

JACKSONVILLE POLICE DEPARTMENT

Policy: 5-19
Effective: 01-01-13
Revised: 01-13-21

POLICE INTERNSHIP PROGRAM

PURPOSE: In a cooperative effort with local colleges and universities, the Jacksonville Police Department will assist college students with internship programs. The Jacksonville Police Department recognizes that internship opportunities are valuable to both the student and the Police Department. Student internships provide the student an opportunity to earn college credit for work and afford the Police Department hard working volunteers, another citizen perspective, an opportunity to build good student relationships, and a viable alternative to traditional recruiting.

POLICY: The Jacksonville Police Department will make every effort to accommodate the needs and interest of student interns; however, the most efficient operation of the Police Department will remain the priority of Department personnel. To minimize the impact on Departmental operations, the number of student internships will usually be limited to two (2) students per semester, unless extenuating circumstances exist.

PROCEDURES:

I. STUDENT INTERN LIAISON

- A. A Support Services Sergeant will serve as liaison for student internships.
- B. Inquiries from any college/university student desiring to complete an internship shall be directed to the Support Services Commander for assignment and approval.
- C. The intern applicant will complete JPD Form 5-19a and return it to the Support Services Sergeant. Upon approval, the Sergeant will assure that the intern records his time using JPD Form 5-19b. The Sergeant will maintain this log until the internship is complete and give the original to the intern for their professor and file a copy in the training records.
- D. Responsibilities of the Intern Liaison:
 1. Review requests for program participation and conducts a criminal background check on each intern applicant. Upon completion, forwards the packet, along with a recommendation, to the Support Services Commander who approves or denies the request.
 2. Upon an intern's acceptance into the program, the Intern Liaison will prepare a schedule that will give the intern an overall experience in the day to day operations of the Police Department that best matches the intern's course requirements.
 3. Provides affected departmental supervisors a copy of the intern's schedule, evaluation form, and any other beneficial information.

II. CURRICULUM REQUIREMENTS

- A. Departmental Requirements: The Department's primary role in the Student Internship Program is to provide the opportunity for students to observe all aspects of departmental operations. Due to differences in curriculum requirements, the Police Department does not place specific internship requirements on the student.
 1. Exception: If the student is required to prepare a report or term paper for his class, a copy of the report or term paper will be provided by the student to the Intern Liaison for review.
 2. Interns may serve in a support capacity for various areas of the Police Department. Prior arrangements must be made with the appropriate Division Commander before

assignment(s) outside of the Support Services Division. The student will be provided with necessary instruction to enable him to effectively function in the assigned capacity.

- B. Intern Evaluations: The Student Intern Liaison is responsible for completing any intern evaluations as requested by the intern's college/university professor/instructor.

III. DEPARTMENT REGULATIONS

- A. Interns will be advised by the designated Student Intern Liaison, prior to beginning their internship, of the Department's regulations regarding appropriate attire to wear and the code of conduct that is expected of them. The intern will be advised of the following:
 - 1. Interns are not sworn officers and will not wear attire that could be construed by the general public as a police uniform; and
 - 2. Interns will be properly informed of the nature of their duties, including their role and scope of authority.
- B. Any Supervisor noting non-compliance in any area or who has any problems regarding a student intern should contact the Student Intern Liaison so corrective action may be taken.
- C. Interns and other visitors who come for ride-alongs will not be permitted to be present in the Patrol Briefing Room for shift briefings. Officers should not mention or discuss any information regarding any covert details or special surveillance. This includes the discussion of any equipment used for these details.

IV. DISQUALIFICATIONS

The Jacksonville Police Department reserves the right to reject any intern with or without cause when, in the opinion of the Chief of Police, the intern represents an unreasonable risk to the safety, security, function, stability or reputation of the Jacksonville Police Department, Student Internship Program, the law enforcement community, or the academic community.

- A. Students will be automatically disqualified if they:
 - 1. Have ever been arrested for a felony charge, or a charge which would be a felony under the laws of the State of Arkansas or the United States of America;
 - 2. Have ever been convicted of a domestic violence charge;
 - 3. Have a conviction for any sexual related offense;
 - 4. Have ever been convicted of an obstruction of justice related charge;
 - 5. Are suspected of affiliation with a criminal or subversive organization;
 - 6. Have sold any illegal drug or substance, or prescription medication illegally;
 - 7. Used illegal or dangerous drugs (except marijuana) within the past five (5) years;
 - 8. Used marijuana within the past three (3) years;
 - 9. Have been arrested for any crime or charged with a major traffic offense (DUI, DWI, suspension of license) during the past year; and/or
 - 10. Provided false information or failed to provide required information during any part of the application process.
- B. The Chief of Police will consider, on a case by case basis, disqualifying any applicant who:
 - 1. Has one or more recent misdemeanor arrests;
 - 2. Has one or more criminal misdemeanor convictions;
 - 3. Has an arrest or conviction for any alcohol related offense;
 - 4. Has an arrest or conviction for any theft related offense;
 - 5. Has a physical or mental inability to perform the required duties for the intern position applied for;
 - 6. Has an excessive criminal history;
 - 7. Has excessive traffic violations;
 - 8. Has a history or pattern of drug or alcohol misuse or abuse;

9. Has a history or pattern of unlawful sexual conduct;
10. Has a history of or otherwise demonstrates racial or ethnic bias;
11. Has a discharge from the U.S. military that is other than honorable;
12. Demonstrates an inability to relate well to people from varied backgrounds and different situations; and/or
13. Demonstrates a lack of sensitivity to cultural diversity, race, gender, disabilities and other individual differences.

A handwritten signature in black ink that reads "Brett Hibbs". The signature is written in a cursive style with a horizontal line underneath the name.

Brett C. Hibbs
Chief of Police