



ROCKFORD POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 3.32

TITLE: INTERNSHIP PROGRAM AND/OR ELIGIBLE POLICE CANDIDATES RIDE-ALONG PROGRAM

SERIES: 3 - PER

SERIES TITLE: PERSONNEL

TOPICS / REFERENCE: INTERNSHIP, ELIGIBLE POLICE CANDIDATES, INTERN COORDINATOR, INTERN APPLICATION

APPENDICES: A, B, C

ORIGINAL EFFECTIVE / ISSUE DATE: DECEMBER 1, 2017

DATE OF LAST REVISION: DECEMBER 1, 2017

THIS ORDER REMAINS IN EFFECT UNTIL REVISED OR RESCINDED

POLICY:

It is the policy of the Rockford Police Department to allow selected students from recognized colleges and universities and/or prospective candidates currently on the Rockford Police Department's eligibility list to experience and observe the day-to-day operations and functions of the Rockford Police Department. Interns will be assigned to several Bureaus and Units of the Rockford Police Department, the Winnebago County Coroner's Office, and the Winnebago County State's Attorney's Office. Interns will be under the direct supervision of the Recruiter, or his/her designee. All internships with the Rockford Police Department are unpaid internships.

PURPOSE:

The purpose of this General Order is to provide eligible students and prospective candidates an opportunity to experience all aspects of the Rockford Police Department's day-to-day functions.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered section:

- I. POLICE RECRUITER (INTERN COORDINATOR) RESPONSIBILITIES**
- II. APPLICATION SUBMISSION REQUIREMENTS**
- III. INTERN DUTIES**
- IV. RULES OF CONDUCT BY THE INTERN AND/OR PROSPECTIVE CANDIDATE**

V. SUPERVISOR'S RESPONSIBILITIES

VI. OFFICER'S RESPONSIBILITIES

APPENDICES:

A. [Rockford Police Department Internship Application](#)

B. [Rockford Police Department College Internship Program Guidelines](#)

C. [Rockford Police Department Internship Questionnaire](#)

I. POLICE RECRUITER (INTERN COORDINATOR) RESPONSIBILITIES:

- A.** The Intern and/or Prospective Candidate will be the responsibility of the Police Recruiter, or designee:
1. The Rockford Police Department accepts up to three full-time interns per semester. Depending on individual circumstances, an occasional part-time intern may be accepted.
 2. Applications (See [Appendix A](#)) and Questionnaires (See [Appendix C](#)) will be reviewed following the due dates. Applicants will be contacted by the Intern Coordinator, to either set up an interview, or to be informed they will not proceed in the selection process. Selections shall be made after designated applicants have been interviewed.
 3. Seniors seeking full-time internships, who are pursuing careers in municipal law enforcement and Bachelor's degrees in the criminal justice field, shall be given first consideration. Juniors and persons seeking advanced degrees will be given second consideration. Normally, freshman and sophomore applicants are not accepted.
 4. The Police Recruiter will be responsible for scheduling assignments to various Department Bureaus and Units, along with ensuring that all the necessary paperwork is filed.
 5. The Police Recruiter will complete all related paperwork pertaining to interns such as evaluations, progress reports and performance reports as required by the sponsoring college or university.
 6. The Police Recruiter will be responsible for having the Intern and/or Prospective Candidate sign a Department Waiver form (See [Appendix B](#)), along with ensuring the Intern and/or Prospective Candidate receive and understand this memo.
 7. The Police Recruiter will complete a criminal history background check on all Interns and/or Prospective Candidates.
 8. If any problems or concerns arise in regards to an Intern and/or Prospective Candidate the Police Recruiter is to be informed immediately.

II. APPLICATION SUBMISSION REQUIREMENTS:

- A.** All candidates must complete and submit an Internship Written Application prior to the following dates:
1. Students seeking a winter/spring semester internship (January through May) must submit an application before October 1 of the fall semester;
 2. Students seeking a summer semester internship (May through August) must submit an application before February 1 of the winter/spring semester;
 3. Students seeking a fall semester internship (August through December) must submit an application before May 1 of the spring semester;
 4. Students must have written recommendation from the staff or faculty member at their college / university that has oversight of the internship program. Recommendation must be submitted at the time of application; and
 5. Intern applicants must provide name, address, and phone number information for three references, not related to the intern, who can speak to the applicant's general character and qualifications for acceptance as a law enforcement agency intern.
- B.** Interns must carry health and injury insurance during their internship. Such coverage is normally available from the college or university attended. Proof of medical insurance coverage must be submitted prior to the start of the internship.

III. INTERN DUTIES:

- A.** Interns will be assigned to various units of the Operations, Investigations, and Administration Bureaus during the internship. The goal is to familiarize the intern with all aspects of a municipal police department operations.
- B.** Interns may be required to do special studies, prepare written reports, perform clerical, data entry and maintenance tasks, as well as other duties that arise during the internship. Written and oral communication skills are emphasized during this program.
- C.** The intern may be asked to participate in special programs and will participate in a series of ride-alongs, as observers, with officers and detectives in the field.
- D.** Interns are encouraged to work up to a 40 hour work week, with the various shifts and Units they are assigned to. The number of work hours is based on the number of college credits given.
- E.** Hours are adjusted as needed based on specific tasks or assignments.

