


POLICY 133.0	INTERN	
	NEW: 03/05	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: 03/05, 05/10

A. POLICY

It is the policy of the Fort Lauderdale Police Department to make student Internships available to college level students for the purpose of gaining knowledge and experience of the Police Department functions and operations. Students seeking consideration for participation in this program are expected to possess and maintain at least a minimum overall GPA of 2.5 at the time of application and throughout the program.

B. PURPOSE

Interns will be assigned to units throughout the Department to be able to glean information on the various Unit's operations and functions. They should be provided an overview of Department operations, including an explanation of the methods employed that allow the agency to achieve its goals while addressing public safety and community needs. Students should use the experience and information to assist them in deciding whether or not to continue pursuing a career in the law enforcement or criminal justice fields.

C. APPLICATION PROCESSING AND APPROVAL

Internship participation is considered a privilege. However, due to the nature of the position, and because an Intern will be granted access to most areas of the Police Department and its satellite locations, stringent application processing and scrutiny will be employed, in the same manner as any person seeking employment with the Department.

Students wishing to participate in the Intern program will be required to adhere to the following steps to help ensure candidates meet the criteria for participation in the program:

1. Submit a formal, written request to the Assistant Chief of the Support Services Bureau, or his/her designee, requesting consideration for participation in the Intern Program.
2. Upon approval from the Assistant Chief of the Support Services Bureau, or his/her designee, and provided a position is available, candidates will submit the following forms provided by the Intern Program Coordinator (IPC) of the Training Division:
 - a. Pre employment application form

- b. Pre and post confidential questionnaires – should include (2) School Instructor References
 - c. Hold harmless observer form
3. Successfully complete the Polygraph Examination Process
4. Successfully complete the Background Investigation Process – this process includes, but is not limited to, a criminal history check, driver license history check, reference verification, and grade verification
5. Submit to fingerprinting and photographing for identification card purposes

D. INTERN ASSIGNMENTS AND DUITES

The Department expects that the Intern will gain knowledge and enjoy a worthwhile experience through their participation in this program. The Intern will be placed under the direct supervision of the Intern Program Coordinator (IPC) assigned to the Training Division. The IPC will schedule the Intern to units throughout the agency, so as to provide a general overview of how the Department operates and meets its respective goals and objectives. This schedule should be formulated and distributed to the appropriate unit supervisors and the student a minimum of one week prior to the student starting the program.

The schedule will be arranged to accommodate Department unit schedules as well as the student's schedule, as much as possible. We realize that the student may have other class or personal commitments that need to be met. Upon being notified by the student, all schedule adjustments necessary through the course of the Internship shall be confirmed by the IPC and the particular unit supervisor (or their respective designees) prior to approval for the schedule change. The IPC and the student will arrange for any make up time that may be necessary to meet program requirements.

E. DOCUMENTATION OF PARTICIPATION

The IPC will ensure that Intern Observation Reports and processing folders are completed and kept on file for each participant. Those files will be maintained in the Training Unit. The IPC will also keep the individual school's requirements for Intern Program participation within the file.

In addition, each Intern will be required to submit a copy of any program-related course work he or she intends to submit to their learning institute for academic credit. This will also be placed in their individual file, as proof of participation in the Department's program.

The course work shall include a basic critique of their experience in the program, which will be used by the IPC to make appropriate adjustments or improvements to the overall Intern Program.