



# NEWARK POLICE DEPARTMENT

## GENERAL ORDER



<b>SUBJECT:</b> <b>VOLUNTEER STUDENT INTERNSHIP PROGRAM</b>		<b>GENERAL ORDER NO.</b> <b>02-08</b>
<b>SUPERCEDES:</b> <b>G.O. 02-08 (Dated 10/2/02)</b>	<b>DATED:</b> <b>June 29, 2010</b>	<b>SECTION CODE:</b> <b>C 4</b>

### **I. Policy**

It is the policy of the Newark Police Department to allow college students the opportunity to be exposed to various principals, techniques, methods and requirements necessary to function as interns in the criminal justice system.

### **II. Purpose**

The purpose of this policy is to govern interns working throughout the Department and to permit them to work within a non-risk work environment. This Policy will ensure that interns do not have access to any confidential law enforcement records prior to a background check being completed.

### **III. Procedure**

All students that wish to participate in the Newark Police Department's Volunteer Student Internship Program are required to submit the following to the Office of the Police Director:

1. A letter from a school official, on the school's official letterhead, indicating the student's major and an outline of the goals and objectives for the internship.
2. Volunteer Student Internship Application
3. City of Newark Volunteer and Hold Harmless Agreement
4. City of Newark Volunteer Information Sheet

Upon approval, the above information shall be forwarded to the Human Resources Section. The Human Resources Section, in consultation with the Office of the Police Director, shall determine which command is most suitable to assign the student intern.

The Human Resources Section shall run a records check to ensure that the volunteer student intern does not have a criminal record or any open warrants. Student interns must submit any documentation required for positive identification within (10) ten days of being requested by the investigating detective (e.g., birth certificate, social security card, etc.). If the intern fails to comply with these requirements, the internship shall cease immediately.



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## IV. Commanding Officers' Responsibilities

The Commanding Officer is responsible for ensuring that the intern is properly supervised and performing only the duties that the internship is assigned. The Commanding Officer shall:

1. Meet with intern to review and discuss their responsibilities.
2. Review the Volunteer Agreement that the intern signed.
3. Meet weekly with the intern to ensure the duties and responsibilities are being accomplished.
4. Monitor and approve all information obtained from the Department records and monitor the use of the Department's computer system.

## V. Student Intern's Responsibilities

The intern is responsible for conducting themselves in a professional manner and complying with guidelines, policy and procedures of this Order. The intern shall:

1. Ensure that all necessary forms are completed and submitted to Police Director's Office of Human Resources within one (1) month of the proposed internship.
2. Establish a work schedule with the assigned Commander.
3. Review and sign a receipt that they received a copy of this Order. This receipt shall be maintained at Human Resources.
4. Report to work in business attire, unless otherwise directed by the intern's supervisor.

## VI. Effect of this Order

All previous Orders which are inconsistent with this Order are hereby rescinded and repealed.

By Order of:

  
Garry F. McCarthy  
Police Director