

MORRIS TOWNSHIP POLICE DEPARTMENT

GENERAL ORDER # 2015- 41

TO: ALL PERSONNEL

DATE: June 1, 2015

**SUBJECT:
REVISION TO SOP 152: POLICE INTERNSHIP PROGRAM**

SOP 152: POLICE INTERNSHIP PROGRAM policy and procedure has been developed and approved. This policy and procedure is a new program in the organization as recommended by Lt. M. DiCarlo.

Once you have had an opportunity to review the policy in the Power DMS system, you are directed to electronically sign this General Order by entering your user identification and password.

By signing this General Order you acknowledge receipt of this directive, at a minimum you have read ALL the highlighted sections, and understand the contents of the General Order. It is your responsibility to direct any questions to your supervisor's attention, prior to signing off on the General Order.

A hard copy of all Department policy and Procedures are maintained in the Chiefs of Police Conference Room.

ISSUED BY: *John K. McQuinness*
Chief of Police

MORRIS TOWNSHIP POLICE DEPARTMENT

**STANDARD OPERATION PROCEDURE
152
POLICE INTERNSHIP PROGRAM**



EFFECTIVE REVISION	DATE	AUTHORITY	GENERAL ORDER #	ACCREDITATION STANDARDS:
Effective:	June 2015	957	15-041	
Revised:				
Revised:				
Revised:				
Revised:				
Revised:				
Comments: Changes highlighted in DMS for review. NEW POLICY 6/2015				

**152.1
PURPOSE**

**152.1.2
PURPOSE AND SCOPE**

The intent of the Internship Program is to offer college students, who are interested in a possible career in law enforcement, a rewarding and insightful experience by providing an educational program working in various divisions within the Morris Township Police Department. The student intern will be given the opportunity to learn and observe general law enforcement methods and the procedures of the Morris Township Police Department. The intern will work with experienced police officers, and other non-sworn employees to further their opportunities for a career as a Law Enforcement officer.

152.2 POLICY

152.2.1 POLICY

In order to enhance the quality of people entering the law enforcement profession in general and to facilitate recruitment efforts, the Morris Township Police Department will actively participate in an Internship Program for college students who are studying criminal justice or a related field of study. The Chief of Police will determine the number of internships that will be authorized at any one time to limit the impact on the departmental operations.

152.3 GENERAL GUIDELINES

152.3.1 ELIGIBILITY

- a. Interns must be 21 years of age or older
- b. Must be currently enrolled in a college/university criminal justice or related program.
- c. Must be recommended by a Professor, Instructor or staff member of that respective educational institution
- d. Must complete and have approved an application and background check performed by the Morris Township Police Department.
- e. Must complete all waiver requests and any other form or document the Department or Township of Morris may mandate.
- f. Must agree to abide with all program requirements and rules.
- g. Must be willing to sign a confidentiality agreement.

152.3.2 APPLICATION

- a. Prospective student interns who apply for the program must have a written academic referral by a professor or advisor from an accredited criminal justice program of a college or university.
- b. Prospective student interns will submit a resume, cover letter and our agency Intern Application prior to being considered for an interview.

- c. The Training Lieutenant will conduct a detailed review and evaluation of each application and resume to determine if the applicant meets the minimum recommended requirements for the position
- d. An oral interview may be conducted by officers from the Morris Township Police Department to evaluate the applicant's overall fitness for the position, including professional appearance, self-expression, mental alertness, and suitability for internship duties as well as the applicant's educational record and interest level in a law enforcement career.
- e. After the interview, the applicant will complete and sign an Authority for Release of Information Waiver.
- d. After a background check of the applicant, a recommendation to accept an applicant into the program will be made by the officers participating in the selection process through the chain of command to the Chief of Police.

