

# Fayetteville Police Department Internship Program

## Purpose

The intent of the Internship Program is to offer college students, who are interested in a possible career in law enforcement, a rewarding and insightful experience by providing an educational program working in various divisions within the Fayetteville Police Department. The student intern will be given the opportunity to learn and observe general law enforcement methods and the procedures of the Fayetteville Police Department. The intern will work with experienced police officers, and other non-sworn employees to further his/her opportunities for a career as a sworn police officer.

## Policy

In order to enhance the quality of people entering the law enforcement profession in general and to facilitate recruitment efforts, the Fayetteville Police Department will actively participate in an Internship Program for college students who are studying criminal justice. The Chief of Police will determine the number of internships that will be authorized during the semester to limit the impact on the departmental operations.

## Payment/Time Commitment

Interns will receive no monetary payment for participation and must complete 180 hours at the Fayetteville Police Department accumulated over the semester. The Internship Program is designed for the intern to rotate to the various divisions and programs within the department. The schedule of the intern could change from week to week depending on the assignment. All attempts will be made to work around the intern's class schedule.

## Coordination

The Training Sergeant for the Fayetteville Police Department is responsible for designing the student intern's schedule and overseeing the intern's progress throughout his/her stay with the department.

## Eligibility

- A. Interns must be 18 years of age or older
- B. Must be currently enrolled in a college/university criminal justice or related program
- C. Must be at considered a junior or senior at the college/university
- D. Must be recommended by his/her instructor or staff member of that respective educational institution
- E. Must successfully pass an application and background check performed by the Fayetteville Police Department
- F. Must be willing to complete any and all waiver requests
- G. Must agree to abide with all program requirements and rules
- H. Must be willing to sign a confidentiality agreement
- I. Must agree to abide with all program requirements and rules

## **Application**

- A. Prospective student interns who apply for the program must have an academic referral by a professor or advisor from an accredited criminal justice program or criminal justice department of a college or university.
- B. Prospective student interns will submit a resume, cover letter and an Intern Application prior to being considered for an interview.
- C. The Training Sergeant will conduct a detailed review and evaluation of each application and resume to determine if the applicant meets the minimum recommended requirements for the position
- D. An oral interview will be conducted by officers from the Fayetteville Police Department to evaluate the applicant's overall fitness for the position, including professional appearance, self-expression, mental alertness, and suitability for internship duties as well as the applicant's educational record and interest level in a law enforcement career.
- E. After the interview, the applicant will complete and sign an Authority for Release of Information Waiver.
- F. After a background check of the applicants, a recommendation to accept an applicant into the program will be made by the officers participating in the selection process through the chain of command to the Chief of Police.

## **Background Investigation**

- A. A background investigation will be completed on each applicant prior to acceptance by the Fayetteville Police Department as a student intern. The background check will consist, at minimum, of the following:
  1. A criminal history check with appropriate criminal justice agencies
  2. NCIC Query
  3. Academic criteria may be required
- B. Only the Chief of Police can grant final approval of the internship. The institution and the student will be notified in writing of the approval or rejection. Only when the final approval has been given by the Chief of Police may the intern be admitted to the Student Internship Program.

## **Waivers**

Interns must sign a Waiver of Liability and an Intern Code of Conduct form approved by the Fayetteville Police Department before participating in the program. Copies of the documents will be retained by the Training Sergeant at the Fayetteville Police Department.

## **Scheduling**

- A. A schedule of activities will be developed, in memorandum form, for each student intern. The schedule will identify the dates, times, locations, and number of hours the intern will work on/in each shift, unit or division within the agency.
- B. Each shift, unit, or division commander involved will be consulted to ensure there is no conflict with the scheduling of a student intern.
- C. Once finalized, a copy of the schedule will be sent to the following:
  1. The student intern
  2. Each shift, unit, or division commander listed on the schedule

3. The student intern file maintained by the Training Sergeant
- D. The dates and times on the schedule could change based on police department operations.

### **Operational Guidelines**

- A. The intern is ultimately responsible to the Training Sergeant. For day-to-day business, the intern will be responsible to a designated supervisor each day, based upon the particular work assignment. To best facilitate the intern's learning process, the following aspects of learning theory should be considered.
  1. Observation of any process increases the learning potential much more than merely reading about a subject.
  2. Active participation is one of the best training methods.
- B. Except when safety considerations dictate to the contrary, the intern should accompany the officer on all official business. Interns should be encouraged to observe the writing of some reports and day-to-day operations.
- C. The supervisor's assignment of an intern to an officer should be guided by the following considerations:
  1. Interns gain knowledge about the department from its members
  2. The program is designed to teach interns the realities of police work
- D. If the intern must miss a scheduled day due to illness or other obligations, the intern will be responsible for notifying the Training Sergeant to inform him of the situation.

