



DIRECTIVES

Oak Creek Police Department

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Title: INTERNSHIP POLICY	Directive Number: 3-500		Critical Policy <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
	Open Record <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Total Pages: 3	Applicability: Sworn Officers	

I. PURPOSE AND OBJECTIVES

The Internship Program is designed to respond to the demand for real life experience through Criminal Justice programs at educational institutions. It is intended to develop a relationship with these educational institutions and allow these students to make an informed decision about the career path they are choosing.

It is also intended to provide experience to young individuals who are interested in law enforcement, who have yet to be exposed to certain aspects of police work and are currently enrolled in an educational institution while taking an internship as part of their education. This experience will be useful to these individuals in making decisions regarding future careers as police officers and give this Department the opportunity to identify candidates for future police employment.

II. CONTROL AND RESPONSIBILITY

The administration of the Internship Program shall be the responsibility of the Internship Coordinator. Included in these responsibilities is completing background checks, performing interviews with potential internship candidates, accepting new interns, scheduling and filing of internship evaluations and reports.

Upon accepting an Intern, Interns are given specifically-defined ride-along dates/times which are monitored by the Duty Supervisor on the shift they are assigned. The Internship Coordinator will be responsible for their day-to-day work duties and conduct. All reports of conduct should be forwarded to the Internship Coordinator for review and action as required.

III. DEFINITIONS

- A. *Educational Institution* – Accredited University or College
- B. *Internship Coordinator* – Supervisor who has been placed in charge of the Internship program
- C. *Internship Program* – The agreed upon arrangement with the educational institution and the Internship Coordinator. This includes, but is not limited to, Officer ride-alongs, journaling experiences, completing evaluations and meeting the educational standards of the educational institution.
- D. *Intern* – Student of an educational institution who has been accepted by the Oak Creek Police Department Internship Program

IV. QUALIFICATIONS

To be considered as an Intern, an individual must meet the following minimum qualifications:

- A. *Residency* – Must attend an educational institution in Wisconsin.
- B. *Age* – Minimum of 18 years of age.
- D. *Education* – Currently enrolled at an educational institution with a degree emphasis in Criminal Justice or similar field of study.
- E. *Personal History* – Must be of good moral character and demonstrate a dependable work history.
- F. *Driver's License* – Valid driver's license required.

V. SELECTION CRITERIA

- A. Recommendations for Interns will be sent from educational institutions outlining the semester and required hours of the internship. Once these submissions have been obtained, the Internship Coordinator will review those submissions and see if they are attainable internships (i.e., no longer than 180 hours in length or 300 hours in total if more than one intern has applied).
- B. Background checks will be performed on each candidate that appears to have an attainable internship through the Oak Creek Police Department. This will be conducted and retained by the Internship Coordinator.
- C. Those that have a successful background check will go through an interview with the Internship Coordinator. This interview will be brief and will outline the expectations of the Internship Program and address any questions or concerns the Intern candidate has on the Internship Program.
- D. Those that have a successful interview will be offered the Internship position by the Internship Coordinator. This will be pending the mutual approval from the educational institution and proof of a note or bond of insurance from the educational institution. This will be done with the understanding that any violation of the agreements with the educational institution and/or the Intern and the Department will be immediate grounds for dismissal from the Internship Program.

VI. HOURS OF WORK AND ASSIGNMENTS

Interns will rotate hours of work and days of the week. They will also be assigned to an Officer while they are completing their internship hours. This Officer will change on a daily basis and will be assigned by the on-duty supervisor on those given shifts. The Internship Coordinator will work with the intern to develop a schedule which will not interfere with the intern's school and work schedule; however, the intern will make their internship a priority. The intern will be assigned hours on all three shifts, work in the Dispatch Center, attend Oak Creek Municipal Court, attend a Use of Force training and any other assignment that can be worked out between the Intern and Internship Coordinator. Minimally, the Intern will be required to journal their daily activities while on ride-alongs.

VII. MANNER OF DRESS

The dress requirement of interns is “business casual”, or “business dress” if required by the intern’s educational institution.

Minimum:

- Jean pants
- Polo shirt or button dress shirt
- Athletic shoes

Unacceptable:

- Holes in shoes, pants or shirt
- Open toe shoes or sandals
- Baseball hats or other unapproved headgear

VIII. WAGES AND CLASSIFICATION

The Internship program is not a paid position and is only valid until the completion of the agreed upon duration between the educational institution and Internship Coordinator. This duration is typically only one semester long and can be terminated early for any violation of the rules set forth by the Internship Coordinator, established Department rules or those rules given by the intern’s educational institution.

IX. EVALUATION

Evaluations of the Interns will be completed by the Internship Coordinator or his/her designee. Rating periods will be minimally at the end of the internship and any other time determined by the educational institution. The evaluations will be utilized to assess the effectiveness of the individual Intern and the program in general. These evaluations will be forwarded to the educational institution as well as a copy being retained by the department for future reference.

X. DISCLAIMER

The Internship Policy developed by the Oak Creek Police Department is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of the Internship Policy can only be the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

REFERENCE:

- Oak Creek Citizen Ride-Along Program
- Citizen Ride-Along Program – Release and Indemnity Agreement
- Internship SOGs



Steven J. Anderson
Chief of Police