertaining to a student intern's termination shall be retained by the worksite coordinator along with the student's application documents for as long as those documents are retained.

p. Administrative Office Interns

- i. Student interns assigned to the department's administrative officers, such as the Criminal Justice Information Center or Management Services Division, shall meet the hiring requirements listed in Sections 1.3.(e) and 1.3.(f) of this manual.
- ii. With the approval of their division commander, the manager of the office wishing to have a student intern shall complete an Application for Internship form, PD-039, and submit it to the Human Resources Division, Classification and Selection Section.
- iii. The Classification and Selection Section shall review the form and determine whether the request for a student intern should be approved. In reviewing the form, the Classification and Selection Section shall pay particular attention to the student intern's proposed responsibilities. They shall have education value and provide the student with valuable work experience. The responsibilities shall not be designed to simply provide the requesting office with clerical help, as is also mentioned in Section 1.2.(h) of this manual.
- iv. If an office's request for an intern is approved, the Classification and Selection Section shall contact local colleges or universities and solicit potential student applicants. They may also direct students that have inquired about internships on their own to personally

contact an office known to the Classification and Selection Section to have an approved internship position that has not yet been filled. Interested students shall apply as instructed in Section 1.3.(g) of this manual.

- v. Once the internship is approved, applicants shall be screen by the requesting manager to determine if they meeting the minimum qualifications listed in this manual and have skills and/or interests applicable to the position.
 - 1. Administrative offices may develop a set of standard interview questions for this purpose. The list of questions and responses recorded, if any, shall be retained with the student's application.
 - 2. The requestion manager shall notify the educational institution representatives of the acceptance or denial of their applicant and the location and scheduling of the applicant's internship assignment. A hardy copy of the notification shall be sent to the applicant and the educational institution.
 - 3. The requesting manager may deny an applicant for good cause, and if so, they shall immediately notify the applicant's educational institution.
- vi. The requesting manager may serve as their student intern's immediate supervisor or they may appoint a designee.

Review Responsibility: Field Support Bureau and Executive Operations; Human Resources Division

Accreditation Standards: N/A