152.3.3

BACKGROUND INVESTIGATION

- a. A background investigation will be completed on each applicant prior to acceptance by the Morris Township Police Department as a student intern. The background check will consist, at minimum, of the following:
 - 1. A criminal history check with appropriate criminal justice agencies
 - 2. NCIC Query
 - 3. Fingerprinted as a volunteer in the AFIS system
 - 4. Academic review may be required
- b. Only the Chief of Police can grant final approval of the internship. The institution and the student will be notified in writing of the approval or rejection. Only when the final approval has been given by the Chief of Police may the intern be admitted to the Student Internship Program.

152.3.4

WAIVERS

- a. Interns must sign a Waiver of Liability and an Intern Code of Conduct form approved by the Morris Township Police Department before participating in the program. Copies of the documents will be attached to the Intern application.

152.3.5

PAYMENT/TIME COMMITMENT

- a. Interns will receive no monetary payment for participation and must complete the required hours which are established by their educational institution. The Internship Program is designed for the intern to rotate through the various divisions and programs within the department. The schedule of the intern could change from week to week depending on the assignment. All attempts will be made to work around the intern's class schedule.

152.3.6

SCHEDULING

- a. A schedule of activities will be developed, in memorandum form, for each student intern. The schedule will identify the dates, times, locations, and number of hours the intern will work on/in each shift, unit or division within the agency.
- b. Each patrol supervisor, Officer in Charge, or Detective supervisor involved will be consulted to ensure there is no conflict with the scheduling of a student intern.
- c. Once finalized, a copy of the schedule will be sent to the following:
 1. The student intern
 2. Each patrol supervisor, Officer in Charge, or Detective supervisor listed on the schedule
 3. The student intern file maintained by the Training Lieutenant
- d. The dates and times on the schedule could change based on police department operations.

152.3.7

OPERATIONAL GUIDELINES

- a. The intern is ultimately responsible to the Training Lieutenant. For day-to-day business, the intern will be responsible to a designated supervisor each day, based upon the particular work assignment. To best facilitate the intern's learning process, the following aspects of learning should be considered.
 1. Observation of any process increases the learning potential much more than merely reading about a subject.
 2. Active participation is one of the best training methods.
- b. Except when safety considerations dictate to the contrary, the intern should accompany the officer on all official business. Interns should be encouraged to observe the writing of some reports and day-to-day operations.
- c. The supervisor's assignment of an intern to an officer should be guided by the following considerations:
 1. Interns gain knowledge about the department from its members
 2. The program is designed to teach interns the realities of police work
- d. If the intern must miss a scheduled day due to illness or other obligations, the intern will be responsible for notifying the Training Lieutenant to inform him of the absence.

152.3.8

COORDINATOR'S RESPONSIBILITIES

- a. To oversee and coordinate all aspects of the Morris Township Police Department's Student Internship Program
- b. Actively promote and recruit students for the Student Internship Program.
 1. Promote the Internship Program on the on the Township of Morris Website
 2. Advertisement of the Internship Program with Colleges/Universities.
- c. Manage all Intern applications and administer the selection process.
- d. Conduct a formal orientation session, which allows the intern to become familiarized with functions and responsibilities of the Morris Township Police Department Student Internship Program.
- e. Insure that all necessary paperwork associated with the program is prepared, updated, submitted and completed.
- f. Assist in the evaluation of the intern

152.3.9

Evaluation

- a. The final evaluation and decision for a letter grade or numerical score/rating to be received by the student intern is the responsibility of the intern's educational instructor. However, as the student intern will be studying "off-campus", this department recognizes that assistance with the student's evaluation will be necessary or required.
- b. Each student intern will be given a sufficient number of Student Intern Daily Observation Reports (DOR) available to him/her throughout the internship.
- c. The officer or supervisor will be responsible for completing the DOR and submitting the document to the Training Lieutenant at the conclusion of the workday.
- d. The DOR will serve to take a professional inventory of the student's strengths and weaknesses as exhibited in this program.
- e. The DOR will also assist in insuring that the student intern is conforming to all of the program policies, procedures, rules and code of conduct requirements expected of him /her.
- f. The intern will complete a weekly Field Evaluation Report and will deliver the form to the Training Lieutenant at the end of the week.

