

STUDENT INTERNSHIP PROGRAM

The Phoenix Police Department continues to offer an internship program to students wishing to gain experience that will prove to be invaluable on their way to obtaining a career in government.

A. PURPOSE:

This policy establishes the organizational structure of the Student Internship Program.

B. SCOPE:

This policy applies to all personnel within the Community Relations Bureau who deal in the selection and supervision of the Internship Program.

C. GENERAL DIRECTION:

This policy outlines the procedure for processing Student Intern Applicants including recruitment, placement and supervision as it pertains to the Community Relations Bureau. The primary role of a student is a support function.

D. DETAILED PROCEDURES:

- (1) Community Relations Bureau will oversee the Internship Program. Students will be considered for the Fall, Spring and Summer sessions.
- (2) Metro Tech Student Interns will only be accepted for a 6-week Internship in the Spring. Metro Tech Student Interns must be registered with the Law Enforcement program to be accepted.
- (3) Inquiries: The Phoenix Police Department will accept internship applications from in state and out of state college and university students. A letter of introduction and approval must be obtained from the school being attended by the applicant. The letter should specify the following:
 - (a) Curriculum (student's major course of study).
 - (b) Student status (applicants should be a first or second semester senior at a major University or second semester sophomore if in Junior College.)
 - (c) Anticipated graduation date (month and year).

COMMUNITY RELATIONS BUREAU

- (d) Number of credit hours being sought through the internship (3, 6, 9, 12, 15 credit hours. Each credit hour equates to 46 hours on the job).
- (4) Student Internship Fairs: Personnel from the Community and Patrol Services Bureau will attend College and University Internship Fairs held in the valley when invited to do so. When attending such functions, Bureau personnel should meet and identify those students interested in serving an internship in the near future. The Police Department's Internship Program should be explained to the student. The student should complete an interest form and an appointment should be scheduled for him or her to meet with the Volunteer Coordinator. At a later date they can be prescreened and given a brief tour of the Department. If the student so chooses they can continue the application process from this point and be given a background questionnaire, provided nothing of a negative nature was discovered during their prescreening that would disqualify them.
- (5) An Employment Services Background Investigator will process Student Interns. Student interns will be processed as follows:
- (a) Prescreening interview (by telephone for out of county and out of state applicants).
 - (b) Completion of background questionnaire by the applicant and subsequent interview with the Employment Services Background Investigator to review questionnaire for completeness and accuracy.
 - (c) Fingerprinting occurs after questionnaire interview.
 - (d) Customary records check and background.
 - (e) Polygraph examination.
 - (f) Controlled substance screening.
 - (g) File approval by Recruiting Unit Sergeant.
 - (h) Placement if file is approved (notify student if application is denied).
- (6) Placements: Once the student has successfully been processed, the Volunteer Coordinator will find a suitable assignment for the intern. Any Bureau or Precinct within the Department may request an intern.

COMMUNITY RELATIONS BUREAU

The Bureau or Precinct with the greatest need at the time of placement will be a determining factor as to where the intern is placed.

- (a) The Bureau or Precinct receiving the intern will be responsible for the intern's duties while completing the internship. Supervisors responsible for the intern should utilize the intern in the most beneficial way possible and supplement their academic assignment with police type functions, such as patrol ride-alongs, a shift in the Communications Bureau, and other temporary assignments that would round out their internship.
 - (b) Interns may operate police vehicles to run errands, etc. A driving record assessment form (P.D. Letter 96) should be completed by the intern's supervisor. Copies of this form are available in the Community and Patrol Services Bureau.
 - (c) The intern's immediate supervisor is responsible for completing any of the school correspondence pertaining to the intern's performance. The supervisor should monitor the intern's attendance, skills and abilities, and make overall assessments of the student's progress so that the school evaluations can be completed.
 - (d) Discipline issues will be the responsibility of the Bureau or Precinct where the intern is assigned. The C.O.P.S. Coordinator, Community and Patrol Services Bureau should be notified of any discipline that may lead to the intern's termination.
 - (e) At the end of the semester notice that the student successfully completed the internship should be forwarded to the Community and Patrol Services Bureau by the Precinct or Bureau where they were assigned.
- (7) Records: Community Relations Bureau will maintain a record of the applicants who apply for and complete an internship with the Department.

