

AOM CHAPTER P-218**INTERNSHIP/VOLUNTEER PROGRAM****I. Introductory Discussion**

A. The Northampton Police Department has developed a program to utilize local college students and citizens as interns/volunteers. This program will not only provide interns/volunteers with firsthand experience in a law enforcement field, but will also enhance the Department's recruitment efforts by encouraging promising college students to consider employment with this department. Additionally, the student intern/citizen volunteer program can be a great asset to the Department to carry out projects or initiatives that it might not otherwise be able to accomplish.

II. Responsibility

A. The Student Intern/Citizen Volunteer Program will be coordinated, administered and supervised by a Bureau or Shift Commander and overseen by the Operations Division Commander. He/she will be responsible for the following duties related to the Intern/Volunteer Program:

1. Serve as the Department's liaison with the local colleges and universities to encourage students to consider internships with the Department;
2. Oversee all administrative activities associated with the program to include, but not limited to:
 - (a.) Ensuring that the intern/volunteer applicants receive proper instruction and complete the required forms for non-disclosure of criminal offender record information and confidentiality;


- (b.) Ensuring that a Criminal History Check is conducted on all applicants, and;
 - (c.) Maintain a secured file of all records pertaining to interns/volunteers.
3. Coordinate and conduct the interview process, if applicable. This shall include the development of interview questions based upon the duties required of the intern/volunteer positions at that time;
 4. Determine, through mutual agreement, an internship/volunteer project as well as working hours, and keep a record of such hours;
 5. Develop an informal training program to familiarize student interns/volunteers with the function and operation of the Department;
 6. Serve as the supervisor for all interns/volunteers;
 7. Review the performance of the interns/volunteers on a regular basis. Communicate with the college/university Internship Coordinator should there be a problem with an intern's performance.
 8. Complete written performance evaluations of all interns whenever required to do so by the college/university Internship Coordinator.
 9. Ensure that the Department's Student Intern Program remains in compliance with the policies, rules and procedures governing the internship program for the college and/or university in which the interns are enrolled.

III. Requesting Intern/Volunteer Services

- A. Whenever a department commander, supervisor or administrator wishes to secure the services of an intern/volunteer, he/she shall submit a written request on *AOM P218.a Request for Student*

Intern/Volunteer Form to the Operations Division Commander.
 The request must include:

1. A general list of the duties and responsibilities of the intern/volunteer; and
 2. The approximate number of hours per week and the number of weeks and/or months that intern/volunteer services would be needed.
- B. The Bureau or Shift Commander, upon approval or denial from the Operations Division Commander, will be responsible for reviewing all requests and notifying requesting employees as to whether or not an intern/volunteer can be placed with them at that time.
- C. If approved, the intern/volunteer will be required to read and sign off on the forms for ***AOM P218.b Student Intern/Volunteer Release and Confidentiality***.
- D. Each student intern/volunteer will be required wear an identification badge at all times in the police station, so they are easily identified as a Northampton Police Department intern/volunteer.

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