

JACKSONVILLE POLICE DEPARTMENT

Policy: 5-19

Effective: 01-01-13

Revised: 04-24-19

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