

	POLICY & PROCEDURE	SERIES # 1907	PAGE 1 OF 3
	LAW ENFORCEMENT INTERN PROGRAM		EFFECTIVE DATE 03/01/16
			OVERSIGHT Operations
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 1907 dated 11/04/15.	

I. PURPOSE:

The purpose of the Law Enforcement Intern Program is to provide a meaningful, educational work experience, as well as present an opportunity to those within the program to experience the police profession first hand.

II. POLICY:

It is the policy of the Division to offer college students interested in a law enforcement career an enlightening, rewarding, and educational experience through established procedures for an Internship. The responsibility for the administration of the program shall rest with the Community Engagement Unit.

III. PROCEDURE:

A. Qualifications:

1. The intern selection process will be competitive due to the limited number of available positions: two (2). Qualifying applicants must be full-time college students or high school graduates, 18 years old or older, attending college part time, seeking course credit and requiring no more than 150 hours, unless special circumstances arise, from a college or university that is recognized as an accredited institution by the U.S. Department of Education and have the following specifications:
 - a. Must be receiving college credits for participation in the internship program.
 - b. No convictions, guilty pleas, or entrance into a plea of nolo contendere to any felony charge or to any violations of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, DUI, controlled substance violation and any offense requiring sexual offender registry. Additionally, other alcohol-related convictions may be cause for disqualification.

APPROVED:
CHIEF OF POLICE



- 1) Marijuana use will be viewed in the context of the applicant's age at the time of use, how recently used, and the frequency of use. No marijuana use will be allowed within one (1) year of the date of application.
- c. No other illegal drug usage. No distribution or sale of any drugs.
- d. No pattern of abuse of legal or illicit drugs (including steroids).
- e. Honorable discharge from Military Service, if applicable.
- f. Must have a minimum GPA of 3.0 at the time of application.

B. Application Process:

- 1. Application Packet Submission, to include an official document from the applicant's nationally accredited college or university stating the applicant's eligibility and the hours required to fulfil the internship.
- 2. Applications for internship will be received by the Division's Personnel and Recruiting Unit for processing and background checks.
- 3. Background Investigation
- 4. Polygraph Examination
- 5. Oral Interview
- 6. Fingerprint Submission
- 7. Acceptance or Denial to the program
- 8. All Interns will be required to sign a confidentiality agreement on their first day in the program to include a media release form and Internship Agreement.

C. Duties and Responsibilities:

- 1. The Intern Program offers students an opportunity to observe and work in various units throughout the Police Division. Interns are not utilized in assignments requiring police authority but are used to assist the community and observe daily police activities under the direct supervision of Hampton Police Officers. The following units are some examples of assignments in which interns may participate:

- a. Community Engagement
- b. Central Records
- c. Recruiting
- d. Investigative Services
- e. Police Operations
- f. Emergency Communications

D. Attire:

1. Interns shall dress in professional business attire, wearing conservative, non-revealing clothing. Appropriate work attire should promote modesty, health, safety, and the avoidance of distraction to others.
2. Clothing not acceptable to be worn by interns includes, but is not limited to: shorts, flip-flops, halter tops, mid-riff blouses/shirts, spandex, fish net clothing, spaghetti straps of any nature, faded or torn clothing, blue jeans, t-shirts, sneakers, and skirts or skorts shorter than mid-thigh.
3. Interns shall keep their hair neatly groomed. Barrettes, plain headbands and conservative hair adornments may be worn. Males may wear mustaches and beards as long as they are neatly trimmed.
4. Fingernails must be trimmed so as not to interfere with performance or create a distraction.

E. Compensation & Wages:

Interns participating in the program will **NOT** receive any monetary compensation.

F. Termination:

Any internship may be terminated at the sole discretion of the Chief of Police or his designee. Reasons for termination may include, but not be limited to, attendance/tardiness, failure to adhere to HPD guidelines, breaches of confidentiality, unprofessional conduct or poor performance.

In the event that an internship is terminated, the student's educational institution will be notified in writing of the termination and the reason for such.