### **Training Sergeant's Responsibilities**

- A. To oversee and coordinate all aspects of the Fayetteville Police Department's Student Internship Program
- B. Actively promote and recruit students for the Student Internship Program.
- C. Take receipt of all applications and administer the selection process.
- D. Conduct an orientation session, which allows the intern to become familiarized with functions and responsibilities of the Fayetteville Police Department Student Internship Program.
- E. Insure that all necessary paperwork associated with the program is prepared, updated, submitted and completed.
- F. Assist in the evaluation of the intern

### **Evaluation**

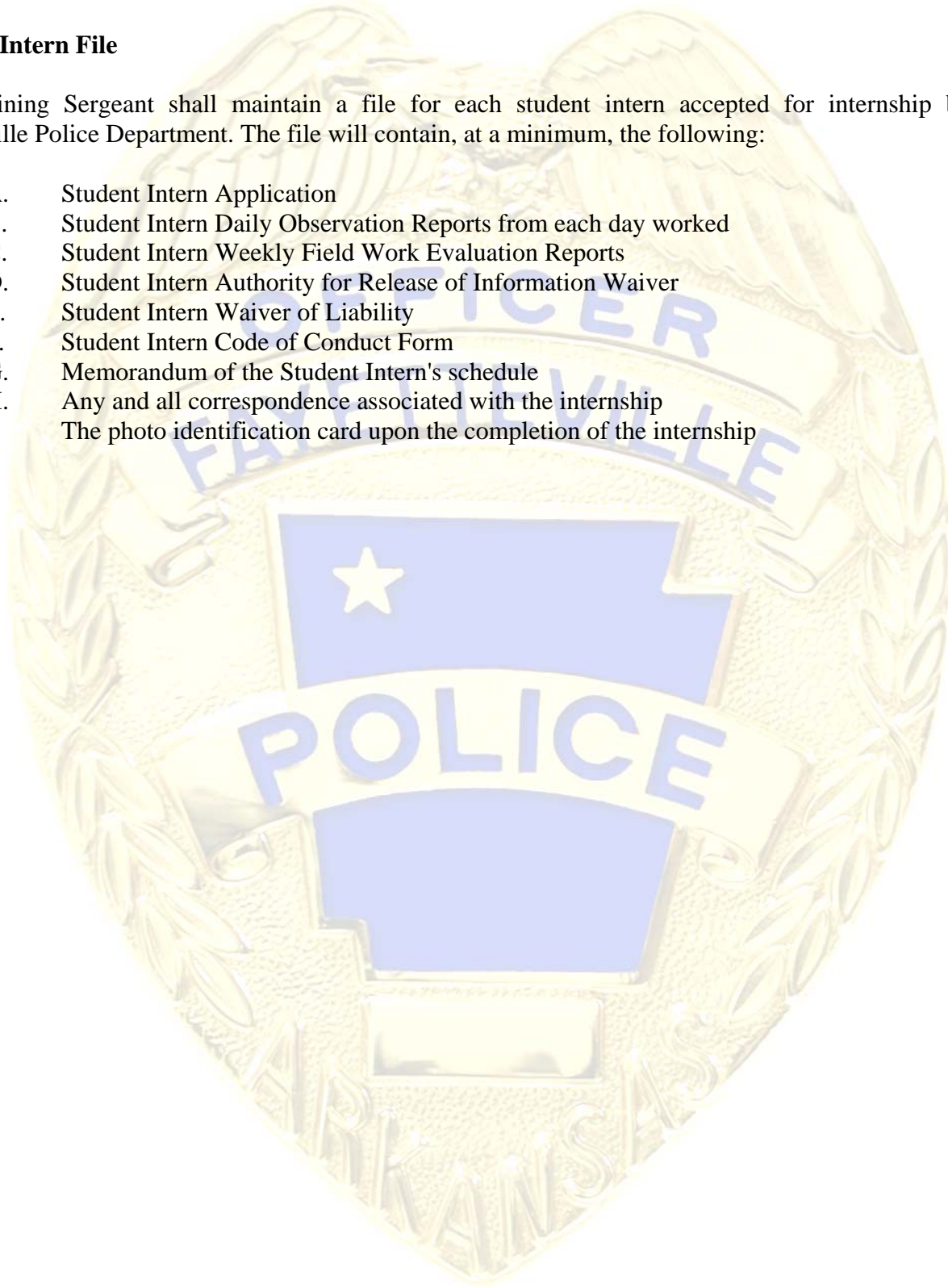
- A. The final evaluation and decision for a letter grade or numerical score/rating to be received by the student intern is the responsibility of the intern's educational instructor. However, as the student intern will be studying "off-campus", this department recognizes that assistance with the student's evaluation will be necessary or required.
- B. Each student intern will be given a sufficient number of Student Intern Daily Observation Reports (DOR) available to him/her throughout the internship.
- C. The officer or supervisor will be responsible for completing the DOR and submitting the document to the Training Sergeant at the conclusion of the workday.
- D. The DOR will serve to take a professional inventory of the student's strengths and weaknesses as exhibited in this program.
- F. The DOR will also assist in insuring that the student intern is conforming to all of the program policies, procedures, rules and code of conduct requirements expected of him /her.

