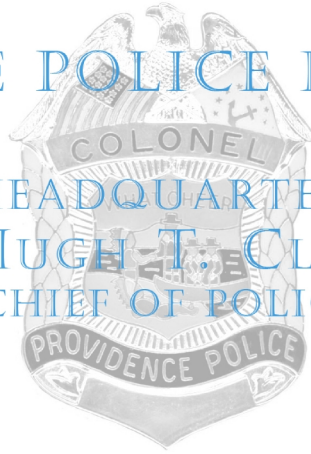


PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS

COLONEL HUGH T. CLEMENTS, JR.

CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	500.02	12/07/2012	12/09/2012
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Student Internship Program		N/A	
REFERENCE		RE-EVALUATION DATE	
N/A		12/25/2015	
SUBJECT AREA		DISTRIBUTION	
Community Relations & Services		All Personnel	

PURPOSE

The purpose of this policy is to establish an internship program which provides college students with the opportunity to explore careers in law enforcement while providing meaningful and practical experience that will generate college credit. 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.

POLICY

It is the policy of the Providence Police Department to demonstrate its continued commitment to community service and education by offering an environment for effective learning. To this end, the Department hereby establishes the Student Internship Program, which shall fall under the purview of the Administrative Division. This program is designed to provide practical knowledge of police operations to college students participating in the program as imparted by Department members who faithfully serve in the law enforcement profession.

PROCEDURE

I. PROGRAM REQUIREMENTS

- A. To be eligible, students must be in good standing at an accredited college or university.
- B. The student agrees to participate in an unpaid, non-employee status; earning course credits as determined by the school of origin.

- C. School officials shall notify the Department's Student Internship Coordinator (the "SIC") of any candidates seeking placement, and confirm eligibility requirements. They shall forward intake information pertaining to the student's career goals, expectations, and areas of interest.
- D. All student candidates seeking placement shall complete the following forms:
 - 1. Internship Program Application Form.
 - 2. Medical Release Form.
 - 3. Ride-Along Liability Release Form.
 - 4. Authorization for Release of Information Form:
 - a. The Department shall conduct background investigations to the extent necessary and consistent with student exposure and involvement in police activities.
 - b. The objective of these investigations is to uncover any criminal history and/or undesirable behavior patterns.
 - c. Results of all background investigations shall be reviewed by the Student Internship Coordinator, who shall approve or deny placement.
- E. Only those persons approved by the Student Internship Coordinator and the Commanding Officer of the Administrative Division shall be eligible to function in an internship capacity within the Department. Furthermore, no persons shall function in an internship capacity outside of the dictates or the parameters of the Student Internship Program, as mandated by this policy.

II. RESPONSIBILITIES

- A. The SIC shall:
 - 1. Oversee and ensure implementation of the program.
 - 2. Ensure the completeness and accuracy of all required forms.
 - 3. Review all background checks.
 - 4. Notify students of approval/denial for program placement.

5. Announce to all Department employees, via email, the selection of students along with applicable relevant information.
6. Conduct an initial orientation session with each intern.
7. Assign placement of each intern with a mentor within the Department.
8. Coordinate student activities with each mentor.
9. Evaluate student work performance throughout the program.

B. Mentors shall:

1. Serve as role models for the Department.
2. Provide direct supervision to the intern.
3. Discuss student expectations relative to the area of operation.
4. Explain position duties and responsibilities.
5. Assign tasks; instruct interns in those tasks; and monitor progress.
6. Provide positive suggestions/feedback.
7. Evaluate the effectiveness of the mentor-student relationship, and discuss any issues with the SIC.

C. Interns shall:

1. Discuss program and job expectations with the Student Internship Coordinator.
2. Report to their assignments punctually.
3. Promptly notify the SIC in cases of necessary absence.
4. Conform to applicable rules, regulations, polices, and procedures, including adherence to accepted dress codes.
5. Perform all assigned duties with willingness, courtesy, and diligence.
6. Promptly bring any concerns to the attention of the SIC and, if necessary, to school officials.

III. ORIENTATION

- A. The SIC shall conduct an orientation session with interns prior to the commencement of the internship program.
- B. During orientation, development and career goals will be reviewed in order to establish a performance objective plan. Every effort will be made to satisfy student learning objectives and expectations that are practical and which coincide with the Department's operational goals.
- C. Students will be issued a temporary identification badge which will allow them restricted access to and from assigned study areas where they will be supervised by their designated mentor.
- D. The following topics will be covered during the orientation session, as listed on the Intern Orientation Form:
 - 1. Law enforcement role and authority.
 - 2. Table Of Organization.
 - 3. Headquarters security.
 - 4. Parking plan.
 - 5. Release of information.
 - 6. Confidentiality.
 - 7. Dress code.
 - 8. Use of office equipment.
 - 9. Computer access/privileges.
 - 10. Emergency notification.
 - 11. Emergency exits.
 - 12. Harassment in the work place.
 - 13. Lines of authority.
 - 14. Incident reporting.
 - 15. Internship Program Application Form.
 - 16. Intern Orientation Form.

17. Medical Release Form.
18. Authorization for Release of Information Form.
19. Ride-Along Liability Release Form.
20. Term-End Assessment Form.

IV. CONDUCT

- A. Students and staff participants are expected to act professionally. The mentor/student relationship is one of mutual respect and trust requiring the highest regard for personal conduct. Behavior deemed unacceptable by school or Department standards will not be tolerated.
- B. Staff as well as students shall report any incident, infraction, or violation to the SIC.
- C. Student infractions will be reported to school officials as agreed and/or warranted.

V. TERMINATION

- A. 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. Fail to maintain good standing status with school.
 7. A request by school officials.

VI. WITHDRAWAL

- A. Students withdrawing from the program shall give sufficient notice to the SIC and school officials.
- B. Students who receive an incomplete grade due to extenuating circumstances are encouraged to re-apply for program placement at a later date.

VII. EVALUATION

- A. The SIC shall conduct course-end evaluations on all interns at the end of their respective programs. Input from mentors shall be solicited. Student evaluations will be copied to school officials for consideration in grading the intern.
- B. Students who successfully finish the program must complete a course-end assessment, designed to evaluate program implementation.
- C. Specific feedback will be sought from mentors regarding program efficiency and effectiveness.
- D. All evaluations/assessments, reports, and documentation shall be maintained by the SIC.

VIII. PROGRAM COMPLETION

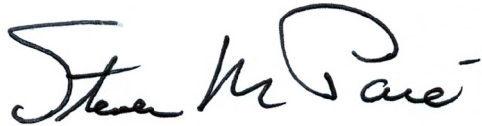
- A. Students satisfying all course requirements will receive a certificate of completion Issued by the Providence Police Department, in addition to any course credits awarded by the school.
- B. Student schedules and related documents will be retained by the Providence Police Department for inclusion in the individuals course file.

IX. ATTACHMENTS

- A. *Internship Program Application Form*
- B. *Intern Orientation Form*
- C. *Medical Release Form*
- D. *Ride-Along Program Application Form*
- E. *Authorization for Release of Information Form*
- F. *Term-End Assessment Form*

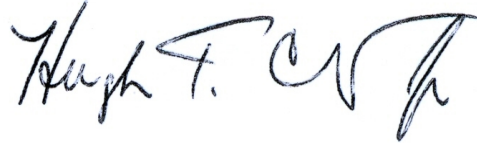
NOTE: This order is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third-party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

APPROVED:



STEVEN M. PARÉ
COMMISSIONER
DEPARTMENT OF PUBLIC SAFETY

APPROVED:



HUGH T. CLEMENTS, JR.
COLONEL
CHIEF OF POLICE