

GREELEY POLICE DEPARTMENT

General Order 356.00

Reviewed: 03/19

356.00 POLICE INTERNS

356.01 The department encourages high school and college students to participate in the police intern program, provided they agree to adhere to the requirements outlined in this general order.

356.02 Procedures:

- The Neighborhood Action Team (NAT) is vested with the responsibility and authority to develop and coordinate the police intern program.
- A NAT Officer will provide the intern an initial orientation of the Greeley Police Department and the Criminal Justice System.
- The NAT Officer will process the police intern applicants.
 - The police intern may be referred to the Greeley Police Department by one of the Greeley High Schools, Aims Community College, the University of Northern Colorado or other educational institutions.
 - The police intern applicant will complete the following forms:
 - Police Intern application.
 - Confidentiality of Information Agreement.
 - Ride-along request and waiver form (if under eighteen years old, parent must also sign)
 - Authorization to Participate (if from School District 6).
 - A computer inquiry (CCIC/NCIC and local) will be done on each police intern applicant.
 - A NAT Officer will photograph each police intern and complete an ID Access Card which the intern will always wear in a visible location. The ID Card is the property of the Police Department and will be surrendered upon request.
 - The NAT Unit will complete a schedule for the police intern that will include a minimum of eighty (80) hours. This schedule will be worked around the intern and the individual department's schedule to include, but not be limited to, the following:

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- Police Records,
 - Police Communications,
 - Patrol Division (as a ride-along),
 - Community Services Unit,
 - Police Property/Evidence,
 - Investigations Section,
 - Probation Department,
 - District Attorney's Office,
 - Weld County Jail, and
 - Other divisions or agencies as deemed necessary.
- NAT will supervise all police interns and insure that any conflicts that arise are resolved.
 - NAT will complete an evaluation (from input received from the participating divisions and agencies) on the police intern, when required. School District 6 will provide the evaluation form for students from the high schools.

356.03 Interns' Responsibilities:

- Each police intern will agree to participate in the program on a non-pay basis for a minimum of eighty (80) hours.
- Each police intern will conduct themselves in the proper manner while working in the different departments and agencies.
- Because the police intern will periodically be assigned to areas where they will be exposed to the public view and contact, interns will dress in a manner appropriate to an office environment: i.e., dress slacks, blouses or dress shirts, skirts or dresses.
 - Blue jeans will not be acceptable attire except when assigned duties that could otherwise result in dress type clothing being damaged or when prior approval by their direct supervisor has been given.
 - Any jewelry worn will be tasteful and appropriate to any office environment.
 - The use of make-up by female interns will be conservative. This does not imply a plain look, but is meant to eliminate gaudiness.
- If any conflicts arise, each intern is responsible for reporting such to his or her advisor.

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- Interns are expected to maintain regular attendance in the program by reporting promptly to the assigned department or agency at the agreed upon time.
 - Excused Absence: Illness, death in the family, other special circumstances approved by the career counselor (if from School District 6) and NAT. If possible, interns should have approval prior to absence.
 - Unexcused Absence: there are no unexcused absences. An unexcused absence from the internship is reason for dismissal from the program.
 - Personal Business: Absence for personal business will be allowed only in exceptional circumstances. Interns are expected to schedule appointments for personal business during times they are not scheduled to work.
 - Legal Holidays: Holidays and vacation periods of District 6 will be honored for those interns from District 6. Those holidays observed by the business community will also be honored.
 - Each intern will notify NAT of any absence at least two hours prior to the time scheduled to work.
- Each intern will insure that NAT receives a copy of their evaluation of/term paper on the internship at the completion of the program.

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Authorized by Mark Jones, Police Chief		
Effective Date: March <u>21</u>, 2019		
<u>Mark Jones</u> Signature	Date:	<u>March 21, 2019</u>