



Greenbelt Police Department – General Order

	Title: Intern Program		Order #: 505	
	Effective Date: January 28, 2005	Review Date:		
	<input checked="" type="radio"/> New <input type="radio"/> Amends <input type="radio"/> Rescinds			
Approved by: Chief James Craze			CALEA 5 th Edition	
CALEA Standard:			Pages: 1	

01 POLICY: It is the policy of the Greenbelt Police Department to encourage participation in a student intern program and to establish guidelines to administer the program.

02 GENERAL INFORMATION: The Greenbelt Police Department offers an academic internship program. The program provides an opportunity for students interested in law enforcement to gain exposure in their field of interest, as well as general office experience.

03 RESPONSIBILITIES: The student interns assigned Division Commander or his/her designee is responsible for the coordination, supervision, evaluation and reporting functions associated with the student intern program. The program format is flexible to accommodate the needs of the student interns, the requirements of the high school, college or university, and the commitments of the Department.

04 PROGRAM DESCRIPTION:

- A. Student interns will be provided with the opportunity to learn through directly observing the performance of various police functions, and through time reserved for interviews, research and the completion of papers and reports for their respective school.
- B. The student intern program is designed to provide an overview of the various components of the Greenbelt Police Department.

05 QUALIFICATIONS:

- A. Completion of City of Greenbelt employment application.
- B. Must be able to commit to work with the Department for at least one semester.
- C. Knowledge of general office skills is preferred, but not required.
- D. Must pass background interview, polygraph, drug test and criminal background check as required by duty assignment.

06 DUTIES AND RESPONSIBILITIES:

- A. Entry of police documents into and generation of reports from the police computerized information system;
- B. Compilation of statistical information;
- C. Preparation of reports to support management decisions;
- D. Assist in the administrative processing of the Department;
- E. Special research projects;
- F. Fingerprinting;
- G. Filing;
- H. Making deliveries;
- I. Going on ride-alongs with officers;
- J. Observing within Communications Center;
- K. Assist with clerical work;
- L. Assist in the Records Unit;
- M. Other duties assigned by the assigned Division Commander.

07 OTHER CITY DEPARTMENTS INTERNS WORKING IN THE POLICE FACILITY:

Due to the sensitive materials within the building, interns from other City Departments must meet the qualifications of Section 05 of this Order.