	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: P3107 Page: 1 of 4 Distribution: All
Title: STUDENT INTERNSHIP PROGRAM		Section: Personnel
Issued: 06/09/2015	Effective: 06/17/2015	Revised:
Rescinds: All Previous	Amends:	
CALEA References:		
Review: Annual	Authority: Chief Michael A. Keller	

I. Purpose

The purpose of this order is to establish standards for students from the Andover High Schools and local colleges to serve as interns with the Andover Police Department as part of their academic and learning process.

II. Policy

The Andover Police Department will cooperate with the Andover Public School District and local colleges to provide a supervised Internship Program for selected students pursuing careers in a Criminal Justice-related field. Sharing department experiences with students provides first-hand exposure to students who have demonstrated an interest in law enforcement and are seeking degrees in criminal justice or some related field. Internship exposure not only aids the students in gaining invaluable knowledge but also creates an ambassador for the Andover Police Department when the student takes his/her experiences to the community.

III. Definitions

A. Internship: A temporary unpaid position which provides training, career exposure and experience rather than employment.

IV. Regulations

A. Members of the Andover Police Department shall not engage in inappropriate behavior in the presence of a department intern [C].

B. Members of the Andover Police Department shall not engage in personal relationships with a department intern [E].

V. Procedures

A. Institution Eligibility

1. Generally, the Department will agree to cooperate and participate in an Internship Program that is sponsored by an accredited two-year or four-year college or university which provides a criminal justice academic program. The Department will also cooperate and participate in an Internship Program with

Unified School District 385 students enrolled in an appropriate community service class and who may be interested in a criminal justice related career.

2. Preference will be given to college students from colleges with specific programs for the law enforcement specialty.

B. Application - Individual

1. A student who is applying to participate in the Internship Program shall be required to submit a formal, written resume detailing the following information:
   a. Personal Information- to include home address, phone number, age, date of birth, and social security number;
   b. Education- to include list of all schools attended, addresses, dates of attendance, and degrees or certificates obtained;
   c. Employment- to include a list of all previous employers and dates of employment;
   d. Extra-curricular activities- to include organizations, offices held, and years participating;
   e. References- provide the name and phone number of three (3) responsible adults who have known the applicant for at least two (2) years and who are not relatives; and
   f. A letter from an educational institution indicating that the internship will be a part of recognized course work.
2. Oral Interview:
   a. Upon receipt of the intern's resume, the Special Services Commander or his designee shall arrange for a personal interview with the applicant.
   b. The purpose of the interview shall be as follows:
      (i) Determine the applicant's training needs.
      (ii) Determine the applicant's interest in law enforcement.
      (iii) Assess the applicant's capabilities for successfully completing the requirements of the internship program.
3. Acceptance:
   a. The final determination and acceptance of an applicant into the Department's Internship Program will be made upon a recommendation by the Special Services Commander and final approval by the Chief of Police.
   b. A written letter of acceptance shall be provided to the institution and individual, specifying the agreed length of the internship and the starting date of the program.

C. Release from Liability

1. The Andover Police Department and its members assume no liability for any injury the intern might sustain while participating in the Internship Program.

2. The student shall provide the Andover Police Department with releases and waivers, to include, but not limited to, release for driver's history, criminal history, fingerprints, "Confidentiality Agreement" and a "Waiver of Liability" (APD Form 20) release prior to being allowed to ride with, accompany, and observe officers of the Andover Police Department. If interns are under the age of 18, the signature of a parent or legal guardian certifying their authority to give the same on behalf of the participant will be required.

D. Rules of Conduct, Dress and Appearance, Carry of Firearms

1. All internss participating in the Internship Program are required to comply with all Andover Police Department Policies, Rules, Regulations, and General Orders (as applicable).
2. The Chief of Police may summarily terminate an intern from the Internship Program at any time for a violation of any of the rules governing the Internship Program or applicable Policies, Orders and Rules and Regulations.
3. Internship Rules of Conduct:
   a. During the course of Department business, interns will act as interested observers unless otherwise instructed by Andover Police Department personnel.
   b. Interns should remain alert and observant; however, it is always possible that the intern may be subpoenaed to testify to their observations and actions.
   c. Interns will not divulge to anyone not affiliated with the Andover Police Department any official information learned while assigned to this agency.
   d. Interns will not represent themselves to be members of the Andover Police Department. At no time will any intern represent themselves as an Andover Police Officer.
   e. Interns will not take it upon themselves to conduct separate investigations of any official matters after duty hours or while on duty unless specifically instructed to do so by the Internship Coordinator or a Watch Commander.
4. Dress and Appearance:
   a. Generally interns shall dress in appropriate business attire. Exception to such dress code shall be allowed dependent on the duties assigned the intern and approval of the Internship Coordinator or the Chief of Police.
   b. The Internship Coordinator will be the final arbitrator as to matters of dress and grooming.
   c. Each intern will be issued an identification card to be worn on the exterior of clothing in a visible manner while performing duties with the Andover Police Department.
5. The carrying of any firearm or weapon while in the Internship Program is strictly prohibited. Violation of this rule will result in immediate termination from the Internship Program.

E. Administration and Objectives

1. Internship Coordinator:
   a. The Special Services Commander or his designee will act as the Internship coordinator for the individual students.
   b. A maximum of two (2) internships may be conducted at any one time based on Department resources.
   c. The Internship Coordinator shall have the following responsibilities:
      (i) Develop a formal training program to familiarize the intern with the functions and operations of the department and allow the intern appropriate exposure to other agencies within the criminal justice system.
      (ii) Complete all institution evaluations on intern performance, progress, etc.
      (iii) Coordinate the assignment of the intern to Department sections and units.
      (iv) Ensure that section supervisors provide adequate supervision of the intern when assigned to specific sections and units.
      (v) Ensure that all written documents required by this Order are completed prior to the start date of the internship.
      (vi) Orient the intern as to the Department's expectations of appropriate dress, policies pertaining to confidentiality of records, and any other types of significant behaviors appropriate to the internship experience.
      (vii) Allow the intern to become sufficiently involved with the people served by the Department and allow the intern to participate in home visits, conferences, interviews, training sessions, etc.
      (viii) Familiarize the intern with the various community resources and professional services utilized by staff members.
      (ix) Serve as the primary liaison between the Department and the Internship Coordinator for the sponsoring institution.
2. Internship Objectives:
   a. Receive an introduction to a professional law enforcement agency and gain an understanding of the inter-relationship between all components of the criminal justice system.
   b. Receive an introduction to the various facets of the Andover Police Department including Patrol, Investigations, Special Services, Communications, Records, Property & Evidence, and Municipal Court.
   c. Understand and experience the various management and supervisory styles that exist within a law enforcement agency.
   d. Experience and understand the communications, decision-making and problem-solving mechanisms that are utilized within the Department.
   e. Develop interviewing, counseling and report-writing skills.