

MITCHELL POLICE DIVISION

CHAPTER 12

LAW ENFORCEMENT EDUCATION INTERNSHIP PROGRAMS

12.1 POLICY

The policy of the Mitchell Police Division is to encourage students interested in the law enforcement field to enroll in an education internship program established between the Division and recognized education institution.

12.2 INTERNSHIPS

- A. The Lieutenant will be responsible for administering the education internship program.
- B. Student will comply with all the procedures established for the Intern Program.
- C. The established internship training agreement will be completed and signed by the education institution, intern and the Lieutenant.
- D. A curriculum of study will be agreed upon by the educational institution, intern and Lieutenant prior to the beginning date of the internship.
- E. If an irreconcilable behavior or program problem occurs between the student and the Lieutenant, the Chief of Public Safety and the educational institution are to be notified with an explanation.

12.3 INTERN GUIDELINES

- A. Forms needed:
 - 1. Release of Liability
 - 2. Application for employment
 - 3. Waiver release of information - notarized
 - 4. Application for internship signed by Instructor for intern

5. Hours worked with officer sign off
6. Hours weekly in different areas
7. Approval from insurance company

B. Time break down

1. 2/3 time in patrol to include time on each shift
2. When intern arrives at the Police Division they will request dispatcher to contact supervisor of the shift who will assign which officer with whom they are to ride
3. 1/3 time between dispatch, detectives and court
4. Dispatch and Detective/Investigations time needs to be scheduled ahead of time with the head of that division

C. Confidentiality

1. What is seen and heard are not for discussion outside the Division except with college instructors. Interns are encouraged to read Case Reports, especially if they were present with the officer when the report was taken.

D. Direction

1. Interns will ride under the direction of the officer to whom they are assigned
2. The ground rules will be established by that officer before leaving the Police Division. (When you can get out of the patrol car, etc.)
3. Questions maybe asked how calls were handled, but interns should refrain from asking the officer until the call is completed.
4. If questions are not answered clearly the intern should discuss it with the Lieutenant.
5. This should be done before discussing the situation with anyone outside the Division
6. Non-Sworn riders are prohibited from carrying any weapon.

E. Conduct

1. Intern's represent their school and the Mitchell Police Division. This applies both while at the Police Division and in the community.
2. Poor conduct may jeopardize an internship

New recruits in field training take precedent over interns. Interns should meet with the Lieutenant every two to three weeks.