IV. RULES OF CONDUCT BY THE INTERN AND/OR PROSPECTIVE CANDIDATE:

- A. Interns and/or Prospective Candidates will not indicate to anyone, by any means, that they are a Police Officer.
- B. Interns and/or Prospective Candidates will not interfere with or assist the assigned Officer unless their aid is requested.
- C. Interns and/or Prospective Candidates will be expected to dress in casual business attire at all times.
- D. Interns are subject to all rules, regulations, policies and procedures of the City of Rockford and the Rockford Police Department. Copies of the City of Rockford policies and Rockford Police Department policies will be distributed to the intern by the Intern Coordinator.
- E. Interns and/or Prospective Candidates are prohibited from carrying any type of weapons.
- F. Interns and/or Prospective Candidates will under no circumstances, undertake any type of investigation of any official matter.
- G. Interns and/or Prospective Candidates will follow the directions of the assigned Officer, unless personal safety contradicts the order.
- H. Interns and/or Prospective Candidates will not divulge to any person not affiliated with the Rockford Police Department any official information learned while participating in this program.
- I. Once accepted for internship, the point of contact will be the Intern Coordinator.

V. SUPERVISOR'S RESPONSIBILITIES:

- A. Supervisors are responsible for selecting the Officer with whom the Intern and/or Prospective Candidate will ride.
- B. Supervisors will be responsible to ensure that the assigned Officer is familiar with this Order prior to leaving the Police Department with the Intern and/or Prospective Candidate.
- C. Supervisors and the assigned Officers are responsible for exercising due care in protecting the Intern and/or Prospective Candidate.
- D. Officers who have not completed their probationary period are prohibited from being assigned an intern.

VI. OFFICER'S RESPONSIBILITIES:

- A. Assigned Officers and their Supervisors are responsible for exercising due care in protecting the Intern and/or Prospective Candidate.
- B. Officers will not allow Interns and/or Prospective Candidates access to scenes of homicides, rapes, suicides, sex offenses, or serious crimes in progress. Interns and/or Prospective Candidates may also be excluded from any other incidents as determined by the assigned Officer.

- C. Interns and/or Prospective Candidates may be excluded entirely from certain juvenile cases where such records and arrests are confidential by law.
- D. Officers will not allow Interns and/or Prospective Candidates to:
 - 1. Give any indication to anyone, by any means, that they are a police officer;
 - 2. Leave the vehicle without specific direction of the assigned Officer;
 - 3. Accompany any Officer into any private premises during the execution of a search warrant or an arrest warrant;
 - 4. Assist in any criminal interrogations;
 - 5. Become involved in vehicle pursuits. If the assigned Officer self-initiates a pursuit, it must be quickly given over to another or terminated;
 - 6. Become involved in any foot chases;
 - 7. Operate any communication equipment except under emergency conditions in order to protect an Officer's safety; or
 - 8. Accompany Officers into private residences or businesses to investigate a call unless the Officer feels doing so will not compromise the investigation or the complainant's right to privacy.
- E. Officers assigned an Intern and/or Prospective Candidate will provide them with every possible opportunity for a clear observation of the operations of the Rockford Police Department. It is the responsibility of the assigned officer to monitor conditions and provide the necessary safety for the Intern and/or Prospective Candidate.

ALL GENERAL ORDERS REMAIN IN EFFECT UNTIL REVISED OR RESCINDED.

ANY MEMBER OF THE DEPARTMENT MAY, BY VIRTUE OF EXPERTISE OR POSITION OF FUNCTION, BE DESIGNATED TO AUTHOR OR PROVIDE SOURCE MATERIAL FOR A WRITTEN DIRECTIVE. THE OVERALL AUTHORITY TO ISSUE, MODIFY OR APPROVE WRITTEN DIRECTIVES IS DESIGNATED TO THE CHIEF OF POLICE.

ALL GENERAL ORDERS ARE SCHEDULED TO BE REVIEWED ANNUALLY BY THE GENERAL ORDER REVIEW COMMITTEE AND WHEN NECESSARY, REVISED OR CANCELED IN ACCORDANCE WITH THE PROCEDURES FOR REVIEWING WRITTEN DIRECTIVES ESTABLISHED IN GENERAL ORDER 1.10 – WRITTEN DIRECTIVES.

ALL NEW AND REVISED GENERAL ORDERS SHALL BE APPROVED BY THE CHIEF OF POLICE BEFORE ISSUE/REISSUE.

ANY EMPLOYEE WITH SUGGESTIONS FOR REVISIONS AND/OR IMPROVEMENTS

TO THIS ORDER ARE ENCOURAGED TO SUBMIT THEIR IDEAS TO THEIR RESPECTIVE DISTRICT COMMANDER OR BUREAU CHIEF.

BY ORDER OF

DATE: 12/01/2017

Daniel G. O'Shea

Chief of Police