152.3.10

STUDENT INTERN FILE

The Training Lieutenant shall maintain a file for each student intern accepted for internship by the Morris Township Police Department. The file will contain, at a minimum, the following:

- a. Student Intern Application
- b. Student Intern Daily Observation Reports from each day worked
- c. Student Intern Weekly Field Work Evaluation Reports
- d. Student Intern Authority for Release of Information Waiver
- e. Student Intern Waiver of Liability
- f. Student Intern Code of Conduct Form
- g. Memorandum of the Student Intern's schedule
- h. Any and all correspondence associated with the internship
- i. The photo identification card upon the completion of the internship

**152.4
FORMS**

152.4.1 INTERSHIP APPLICATION

152.4.2 INTERN CODE OF CONDUCT

152.4.3 WAIVER OF LIABILITY

152.4.4 AUTHORITY FOR RELEASE OF INFORMATION WAIVER

152.4.5 DAILY OBSERVATION REPORT

**MORRIS TOWNSHIP POLICE DEPARTMENT
INTERN CODE OF CONDUCT**

To participate in the Student Internship Program, all interns must abide by the following rules of conduct:

1. Interns must complete the designated internship application and all included forms (including waiver[s] of liability). This paperwork must be complete, accurate and truthful.
2. The intern must present a neat and professional appearance at all times while participating in the program. Interns will be expected to dress in casual business attire at all times. Exceptions to this rule will depend on the assignment the intern is given. Exceptions must be approved by the Training Lieutenant or the direct supervisor for the assignment.
3. Absolutely no weapons will be permitted. Flashlights will be provided for any nighttime assignment.
4. The intern agrees to obey all instructions from any supervisor or officer(s) that he/she is assigned to accompany. However, interns are forbidden to follow any illegal or unlawful orders, commands, or instructions.
5. Any significant problems, complaints, inquires, or questions will be reported to the Training Lieutenant immediately.
6. An intern is not a law enforcement officer and will at no time represent himself/herself as a law enforcement officer or as an employee, either of the Morris Township Police Department or any other law enforcement agency.
7. The intern agrees to maintain in confidence any information learned during the course of the Student Internship Program about the activities or operations of the Morris Township Police Department. Specific information about criminal or traffic cases, the identity of individuals, or the description of law enforcement procedures is not to be divulged in any manner.
8. The intern agrees to wear the observer identification tag in a clearly visible manner at all times when working at the department as an intern so that it is immediately apparent to all observers.
9. The intern will keep a Weekly Field Evaluation Report, which will include reports of significant activities of the week. The report will be kept in chronological order in the intern's binder.
10. The intern must sign an agreement to follow all applicable rules and regulations of the Morris Township Police Department.
11. Unfit for Duty: If the designated supervisor determines the intern to be unfit to participate for a particular work assignment due to intoxication, illness, not conforming to dress code, or for any other reason deemed appropriate by the supervisor; the intern will be sent home until the next regularly scheduled assignment.
12. If for any reason the designated supervisor deems it necessary to send an intern home, he/she will inform the Training Lieutenant by telephone or email and will provide a written statement of the situation and the reason for doing so prior to the next workday.
13. An intern can be removed from the Student Internship Program, if his/her personal conduct brings disrepute on the Morris Township Police Department or in any way compromises the intern's ability to maintain confidentiality.
14. Violations of any policies, procedures, rules or code of conduct will be grounds for dismissal from the Morris Township Police Department's Student Internship Program. The Chief of Police will have the final authority on any dismissals and there will not be an appeal process available.

I have read the above and agree to follow all the rules and regulations stipulated therein.

