	<b>NEW PALTZ POLICE DEPARTMENT</b> <b>Policy and Procedures</b>	
	<i>Subject</i> <b>29.7 Internship Program</b>	
	<b>ISSUED: September 22, 2009</b>	<b>EFFECTIVE: September 22, 2009</b>
	<b>REVISED: November 18, 2020</b>	<b>RESCINDED:</b>
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## Internship Program

### Purpose and Scope:


To establish a program whereby criminal justice students who are attending accredited high schools and colleges may fulfill the requirements of their internship course with the Town of New Paltz Police Department. It is the intention of this program to offer students an opportunity to gain experience in the field of law enforcement.

### Policy:

It shall be the policy of the New Paltz Police Department to be committed to education and to cooperate with accredited high schools and colleges in their effort to provide the best possible education to their Criminal Justice Students. Through this commitment, this department has entered into a partnership with local education institutions to assist in offering internships. The students will be placed in a quasi-training program whereby the students will observe or have limited participation in most service areas of the department. In addition, when possible, the students will be assigned to work on a specific project or program.

### Eligibility:


- A. The selection process for each internship will include the following steps:
1. Any perspective applicant will provide a reference/recommendation letter from the faculty member who supervises the internship program from that institution attesting to the applicant's acceptability. The letter of recommendation should include, but not be limited to;
    - i. *Why the applicant should be accepted for an internship with the New Paltz Police Department*
    - ii. *The applicant's standing at the university*
    - iii. *The applicant's discipline record from the university and/or verification that the applicant has no disciplinary record.*
  2. Each perspective intern must complete a department internship application and authority for release of information.
  3. A background investigation will be conducted on each applicant. The background may cover areas such as;
    - i. *criminal history check*
    - ii. *arrests records including students home jurisdictions*
    - iii. *driving record*
    - iv. *family history*
    - v. *interview of student and instructors*

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4. The internship coordinator within the department will conduct an interview with the applicant and consult with the school intern course advisor. The internship coordinator will also conduct the background investigation on the applicant.
5. Final approval of the internship will rest with the Chief of Police.
6. Interns will be selected based on:
  - i. Timeliness of application and department availability
  - ii. Background check
  - iii. Oral interview
  - iv. Good standing with their sponsoring education institution
7. The following factors may be considered in disqualifying an applicant and are not limited to:
  - i. Being under 16 years of age
  - ii. Prior criminal history
  - iii. Pending criminal action
  - iv. Pending lawsuit against the Department
  - v. Denial by any Sergeant, Lieutenant or the Chief

**Operation:**

- A. Each intern will meet with the internship coordinator (hereinafter referred to as the “IC”) who will act as their liaison between their academic institution and this department. The IC will be responsible for developing a work schedule for each intern. The work schedule will include time within each division of the department. In addition, interns may be assigned a project to complete during their internship. This project can be working in a specific unit for most of the internship or assisting on a single project within the department. Interns may work a variety of hours including shift work and weekends. The intern’s educational institution will be responsible for dictating the minimum number of hours necessary for each intern to complete.
- B. Each intern will be required to complete and sign a “*department internship application.*”
- C. Each intern will be required to sign a “*waiver and release of claims and indemnity agreement*” with the Town of New Paltz. This waiver will include a starting and ending date of the internship.
- D. Each intern will be required to sign and abide by a “*code of conduct*” provided by the department.
- E. Each intern will be required to sign a “*background information waiver*” allowing the department to conduct an adequate background check on their personal life.
- F. The safety of the intern rests both with the intern and their “ride along” department member. Intern safety concerns can and will be immediately addressed by any officer of the department and must be resolved immediately. Continued safety deficiencies on the intern’s part may result in a suspension or termination of their internship.

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- G. Interns are always expected to maintain a positive image and conduct themselves in a professional and safe manner, both during their time with the department and during their “off hours” time within the timeframe of the internship. Appropriate business attire is required when working with the department.
- H. Prior to actual commencement of the internship, an orientation session will be held with each intern. This orientation will cover;
1. working hours
  2. work breaks
  3. professional and safe conduct
  4. procedures and routines
  5. appropriate dress
  6. confidentiality of all information
  7. anticipated schedule
- I. At the conclusion of the internship, an ending evaluation, provided by the educational institution of the intern will be completed by the IC with input from department members. This review will cover the goals and objectives listed at the beginning of the internship, requirements of the educational institution and an evaluation of the work completed by the intern.


### **OFFICER’S RESPONSIBILITY**

The officer shall advise the dispatcher that an intern is present in the vehicle before going into service. Officers shall always consider the safety of the ride-along. Officers should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the intern out of the vehicle in a well lighted place of safety. The dispatcher will be advised of the situation and as soon as practical have another police unit respond to pick up the intern at that location. The ride-along may be continued or terminated at this time.

### **CONTROL OF THE INTERN**

The assigned employee shall always maintain control over the intern and instruct them in the conditions that necessarily limit their participation. These instructions will include:

- a. The intern will follow the directions of the officer.
- b. The intern will not become involved in any investigation, handling of evidence, discussions with victims or suspects or handling any police equipment. The intern will not walk foot patrol with his assigned officer nor will be allowed to participate in any “special details” run by the department.
- c. The intern ride along may be terminated at any time and the officer may return the observer to the station if the intern interferes with the performance of the officer’s duties.
- d. Interns may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety.

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- e. Officers will not allow any interns to be present in any residences or situations that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other citizen or impede and investigation.
- f. Under no circumstance shall an intern be permitted to enter a private residence with an officer without the expressed consent of the resident or other authorized person.
- g. Interns are prohibited from carrying any firearms, weapons, pepper/mace spray or any police type equipment of any kind. Interns are prohibited from identifying themselves as a law enforcement official.
- h. Interns will only be able to walk foot patrol with their officer between the hours of 0700-1800 hrs. Interns will move to another officer not walking foot patrol or remain in the station if their assigned officer is walking foot patrol during any other hours