COLLEGE/UNIVERSITY STUDENT INTERNSHIP

The Phoenix Police Department has recently expanded the College and University Internship program offered to students attending major accredited Colleges and Universities. College/University Seniors accepted into this program gain experience that will prove to be invaluable on their way to obtaining a career in government.

QUALIFICATIONS

As an intern with the Phoenix Police Department, you must meet certain qualifications to be accepted into our program.

- * You should be either a first or second semester Senior and meet your College or University requirements for a credited internship with the Phoenix Police Department.
- * You must have no felony convictions and have a history of good personal conduct.
- * You must meet Phoenix Police Department drug standards.
- * Have fewer than 8 driving violation points, fewer than two chargeable accidents, no convictions for DUI and no loss of license as a result of a moving violation, within the previous 36 months.

OPPORTUNITIES

The primary role of a Student Intern is a support function, i.e. clerical, data entry and research. Opportunities for observing and assisting in investigations and other activities will be afforded as time permits.

POLICY AND PROCEDURES

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1. Curriculum (student's major course of study).
2. Student status (applicant's should be a first or second semester senior at a major University or second semester sophomore if in Junior College).
3. Anticipated graduation date (month and year).
4. Number of credit hours being sought through the internship (3, 6, 9, 12, 15 credit hours. Each credit hour equates to 46 hours on the job.)

Once you have completed the background screening process and have been accepted into our internship program, you may be placed in one of the following bureaus:

AVAILABLE INTERN OPPORTUNITIES

PLANNING & RESEARCH BUREAU

The Planning and Research Bureau is currently offering an assignment to a college/university student intern. The selected intern will be reviewing the current Phoenix Police Department policies and operations procedures checking for redundancy and conflictive statement.

The applicant for this position should have good reading comprehension and writing abilities.

BLOCK WATCH

The selected intern will assist department personnel in monitoring the distribution of Block Watch grants throughout the community. This would entail acquiring knowledge in grant administration and researching funding sources.

PROPERTY MANAGEMENT BUREAU

Assist the clerical section of the Property Management Bureau provide administrative support, research property invoices, and purge cleared invoices.

This task will require an intern with the patience to search old hand written records, and the ability to compete a review of computer generated records.

The intern may be required to process documents notifying owners of the availability for release of impounded property, or to make legal notice prior to public auction.

The intern may be required to file invoices and cards, both numerically and alphabetically.

PLANNING & RESEARCH BUREAU

In this bureau, you would witness state of the art equipment evaluation, the development of department policies, research and application of grants, and generate statistical reports.

COMMUNITY RELATIONS BUREAU

Here a student intern would be exposed to various community activities. Computerized record keeping and scheduling is also an important function of this bureau.

COMMUNITY RELATIONS BUREAU

NORTH RESOURCE BUREAU AND SOUTH RESOURCE BUREAU

Interns assigned to either of these resource bureaus would learn up-to-date techniques used in the development of suspect information and crime trend analysis.

ADMINISTRATIVE SUPPORT, OFFICE OF THE POLICE CHIEF

Here, a student intern would be exposed to the major issues facing the department on a daily basis.

DRUG ENFORCEMENT BUREAU

Interns assigned to this bureau would learn how statistical data is compiled. Exposure to research analysis and computer entry techniques would also be part of the training. Investigative methods are also learned in this bureau.

PATROL ADMINISTRATION

The Patrol Administration Unit is available to provide an interesting and challenging assignment to a college/university student intern. The assignment would present a practical application of research and analysis techniques into a myriad of issues. The student intern would conduct studies of productivity, cause-effect relationships, program effectiveness, planning postulate development, customer service, and budgetary matters.

VIOLENT CRIMES BUREAU

As an intern in this bureau, you would be exposed to the latest methods used in solving various types of offenses, such as homicides and auto theft.

POLICE PRECINCTS

In a precinct you would provide a support function. Opportunities for assisting in investigations and other activities will be afforded as time permits.