Signed: _____ Date: _____

**Morris Township Police Department
Internship Program
Liability Waiver and Release Agreement**

I understand that the Internship Program may typically involve riding in agency vehicles and participating in police activities. I realize that such activity involves risk of personal injury or property damage. In consideration of being permitted to participate in the Morris Township Police Department Internship Program, I, for myself and personal representatives, assigns, heirs and next of kin, fully and forever release, waive, and discharge the Township of Morris, its Police Department, its officials, officers, agents and employees from liability to myself, my personal representative, assigns, heirs and next of kin for all claims, causes of action, damages, liabilities, and costs, including but not limited to personal injury, including death, and property damage, whether caused by the negligence of the Township of Morris, its Police Department, its officials, Officer's, agents or employees arising out of, connected with, or in any way associated with my participation in the Morris Township Police Department Internship Program.

I agree to indemnify, hold harmless and defend the Township of Morris, its Police Department, its officials, officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses arising out of, connected with or in any way associated with my participation in the Morris Township Police Department Internship Program whether caused by the negligence of the Township of Morris, its Police Department, its officers, officials, agents, or employees, or otherwise. I hereby assume full responsibility for and risk of bodily injury, death or property damage or otherwise while in the Internship Program. I agree that this Release, Waiver and Indemnity Agreement is intended to be as broad and inclusive as permitted by the Laws of the State of New Jersey.

I further release all employees, officials, officers and agents of the Township of Morris from any claim whatsoever on account of first aid, treatment or service rendered me as a result of my participation in the Internship Program.

I certify that I am at least 18 years of age and agree to allow the Morris Township Police Department to conduct a background check prior to participating in the Internship Program.

This Release contains the entire agreement between the parties and the Agreement and the terms of this Release are contractual and not a mere recital. I further state that I have carefully read and fully understand and agree to the stated conditions of participation. I am aware that this is an agreement to assume all risks and to release the Township of Morris, its Police Department, its officials, officers, agents and employees from all liability related to my voluntary participation in the Internship Program, and sign this Agreement of my own free will.

Print Name: _____

Signature: _____ **Date:** _____

SUPERVISOR: _____ **ID#:** _____



TOWNSHIP OF MORRIS

POLICE DEPARTMENT

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P.O. BOX 7603
CONVENT STATION, NEW JERSEY 07961-7603
WWW.MORRISTWP.COM

John McGuinness
CHIEF OF POLICE

973.326.7471

INTERNSHIP AUTHORIZATION AND RELEASE

I, _____, do hereby authorize a review and full disclosure of all records and information concerning myself to any duly authorized agent or representative of the Morris Township Police Department, whether the said records and information are of public, private or confidential nature.

I also authorize and request every person, firm, company, corporation, governmental agency, court, association or institution having control of any documents, records and other information pertaining to me, to furnish to the said Morris Township Police Department and such information, including documents, records, files regarding charges or complaints filed against me, formal or informal, pending or closed, or any pertinent data, and to permit the said Morris Township Police Department or any of their agents or representatives to inspect and make copies of such documents, records and other information.

I hereby release, discharge and exonerate the said Morris Township Police Department, their agents and representatives and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing, inspection or collection of such documents, records and other information of the investigation made by the said Morris Township Police Department.

A photocopy of this authorization and release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of this "Authorization and Release".

x _____
Intern Signature (include maiden name)

Home Address: _____, _____, _____, _____
STREET CITY STATE ZIP CODE


Phone: _____
HOME CELL

NOTARY

Subscribed and sworn to before me this _____ day of _____, A.D. 20_____.

Notary Public of New Jersey. My Commission expires _____.

(Print or type name of notary and affix notarial seal below).



***Morris Township
Police Department***

***Internship Program
Application***

Chief John McGuinness

PERSONAL HISTORY STATEMENT

Date of Application _____
Month Day Year

INSTRUCTIONS: Fill out this questionnaire completely and accurately. All statements in your questionnaire are subject to verification. Incorrect statements may bar or remove you from the Internship Program. If space provided is inadequate, add additional pages and identify information by item number. If a question does not apply to you, indicate by writing N/A in the answer blank. Type or print legibly in ink all responses.

