	Onslow County Sheriff's Office GENERAL ORDER	**Number:** 1.8
	Subject: INTERNSHIP PROGRAM	**Effective Date:** 12/30/2022
	Revised: 3/28/18, 12/5/22	**Pages:** 4

GO 1.8.0 OBJECTIVE

Establish guidelines for acceptance and participation of selected students for the opportunity to conduct vocational work to enhance their understanding of the public safety field and chosen functions of the Sheriff's Office.

GO 1.8.1 DEFINITIONS

College Intern – A College Student who is interested in a career in a law enforcement discipline and who has been recommended for the program by their school. The intern must also be approved to participate in the internship program for educational credit by the Sheriff's Office.

Intern Supervisor – Designated supervisor of an assigned intern. The Intern Supervisor will ensure interns are adequately briefed and involved in law enforcement activities per the educational objectives of the internship program. The Intern Supervisor will also complete the intern's final evaluation. The Intern Supervisor reports directly to the Internship Coordinator regarding the program.

Internship Coordinator –The Administration Major or their designee will act as the Internship Coordinator. The Internship Coordinator shall oversee the internship program and provide guidance and supervision to the Intern Supervisor and interns. The Internship Coordinator reviews applications and selects interns for the program. In conjunction with the Division Commanders, the Internship Coordinator will place the interns into the specific divisions within the Sheriff's Office.

Sheriff's Office Internship Application Packet – Mandatory forms completed by the applicant requesting consideration for the Sheriff's Office Internship Program.

Acknowledgment/Release and Non-Disclosure Agreement Form – A form used by the applicant to acknowledge understanding and agreement with specified conditions and requirements of all interns.

Mentor – an agency member assigned to review all required observations and grading criteria mandated by the college or university and complete all paperwork required by the program.

GO 1.8.2 SELECTION

College students who meet the following criteria may be accepted into the Internship Program:

1. U.S. Citizen
2. 18 years of age or older

3. Submit a background check. Those individuals with criminal histories may be denied participation.
4. No previous or pending lawsuits against Onslow County.
5. Proof of current enrollment and active involvement in an associate, undergraduate, graduate, or doctoral program related to law enforcement or public safety.
6. Currently attending an accredited university, college, community college, or technical institute in North Carolina or be a North Carolina Resident attending an equivalent institution in another state.
7. Written recommendation by the college's designee. The recommendation shall include the minimum vocational hours needed to gain credit for the internship.
8. Grade Point Average of at least 3.0
9. Be covered by personal injury or health insurance
10. Be of good moral character.

Background Check

An applicant shall:

1. Obtain a criminal records check covering the past ten (10) years of residency, including the place of residence when graduating high school.
2. Complete a Sheriff's Education and Training Standards Personal History Statement (Form F-3).

Disclaimer

Applicants shall sign a disclaimer that releases the Sheriff's Office from all liabilities if accepted into the program.

Applicants shall sign a confidentiality agreement concerning information heard, viewed, or accessed if accepted into the program.

GO 1.8.3 APPLICATION PROCEDURES

The Sheriff's Office may accept internship applications throughout the year. Applications will be made available on the Sheriff's Office website. Completed applications shall include the following:

1. Internship Application
2. Copy of driver's license and student ID
3. Copy of the student's unofficial transcript indicating the course of study and current GPA
4. Letter of recommendation from the college outlining the student's status, anticipated graduation date, and the number of hours needed.

5. Fingerprints (must be completed by Sheriff's Office Permits Unit)
6. Criminal and Driver's History check
7. Sheriff's Education and Training Standards Personal History Statement (Form F-3)
8. Signed disclaimer and confidentiality agreement

The completed application shall be submitted to the Personnel Unit. The Internship Coordinator or their designee shall review the application and present it to the Sheriff or Chief Deputy for approval.

GO 1.8.4 ASSIGNMENTS AND DUTIES

The Internship Coordinator may assign the intern to any Division within the Sheriff's Office that best correlates with the intern's interests, requirements, and field of study.

The following prohibitions shall apply to all interns:

1. Interns shall not take any enforcement action that is reserved to the authority of the deputy sheriff or detention officer.
2. Interns shall not have direct contact with victims, offenders, or witnesses of any of the following crimes:
    - Acts of violence
    - Sexual assaults
    - Home invasions
    - Drug-related offenses
3. Interns shall not have direct contact with any inmate.
4. Interns shall not be used to take law enforcement reports or be authorized to refer individuals to services.
5. Interns shall not process a crime scene or handle evidentiary materials but may observe the actions taken by sworn officers or Evidence Technicians.
6. Interns shall not carry any firearm, edged weapon, chemical weapon, conduct electrical weapon, or any other object or substance which could be classified as a weapon.
7. Interns shall not record in any manner any activity, facility, or member of the agency without the permission of the Intern Supervisor or Intern Coordinator.

Personal Conduct, Work Performance, and Attire

Interns shall abide by all Sheriff's Office rules, regulations, orders, and memorandums issued to the agency.

Interns shall be required to dress appropriately for the Division they are assigned, per AO 4.5 *Uniform and Appearance Policy*. Interns shall be issued an ID badge with

"INTERN" in large red letters and always worn while participating in duties related to the program.

Intern Supervisors, in collaboration with the intern, shall create a work schedule, which the assigned Division Major or Captain shall approve.

Interns may participate in GO 1.1 *Ride Alongs* and are automatically approved to ride under the same guidelines as a Detention Officer or other agency member.

Law Enforcement Information

Interns shall not share or disseminate, without authorization, any information to which they may become privy or contained within any system operated by the Sheriff's Office during or after they participate in the program. Interns shall abide by all policies within General Order Chapter 7 *Records*. Interns may be subject to criminal prosecution based on shared or disseminated information without authorization.

Work-related Injuries or Incidents

The Intern Supervisor shall complete an Onslow County Incident Report for any incident or injuries sustained by an Intern while performing tasks.

GO 1.8.5 MENTOR RESPONSIBILITIES

Any member assigned as a mentor shall review all the required observation and grading criteria mandated by the intern's college. Mentors shall provide complete and non-biased reports concerning all hours worked and evaluations. The Intern Supervisor shall assign mentors with the Division Major's or Captain's approval.

Mentors will be responsible for showing interns all the aspects of their assignments following the program and requirements. Mentors may assign tasks to be completed by interns within the guidelines of Sheriff's Office policy. Mentors should report any deficiencies or policy violations to the Intern Supervisor.

GO 1.8.6 TERMINATION

Violation of any Sheriff's Office policy or law shall result in the dismissal of the intern from the program. Interns are not afforded the investigation procedures outlined in GO 3.1 *Internal Affairs*, 3.7 *Complaint Procedures*, or 3.8 *Disciplinary Procedures*.

Any violation of law or policy shall immediately be brought to the attention of the Internship Program Coordinator. The coordinator shall determine the consequences and may dismiss any intern from the program. An intern dismissed from the program shall be prohibited from participating in the program in the future, and the Intern Coordinator shall submit a letter to the Sheriff or Chief Deputy regarding the reasons for dismissal. A copy of the letter shall be forwarded to the intern's college.

BY ORDER OF SHERIFF CHRISTOPHER D. THOMAS

DIGITALLY SIGNED