- F. The intern will complete a weekly Field Evaluation Report and will deliver the form to the Training Sergeant at the end of the week.

### **Student Intern File**

The Training Sergeant shall maintain a file for each student intern accepted for internship by the Fayetteville Police Department. The file will contain, at a minimum, the following:

- A. Student Intern Application
- B. Student Intern Daily Observation Reports from each day worked
- C. Student Intern Weekly Field Work Evaluation Reports
- D. Student Intern Authority for Release of Information Waiver
- E. Student Intern Waiver of Liability
- F. Student Intern Code of Conduct Form
- G. Memorandum of the Student Intern's schedule
- H. Any and all correspondence associated with the internship
- I. The photo identification card upon the completion of the internship



**FAYETTEVILLE POLICE DEPARTMENT**  
**INTERNSHIP PROGRAM APPLICATION**

# PERSONAL HISTORY STATEMENT

Date of Application \_\_\_\_\_  
Month Day Year

INSTRUCTIONS: Fill out this questionnaire completely and accurately. All statements in your questionnaire are subject to verification. Incorrect statements may bar or remove you from the Internship Program. If space provided is inadequate, add additional pages and identify information by item number. If a question does not apply to you, indicate by writing N/A in the answer blank. Type or print legibly in ink all responses.

## PERSONAL

1. NAME \_\_\_\_\_  
First Middle Last Social Security Number \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Nicknames or Aliases \_\_\_\_\_

2. Height \_\_\_\_\_ inches Weight \_\_\_\_\_ lbs.

3. Present Mailing Address: \_\_\_\_\_  
Street and Number City State Zip Code

Permanent Mailing Address: \_\_\_\_\_  
Street and Number City State Zip Code

Telephone Number: Home: \_\_\_\_\_ Business: \_\_\_\_\_

Email: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

5. Citizenship:  U. S. Born  U. S. Naturalized  Other – Specify \_\_\_\_\_

6. List organizations, clubs and associations of which you are or have been a member, or with which you are or have been associated.

\_\_\_\_\_  
\_\_\_\_\_

7. School attending: \_\_\_\_\_

Major: \_\_\_\_\_ GPA in Major: \_\_\_\_\_ GPA Overall: \_\_\_\_\_

School Intern Supervisor: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Projected Date of Graduation: \_\_\_\_\_

Have you previously submitted an application for an internship with this agency? \_\_\_\_\_ Yes \_\_\_\_\_ No

Approximate date: \_\_\_\_\_

Have you done an Internship before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, where, who was your supervisor, what did you do? \_\_\_\_\_

What are your plans after graduation? \_\_\_\_\_

If you are selected to be an intern, you may be required to work nights and/or weekends. Would that be a problem? If so, explain. \_\_\_\_\_

You will also be required to come before an Oral Interview Board. What day and time will you be available?  
\_\_\_\_\_

**REFERENCES:**

8. Give the names of three responsible persons, other than relatives or past employers, who could provide information about your character, ability, experience, personality and other qualities:

NAME	ADDRESS	TELEPHONE

**RESIDENCES:**

9. List addresses for past 8 years with **present** address at top:

FROM MO. YR.	TO MO. YR.	ADDRESS/RESIDENCE	CITY & STATE	LANDLORD
	PRESENT			

**WORK HISTORY:**

10. List all jobs you have held in the last 8 years. Put your present or most recent job first. If you need more space, you may attach additional sheets. Include military service in proper time sequence and temporary part-time jobs.

