

Waltham Police Department

CHAPTER 98

STUDENT INTERNS

General Order Number: GO-02 01/2023

Effective Date: 01/2023, 04/2024

Accreditation Standard #: 16.5.1

PURPOSE:

The purpose of this policy is to provide a guideline for unpaid volunteer student internships [16.5.1]. The Waltham Police Department may participate in the student internship program if requested by a student. It must be approved by the Chief of Police. College students will have an opportunity to explore careers in law enforcement and will gain exposure and experience in which classroom learning is complemented and reinforced during periods when the student has the opportunity to develop skills related to law enforcement.

POLICY:

It is the policy of the Waltham Police Department to provide practical knowledge of police operations to college students interested in the law enforcement profession. Student interns will fall under the purview of the Administrative Division [16.5.1]. The duties of the student intern will be established at the start of the internship and will vary depending upon which Division(s) the student will be working in [16.5.1].

PROCEDURE:

1. PROGRAM REQUIREMENTS:

To be eligible, students must be in good standing at an accredited college or university and:

- a.** The student understands that this position is an unpaid with a non-employee status.
- b.** All student candidates seeking placement must complete all required forms.
- c.** The Department shall conduct a background check to the extent necessary as determined by the Chief of Police and consistent with student exposure and involvement in police activities.

- d. Only students approved by the Chief of Police shall be eligible to function in an internship capacity within the Department.

2. **RESPONSIBILITY:**

a. **THE COMMANDER OF THE ADMINISTRATION DIVISION OR DESIGNEE SHALL:**

- 1. Ensure the completeness and accuracy of all required forms.
- 2. Review all background checks and make recommendations as necessary.
- 3. Notify students of approval/denial for program placement.
- 4. Assign placement of each intern with a department mentor.
- 5. Coordinate student activities with each mentor.
- 6. Evaluate student work performance throughout the program.

b. **EMPLOYEE MENTORS SHALL:**

- 1. Serve as role models for the Department.
- 2. Provide direct supervision to the intern.
- 3. Explain position duties and responsibilities.
- 4. Assign tasks; instruct interns on those tasks; and monitor progress.
- 5. Provide positive suggestions/feedback.
- 6. Evaluate the effectiveness of the mentor-student relationship and discuss any issues with the Division Commander.

c. **INTERNS SHALL:**

- 1. Discuss program and job expectations with their division mentor.
- 2. Report to their assignments punctually.
- 3. Promptly notify the mentor or supervisor in cases of necessary absence.

4. Conform to applicable rules, regulations, policies and procedures, including adherence to proper dress codes.
5. Perform all assigned duties with willingness, courtesy and diligence.
6. Promptly bring any concerns to the attention of the Division Commander [16.5.1].

d. **CONDUCT:**

1. Students and staff participants are expected to act professionally. The mentor-student relationship is one of mutual respect and trust. Behavior deemed unacceptable by either school or Department standards will not be tolerated.
2. Staff, as well as students, shall report any incident, infraction or violation to Division Commander.
3. Student infractions will be reported to school officials if warranted.

3. **TERMINATION:**

Students may be subject to possible termination from the program should any of the following occur:

- a. Tardiness/unexcused absence.
- b. Lack of participation.
- c. Misconduct.
- d. Incomplete projects/assignments.
- e. Violation of criminal law.
- f. Failure to maintain good standing with school.
- g. A request by school officials.
- h. Other applicable reasons as determined by the Department.

4. EVALUATION:

The mentor or Division Commander shall conduct course-end evaluations from the intern's college. All assessments, reports and documentation will be secured in the intern's personnel file in the Chief's office.