

STUDENT INTERNSHIP PROGRAM

WILLIAMSTOWN POLICE DEPARTMENT POLICY & PROCEDURE NO. 4.63	EFFECTIVE DATE: 12/08/2022
	REVISION DATE: 12/08/2022
	REVIEW DATE: 12/08/2023

I. GENERAL CONSIDERATIONS AND GUIDELINES

The purpose of this policy is to establish an internship program which provides college or suitable high school students with an opportunity to explore careers in law enforcement. The program serves as work experience in which classroom learning is complemented and reinforced during periods when the student has the opportunity to develop technical skills related to law enforcement. This position is a volunteer, civilian (non-sworn) position.

II. POLICY

It is the policy of the Williamstown Police Department to demonstrate its continued commitment to community service and education by offering an environment for effective learning. To that end, the Department establishes the Student Intern Program, which will fall under the purview of the Chief of Police. The program is designed to provide practical knowledge of police operations to college or suitable high school students interested in the law enforcement profession.

III. PROCEDURES

I. PROGRAM REQUIREMENTS

- A. To be eligible, students must be in good standing at an accredited college or university. High school students of a suitable age and maturity may be considered at the discretion of the Chief of Police.

- B. The student must be recommended by a faculty member for the program.
- C. The student agrees to participate in an unpaid, non-employee volunteer status.
- D. The student will be assigned duties that may include assisting department employees in their daily tasks, e.g., filing, shredding, answering non-emergency telephones, recording messages, typing documents, moving equipment or other tasks as determined by the Chief of Police to be suitable.
- E. The student's role is to learn by both observation and by hands-on experience, where appropriate. The student will not have any authority to make enforcement or other final decisions on any topic. Their activities will always be directed by an employee of the Williamstown Police Department.
- F. While there is no set uniform for student interns, they are expected to dress appropriately for the activities which they will be performing. Under most circumstances this will be attire suitable for a casual office environment. Jeans will be allowed for work inside the department. T-shirts and shorts are generally not acceptable. Clothing must not contain any designs or messages that would be considered objectionable or present a bad image of the department. While unpaid, student interns are representing the Williamstown Police Department.
- G. All student candidates seeking placement must complete all required forms.
- H. The Department will shall conduct a background check to the extent necessary and consistent with student exposure and involvement in police activities.
- I. Only students approved by the Chief of Police shall be eligible to function in an internship capacity within the Department.

II. RESPONSIBILITES

- A. The Chief of Police or their designee shall:
 - 1. Oversee and ensure implementation of the program.
 - 2. Ensure the completeness and accuracy of all required forms.
 - 3. Review all background checks and make recommendations as necessary.
 - 4. Notify students of approval/denial for program placement.
 - 5. Conduct an initial orientation session.
 - 6. Evaluate student work performance throughout the program

B. Employees assigned to work with an intern shall:

1. Serve as role models for the Department.
2. Provide direct supervision to the intern.
3. Explain position duties and responsibilities.
4. Assign tasks; instruct interns on those tasks; and monitor progress.
5. Provide positive suggestions/feedback.
6. Evaluate the effectiveness of the employee-student relationship and discuss any issues with the Chief of Police.

C. Interns shall:

1. Discuss program and job expectations with the Chief of Police.
2. Report to their assignments punctually.
3. Promptly notify the Chief of Police in cases of necessary absence.
4. Conform to applicable rules, regulations, policies and procedures, including adherence to proper dress codes.
5. Perform all assigned duties with willingness, courtesy and diligence.
6. Promptly bring any concerns to the attention of the Chief of Police.

IV. CONDUCT

1. Students and staff participants are expected to act professionally. The mentor-student relationship is one of mutual respect and trust. Behavior deemed unacceptable by either school or Department standards will not be tolerated.
2. Staff, as well as students, shall report any incident, infraction or violation to the Chief of Police.
3. Student infractions will be reported to school officials as agreed and/or warranted.

V. TERMINATION

Students may be subject to possible termination from the program should any of

the following occur:

1. Tardiness/unexcused absence
2. Lack of participation
3. Misconduct
4. Incomplete projects/assignments
5. Violation of criminal law
6. Failure to maintain good standing with school
7. A request by school officials
8. Other applicable reasons as determined by the Department

VI. WITHDRAWAL

Students withdrawing from the program shall give sufficient notice and reason to the SIC and school officials.

VII. EVALUATION

- A. The Chief of Police shall conduct course-end evaluations on all interns. Input from mentors shall be solicited. Student evaluations will be copied to school officials for their consideration.
- B. Specific feedback will be sought from employees who have worked with interns regarding program efficiency and effectiveness.
- C. All assessments, reports and documentation will be maintained by the Chief of Police.

VIII. PROGRAM COMPLETION

Students successfully satisfying all internship requirements will receive a letter attesting to their satisfactory completion issued by the Williamstown Police Department, in addition to any course credits and/or recognition by the school.