

# Richland Police Department

## Internship Program Guidelines

The Richland Police Department has established the Student Intern Program and is available to college students who meet the requirements for participation. The objective of the Student Intern Program is to provide a positive learning environment for interested college students to experience the various aspects and responsibilities of law enforcement.

### Application Submission Requirements:

- All candidates must be currently enrolled, through his or her respective college, university, in an internship program.
- All candidates must complete and submit an application that will be provided to you by the Richland Police Department.
- Candidates must consent to a background check.
- Students must have a written recommendation from the staff or faculty member at their college/ university that has oversight of the internship program. Recommendation must be submitted at the time of the application.
- Interns must provide name, address, and phone number information for three references, not related to the intern, who can speak to the applicant's general character and qualifications for acceptance as a law enforcement agency intern.
- Students seeking a winter/ spring semester internship (January Through May) must submit an application before **September 30** of the fall semester.
- Students seeking a summer semester internship (May through August) Must submit an application before **January 31** of the winter/ spring semester.
- Students seeking a fall semester internship (August through December) Must submit an application before **April 30** of the spring semester.
- The internship Program is an unpaid internship.

### Selection:

- Applications will be reviewed following the due dates. Applicants will be contacted by the Chief of Police or Administration. Selections shall be made after designated applicants have been interviewed.
- Once a candidate has been chosen final approval into the program will come from the Mayor and Board of Alderman.

- Upon acceptance, the intern will be required to schedule contact hours mandated by the intern's college degree requirements.

**Duties:**

- Interns will be assigned to various sections of the police department including exposure to patrol, court services, communications, investigations, administration and city departments.
- All interns will be given an identification card that has to be worn at all times while in contact with police or city personnel. This would include working within Police Headquarters, attending any ride along sessions or while touring any city building.

**Work Hours:**

- Full-time interns are expected to show up for all scheduled hours. If you are unable to complete your scheduled hours then the intern may make-up those hours on a weekend upon request and approval by the department head.
- Part-time interns will need to submit a schedule prior to their start date.

**Other Requirements:**

- Interns are subject to all rules, regulations, policies and procedures of the Richland Police Department.
- All interns will be under direct supervision at all times.

**Dress Code:**

- Male interns shall wear appropriate attire for an office environment, clean, and well-groomed at all times. Shirts with logos or inappropriate pictures are against policy. Any student wearing clothing that is considered inappropriate will be asked to change before returning to the department. Chains, baggy pants or facial jewelry of any kind will not be allowed.
- Female interns shall wear appropriate attire for an office environment, clean, and well-groomed at all times. Low cut shirts, skirts and see through tops are considered inappropriate and will be asked to change before returning to the department. Facial piercings, alternative hair color, shirts with logos or inappropriate pictures are against policy and will not be allowed.
- The respective supervisor shall determine what clothing is appropriate for interns on occasions when certain job assignments mandate variation from normal business-type clothing.

**While interns will be exposed to many areas of Police work, there are some restrictions.**

- Interns will not be allowed to carry any firearms.
- Interns will not be allowed to operate any Police or city vehicle.
- Police gun ranges while engaged in "live fire" operations.

- Covert Police functions
- Interns may not take 911 calls while in dispatch.
- Interns will not be allowed to answer any department phones.

The student must, upon completion of the Internship Program, take part in an exit interview with a representative from the Richland Police Department.

If there are any questions or concerns, please contact Allison McDonald at 601-420-1562.

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