

Wake County Bureau of Forensic Services

Standard Operating Procedures

Effective Date: 9/3/2020

Chapter 7: Internship Program

Issued By: Director

Chapter 7: Internship Program

1. Purpose:

To establish departmental procedures for the application process, selection process, guidance, and assignment of work for Wake County Bureau of Forensic Services interns.

2. Policy:

In order to enhance the quality of those entering the law enforcement profession and to assist in Wake County Bureau of Forensic Services recruitment efforts, the Bureau will actively participate in an internship program for college students who are planning careers in the forensic or criminal justice field.

Wake County Bureau of Forensic Services' internship program will be made available to students participating in a bachelor's or master's degree academic program established by a university or college. All fields of academic discipline that are applicable to the work done at the Bureau will be considered. To be eligible for the internship program, a student must be enrolled in an accredited school at the time of the internship. Internship applicants requiring the internship as a requirement of graduation will be given priority for consideration during the selection process.

****Wake County Bureau of Forensic Services is an Equal Opportunity Employer****

3. Application

Students will submit an application to Wake County Bureau of Forensic Services for admission to the internship program.

Applications will be available on-line on the Bureau website and may be requested verbally or in writing.

The internship policy and requirements as well as details of the selection process will be maintained on the Bureau website.

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Deadline for applications will be posted on the Bureau website.

Applications will be returned to the Bureau Internship Coordinator.

The internship program selection process will be conducted as follows:

The Wake County Bureau of Forensic Services Internship Coordinator will review all submitted applications. The applicants will be evaluated on their availability to work, their field of study, if internship is a requirement of graduation, and the projected graduation date.

A preliminary background investigation to include criminal record checks, driving record checks, and a review of information on any social media sites hosted, used, or frequented by the applicant.

Applicants will be screened, and selected applicants will be notified of an interview date and time. Applicants not selected will be notified. A panel interview will be conducted. (As several members will participate in the interview process, flexibility of interview dates and times will be extremely limited, if at all possible.) Applicants must successfully complete a reading and language skills comprehension test and achieve a minimum passing score pre-determined by the Bureau to continue to be eligible for consideration.

Interview results will be presented to the Bureau Internship Coordinator and the Director for review. The number of applicants to be selected will be determined at the discretion of the Bureau Internship Coordinator and based largely on the required number of hours of the top candidates. All applicants not selected will be notified.

Selected intern applicants will be subject to the completion of a successful background investigation. The background investigation will include:

- i. Contact with current or former employers;
- ii. Contact with any listed references and any developed references;
- iii. Contact with family members, friends, relatives, or acquaintances;
- iv. Any other information determined to be necessary by the assigned background investigator, the Bureau Internship Coordinator, or the Director.

Background investigation summaries will be evaluated to the same extent as entry level Bureau employees for the purpose of successful completion. Applicants failing to comply with requests for background information as deemed necessary during the background

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investigation or providing such information in a timely manner will be excluded from further consideration for the program.

Applicants successfully completing the background investigation will be notified and provided a Bureau Internship Program Memorandum of Understanding to be signed by the applicant, an authorized Bureau representative, and an authorized school official.

Upon receipt of the Wake County Bureau of Forensic Services Internship Program Memorandum of Understanding, a start date will be coordinated.

4. Requirements

All applicants must be 18 years of age prior to beginning the internship program.

A criminal history check and a driving history check will be done prior to acceptance into the internship program. Felony convictions are an automatic disqualifier from the program. All intern applicants successfully completing the background investigation will be required to submit and successfully pass a pre-employment drug screening prior to placement in the program.

All interns accepted into the program will be fingerprinted and those fingerprints will be submitted for a State and Federal criminal background check.

Interns will be required to work a minimum of 120 hours to complete the program. The intern's school may require additional hours. The intern will complete a weekly time sheet and submit it to the Bureau Internship Coordinator.

Interns are required to work entire shifts as determined by the Division or Unit they are assigned to on a particular workday. Interns are required to work two (2) complete third shifts (7 p.m. – 7 a.m.) with the Criminal Identification Unit during their internship.

Interns represent Wake County Bureau of Forensic Services during the internship and must abide by the policy and procedures and rules of conduct of the Bureau to include on and off-duty conduct. Interns will receive an orientation regarding Bureau policy and procedures upon beginning the internship. Violations of Bureau policy and procedures and rules of conduct are grounds for dismissal from the internship program. The faculty intern coordinator for the educational institution attended by the intern will be notified of any dismissal from the internship program.

With the exception to those listed in the Wake County Bureau of Forensic Services Internship Program Memorandum of Understanding, interns are afforded no additional rights or protections

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and may be dismissed for any violation of Bureau policies or procedures or law. Interns dismissed are afforded no grievance or appeal processes for a dismissal.

Interns will not participate in any enforcement action or evidence analysis done by a Bureau employee. At no time will an intern become involved in the chain of custody of any evidence or allowed unsupervised access to areas where evidence is stored. Interns working at the Bureau and assigned to Identification and Records Division functions may access Bureau records during the performance of their duties. Identification and Records Division personnel shall actively supervise any interns accessing Wake County Bureau of Forensic Services records.

Interns are subject to the Bureau Dress Code and must maintain appropriate professional business attire. The following are examples of clothing not acceptable to wear:

- a. Jeggings
- b. Shorts
- c. T-shirts
- d. Flip-flops/Sandals
- e. Halter-tops
- f. Jewelry such as nose rings, tongue studs, large hoop earrings etc.
- g. Eccentric hair colors or styles
- h. Facial/hand tattoos or tattoos that are offensive in nature are not permitted to be visible and must be covered at all times during internship assignments

Interns will be exposed to criminal justice information by virtue of their respective assignments. Interns are required to adhere to all Bureau policies and all applicable laws regarding the confidentiality of information they may be exposed to during the internship. Any intern violating the Bureau confidentiality policies or procedures will be immediately dismissed from the internship program.

Interns will notify the Wake County Bureau of Forensic Services Internship Coordinator of any expectations or requirements that his/her school has of the internship prior to accepting admission.

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Interns participating in ride-alongs with the Investigations Division or riding within Bureau vehicles must have first completed a liability waiver.

5. Responsibilities

The Wake County Bureau of Forensic Services Internship Coordinator will schedule all intern work assignments. Work will be scheduled in all three Divisions of the Bureau to ensure exposure to a variety of bureau's functions.

A Bureau employee will be assigned to oversee each intern assignment.

Wake County Bureau of Forensic Services will not be responsible for the assignment of grades or academic credit given to an intern. The Bureau Internship Coordinator shall maintain the responsibility for completing any intern evaluations required by the educational institution.

The intern and his/her academic faculty sponsor will be responsible for meeting the education objectives of the internship.

The Bureau Internship Coordinator will notify the Director upon the successful completion of the internship by the intern. A certificate of completion will be issued to the intern upon the completion of the program.

6. Records

All applications and records on interns will be kept on file in the office of the Bureau Internship Coordinator.

These files will be maintained for three years.

A permanent log will be maintained listing the intern's name, educational institution that the intern represents, dates of internship, number of hours completed, and if given, a certificate of completion.

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Document Revision History

Revision Date	Prepared By	Revision
11/19/2024	A. Abernethy	Document revised to reflect the agency name change from Raleigh/Wake City-County Bureau of Identification to Wake County Bureau of Forensic Services, effective December 1, 2024. Changed header and revision history format. No change to procedure content.