Date Employed: _____	Name and title of Supervisor _____ Phone #: _____
Date Separated: _____	Employer _____ Address _____
Full-time _____ Yrs. _____ Mos. _____	Duties _____
Part-time _____ Yrs. _____ Mos. _____	_____
If Part-time, # of hours worked Per week: _____	Reason for leaving: _____

Date Employed: _____	Name and title of Supervisor _____ # employees supervised by you: _____
Date Separated: _____	Employer _____ Address _____
Full-time _____ Yrs. _____ Mos. _____	Duties _____
Part-time _____ Yrs. _____ Mos. _____	_____
If Part-time, # of hours worked Per week: _____	Reason for leaving: _____

Date Employed: _____	Name and title of Supervisor _____ # employees supervised by you: _____
Date Separated: _____	Employer _____ Address _____
Full-time _____ Yrs. _____ Mos. _____	Duties _____
Part-time _____ Yrs. _____ Mos. _____	_____
If Part-time, # of hours worked Per week: _____	Reason for leaving: _____

Date Employed: _____	Name and title of Supervisor _____ # employees supervised by you: _____
Date Separated: _____	Employer _____ Address _____
Full-time _____ Yrs. _____ Mos. _____	Duties _____
Part-time _____ Yrs. _____ Mos. _____	_____
If Part-time, # of hours worked Per week: _____	Reason for leaving: _____

**MILITARY SERVICE**

11. Were you ever in the U. S. Military Service or any other military organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

Branch of Service \_\_\_\_\_ Unit \_\_\_\_\_ Date of Enlistment \_\_\_\_\_

Date of Discharge \_\_\_\_\_ Service Number \_\_\_\_\_ Highest rank \_\_\_\_\_

Type of Discharge: \_\_\_\_\_

**ARRESTS**

Answer all of the following questions completely and accurately. Any falsifications or misstatements of fact may be sufficient to disqualify you. **(Exclude minor traffic violations)**

Have you ever been arrested or detained by police? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, give details below:

Crime Charged \_\_\_\_\_ Police Agency \_\_\_\_\_

Date \_\_\_\_\_ Disposition of Case \_\_\_\_\_

Crime Charged \_\_\_\_\_ Police Agency \_\_\_\_\_

Date \_\_\_\_\_ Disposition of Case \_\_\_\_\_

12. Have you ever been placed on probation? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, give details below: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I hereby certify that all statements made in this questionnaire are true and complete and I understand that any misstatements of material facts will subject me to disqualification.*

\_\_\_\_\_  
Signature in Full



## INTERN CODE OF CONDUCT

To participate in the Student Internship Program, all interns must abide by the following rules of conduct:

- A. Interns must complete the designated internship application and all included forms (including waiver[s] of liability). This paperwork must be complete, accurate and truthful.
- B. The intern must present a neat and professional appearance at all times while participating in the program. Interns will be expected to dress in casual business attire at all times. Exceptions to this rule will depend on the assignment the intern is given. Exceptions must be approved by the Training Sergeant.
- C. Absolutely no weapons will be permitted. Flashlights will be provided for any nighttime assignment.
- D. The intern agrees to obey all instructions from any supervisor or officer(s) that he/she is assigned to accompany. However, interns are forbidden to follow any illegal or unlawful orders, commands, or instructions.
- E. Any significant problems, complaints, inquires, or questions will be reported to the Training Sergeant immediately.
- F. An intern is not a law enforcement officer and will at no time represent himself/herself as a law enforcement officer or as an employee, either of the Fayetteville Police Department or any other law enforcement agency.
- G. The intern agrees to maintain in confidence any information learned during the course of the Student Internship Program about the activities or operations of the Fayetteville Police Department. Specific information about criminal or traffic cases, the identity of individuals, or the description of law enforcement procedures is not to be divulged in any manner.
- H. The intern agrees to wear the observer identification tag in a clearly visible manner at all times when working at the department as an intern so that it is immediately apparent to all observers.
- I. The intern will keep a Weekly Field Evaluation Report, which will include reports of significant activities of the week. The report will be kept in chronological order in the intern's binder.
- J. The intern must sign an agreement to follow all applicable rules and regulations of the Fayetteville Police Department.
- K. Unfit for Duty: If the designated supervisor determines the intern to be unfit to participate for a particular work assignment due to intoxication, illness, not conforming to dress code, or for any other reason deemed appropriate by the supervisor; the intern will be sent home until the next regularly scheduled assignment.
- L. If for any reason the designated supervisor deems it necessary to send an intern home, he/she will inform the Training Sergeant by telephone or page and will provide a written statement of the situation and the reason for doing so prior to the next workday.
- M. An intern can be removed from the Student Internship Program, if his/her personal conduct brings disrepute on the Fayetteville Police Department or in any way compromises the intern's ability to maintain confidentiality.
- N. Violations of any policies, procedures, rules or code of conduct will be grounds for dismissal from the Fayetteville Police Department's Student Internship Program. The Chief of Police will have the final authority on any dismissals and there will not be an appeal process available.

*I have read the above and agree to follow all the rules and regulations stipulated therein.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_