PERSONAL

1. NAME _____ / /
First Middle Last Social Security Number

Nicknames or Aliases _____

2. Height _____ inches Weight _____ lbs.

3. Present Mailing Address: _____
Street and Number City State Zip Code

Permanent Mailing Address: _____
Street and Number City State Zip Code

Telephone Number: Home: _____ Business: _____

Email: _____

4. Date of Birth: _____ Place of Birth: _____

5. Citizenship: U. S. Born U. S. Naturalized Other – Specify _____

6. List organizations, clubs and associations of which you are or have been a member, or with which you are or have been associated.

7. School attending: _____

Major: _____ GPA in Major: _____ GPA Overall: _____

School Intern Supervisor: _____ Phone #: _____

E-Mail: _____

Projected Date of Graduation: _____

Have you previously submitted an application for an internship with this agency? _____ Yes _____ No

Approximate date: _____

Have you done an Internship before? _____ Yes _____ No

If yes, where, who was your supervisor, what did you do? _____

What are your plans after graduation? _____

If you are selected to be an intern, you may be required to work nights and/or weekends. Would that be a problem? If so, explain. _____

You will also be required to come before an Oral Interview Board. What day and time will you be available?

REFERENCES:

8. Give the names of three responsible persons, other than relatives or past employers, who could provide information about your character, ability, experience, personality and other qualities:

NAME	ADDRESS	TELEPHONE

RESIDENCES:

9. List addresses for past 8 years with **present** address at top:

FROM MO. YR.	TO MO. YR.	ADDRESS/RESIDENCE	CITY & STATE	LANDLORD
	PRESENT			

WORK HISTORY:

10. List all jobs you have held in the last 8 years. Put your present or most recent job first. If you need more space, you may attach additional sheets. Include military service in proper time sequence and temporary part-time jobs.

Date Employed: _____	Name and title of Supervisor _____ Phone #: _____
Date Separated: _____	Employer _____ Address _____
Full-time _____ Yrs. _____ Mos. _____	Duties _____
Part-time _____ Yrs. _____ Mos. _____	_____
If Part-time, # of hours worked Per week: _____	Reason for leaving: _____

Date Employed: _____	Name and title of Supervisor _____ # employees supervised by you: _____
Date Separated: _____	Employer _____ Address _____
Full-time _____ Yrs. _____ Mos. _____	Duties _____
Part-time _____ Yrs. _____ Mos. _____	_____
If Part-time, # of hours worked _____	_____
Per week: _____	Reason for leaving: _____

Date Employed: _____	Name and title of Supervisor _____ # employees supervised by you: _____
Date Separated: _____	Employer _____ Address _____
Full-time _____ Yrs. _____ Mos. _____	Duties _____
Part-time _____ Yrs. _____ Mos. _____	_____
If Part-time, # of hours worked _____	_____
Per week: _____	Reason for leaving: _____

Date Employed: _____	Name and title of Supervisor _____ # employees supervised by you: _____
Date Separated: _____	Employer _____ Address _____
Full-time _____ Yrs. _____ Mos. _____	Duties _____
Part-time _____ Yrs. _____ Mos. _____	_____
If Part-time, # of hours worked _____	_____
Per week: _____	Reason for leaving: _____

MILITARY SERVICE

11. Were you ever in the U. S. Military Service or any other military organization? _____ Yes _____ No

Branch of Service _____ Unit _____ Date of Enlistment _____

Date of Discharge _____ Service Number _____ Highest rank _____

Type of Discharge: _____

ARRESTS

Answer all of the following questions completely and accurately. Any falsifications or misstatements of fact may be sufficient to disqualify you. **(Exclude minor traffic violations)**

Have you ever been arrested or detained by police? _____ Yes _____ No If yes, give details below:

Crime Charged _____ Police Agency _____

Date _____ Disposition of Case _____

Crime Charged _____ Police Agency _____

Date _____ Disposition of Case _____

12. Have you ever been placed on probation? _____ Yes _____ No If yes, give details below: _____

I hereby certify that all statements made in this questionnaire are true and complete and I understand that any misstatements of material facts will subject me to disqualification.

Signature in Full