



SOUTH KINGSTOWN POLICE DEPARTMENT

1790 KINGSTOWN RD., WAKEFIELD, RI 02879

POLICY NUMBER	ORDER TYPE	ORIGINAL ISSUE DATE	EFFECTIVE DATE
620.02	OPERATIONAL POLICY	1/1/24	1/1/24
CHAPTER : SUBSECTION		TITLE	
COMMUNITY RELATIONS & SERVICES : COMMUNITY OUTREACH		STUDENT INTERNSHIP PROGRAM	
REVIEW DATES		REVISION DATES	
DISTRIBUTION	REFERENCE		PAGES
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I. PURPOSE

The purpose of the Student Internship Program is to provide an opportunity for students to gain first-hand knowledge of law enforcement and specifically this department. Students will gain a better understanding of the challenges, hazards and rewards of a career in law enforcement.

II. POLICY

The Student Internship Program provides eligible candidates the opportunity to experience working in a law enforcement organization. The Program will be administered by the Administrative Division and will correspond with the following school semester timelines: Spring (January – May) and Fall (September – December).

Internship positions are unpaid and subject to availability. Travel costs are the sole responsibility of the intern. Internship hours should not exceed twelve hours per week. In exceptional cases, interns may be requested to perform extra hours.

Interns are not in any way considered personnel employed by the South Kingstown Police Department, and consequently are not entitled to the privileges, immunities, rights and/or benefits provided in the South Kingstown Police Department Sworn and Civilian Rules and Regulations.

III. PROCEDURE

A. Application

1. Information regarding the Student Internship Program and the Application for Internship Form shall be made available on the South Kingstown Police Department's portion of the Town of South Kingstown's website.
2. A complete Internship application package will include the following:
 - Application for Student Internship form
 - Signed "Authorization for Release of Information" Form
 - Signed "Agreement to Release, Defend, Hold Harmless and Indemnify" Form
 - Current Resume
 - Unofficial transcript
 - Letter of referral from your school
 - Copy of a photo ID
3. Those applying for an internship must be at least 18 years of age.
4. Interns must be a United States Citizen or have a student visa.

B. Screening & Interview

Upon receipt of completed applications, the Administrative Division will review the applications, set up interviews with the Chief of Police and have any necessary background checks conducted. Any positions will be filled based on availability and the needs of the department.

C. Placement

Interns will be assigned to a specific supervisor and will be placed with different officers throughout their internship, based on the needs of the department.

D. Intern Rules & Guidelines

1. Identification

Interns are required to display a provided identification badge which identifies the participant as a South Kingstown Police Department Intern. This badge will be kept in Dispatch and is to be picked up upon arrival and dropped off upon departure, by the Intern daily.

2. Dress Code

Interns will dress in business casual attire.

3. Confidentiality

- a. Supervisors shall ensure that interns shall not discuss events or information about their work or work environment with any person unless specifically authorized to do so.
- b. Interns must keep confidential all investigations, information, and other incidents of a sensitive nature to which he/she becomes aware of during his/her volunteer duty.
- c. Interns are prohibited from publishing or disclosing departmental business, procedures, and information to any third party, even after the end of the internship.

- d. Photographs, audio, or video recordings are not to be taken or posted on social media by the intern, unless expressed permission is granted by the Chief of Police.
 - e. Interns are required to execute the South Kingstown Police Department Confidentiality and Non-Disclosure Agreement at the time of or prior to his/her first day of volunteer duty. The original copy of the executed Agreement shall be kept on file with the intern's file.
4. Evaluation
- a. At the completion of the internship, this department shall provide an appraisal of the intern's performance, at the request of the intern or their school, for their school.
 - b. Interns will be asked to supply their feedback on their experience in the program.
5. Injury on Volunteer Duty
- a. Supervisors shall report any injury to any intern which occurs while on volunteer duty to the Administrative Captain.
 - b. Contact shall be made with the emergency contact provided at the time of application, if the intern is unable to make contact.
 - c. Neither the South Kingstown Police Department nor the Town of South Kingstown shall be liable for any injury, disability, or death suffered by any intern, or for any medical or hospital expenses which may be incurred in the execution of his/her volunteer duty. All interns shall execute a Waiver/Release agreeing to release, defend, hold harmless and indemnify the Department and Town against expenses, debts, claims, demands, actions and causes of action whatsoever resulting from his/her participation in the South Kingstown Police Department Internship Program, at the time of or prior to his/her first day of volunteer duty.
6. Early Termination
- a. Internships may be terminated at any time. Notice shall be given in writing, stating relevant reasons. This notice shall be maintained on file in the intern's file. Failure to comply with any Internship Procedure is grounds for termination.

E. Restrictions

- 1. Interns shall not assume any police powers or perform any police duties except as directed by their supervisor. All interns must understand that they are in no way agents of the South Kingstown Police Department, that they are not officers/probationary officers, and that they have no powers of arrest.
- 2. Interns shall not be in the presence of criminal suspects, persons in custody or hostile persons, with the exception of court visits. Supervisors will ensure that interns are not placed in a position where they would be unduly exposed to possible dangerous incidents.

3. Interns shall not carry weapons of any kind. This prohibition includes, but is not limited to, firearms, bladed weapons, and impact weapons.
4. No Intern shall operate any department equipment, including but not limited to, vehicles, weapons, specialized weapons or other equipment used in the execution of the law enforcement function.
5. Interns shall not have access to or operate any equipment providing NCIC, RILETS, and BCI information or data unless occurring under the direct control and supervision of applicable division personnel who shall exercise all reasonable safeguards to prevent misuse and ensure confidentiality, and where the task is directly related to the Intern's duty or assignment.
6. Interns shall not have unsupervised access to confidential investigations, documents, files, keys, passwords, security codes or sensitive information. Access to such documentation and information shall only occur under the direct control and supervision of applicable division personnel who shall exercise all reasonable safeguards to prevent misuse and ensure confidentiality and where the task is directly related to the Intern's duty or assignment. Prior to the commencement of an assignment, intern supervisors shall conduct reasonable inquiry to determine if the nature of the documentation or information anticipated to be accessed is strictly prohibited or may require prior approval by the case officer, division supervisor or other relevant personnel.
7. Interns may observe, but shall not be allowed to participate in any South Kingstown Police Department training during their internship.
8. Interns shall not perform personnel functions, nor represent the Department externally.
9. An Intern shall not consume intoxicating beverages during his/her volunteer duty, and shall not appear under the influence of intoxicants to any degree.
10. No Intern shall use or possess any narcotic, dangerous drug, or controlled substance, except for medical purposes as prescribed by a physician, dentist or other medical authority.

F. Provisions

1. This policy is to be reviewed with all Interns at the time of or prior to their assignment for volunteer duty.
2. Exceptions to the guidelines and procedures may be authorized by the Chief of Police.

By Order of:



Matthew C. Moynihan
Chief of Police