



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

590 – INTERNSHIP PROGRAM

GENERAL ORDER: 2012-32
ISSUED: December 28, 2012

EFFECTIVE: January 1, 2013

REVIEWED/APPROVED BY:

Captain Regina Howard

DATE: July 31, 2015

ACTION: Amends General Order 2012-11 (March 13, 2012)

WILEAG STANDARD(S): NONE

590.00 PURPOSE

The purpose of this standard operating procedure is to establish guidelines for the department's internship program. The internship program is designed to match qualified individuals with the districts/divisions in need of specific support, ensuring that both parties can maximally benefit from the experience. This internship program includes students, and individuals who have a specific interest in working in law enforcement. It is the policy of the Milwaukee Police Department to support a college internship program for students completing their education in police science or other related field, as well as non-students who are interested in pursuing a career in the law enforcement field. This program will enhance the knowledge and professional development of individuals who has an interest in entering a law enforcement career, while providing the department the ability to augment its support staff.

590.05 PROGRAM MANAGEMENT

A. INTERNSHIP COORDINATOR

The designee of the Police Academy shall serve as the department's internship coordinator and he/she shall be responsible for coordinating the intern's assignment within the department with the assistance of the educational institution or other interested individuals.

B. APPLICATION PROCESS

1. Students interested in the internship program shall submit a letter from their college program coordinator on official college stationery expressing the student's interest in participating in the program and verifying that the internship is part of an approved college credit internship program.
2. Non-students interested in the internship program shall write a letter to the Chief of Police expressing in detail their career focus and reason for interest in working with the Milwaukee Police Department as an intern.
3. Upon receipt of the above letters of interest for the internship program, the internship coordinator shall forward the appropriate *Internship Program Application* (form PI-47), which includes a *Waiver of Liability and Release* for completion by the individual. If the person is a student, the college program coordinator shall then return the completed application to the internship coordinator.

4. Once the application is returned, the internship coordinator shall initiate and be the sponsor on *Sponsorship Request for Non-Department Personnel - Physical Access* (form PL8-E). The filing of form PL-8E is a required multi-purpose form that authorizes the department to conduct a CJIS background check of the intern. A properly completed form is required to issue the intern an ID card with the proper level of security for police facility access and/or access rights to the department's computer network. For student approvals, the college program coordinator will be notified of the student's acceptance into the internship program.

C. PROOF OF HEALTH INSURANCE

Prior to participating in the internship program, the prospective intern must show proof that he/she is covered under a current health insurance policy. This may include policies that are in the name of the intern, the parent/legal guardian that covers the intern, or through the sponsoring educational institution.

D. ORIENTATION

Prior to participating in the program, the intern shall meet with the department's internship coordinator to discuss the general operation, function, and organization of the department. Interns may be required to attend an orientation program and other training as prescribed or directed by the internship coordinator and/or the Chief of Police.

590.10 INTERN GENERAL GUIDELINES

- A. All interns with the Milwaukee Police Department shall conduct themselves in a manner befitting a law enforcement professional. Interns are not only representatives of their school, but of the department as well. They shall act in a professional manner at all times.
- B. Interns shall not act in any law enforcement capacity at any time during their internship. They shall have no arrest authority and shall not be considered sworn members of the department.
- C. Interns shall dress appropriately for a business setting, wearing clothing and accessories that are neat and clean in appearance and appropriate for their work location. The following items of clothing shall be considered unprofessional and inappropriate for work attire:
 - T-shirts / tank tops as an outermost garment;
 - denim clothing;
 - spandex garments;
 - athletic / workout attire;
 - leggings / skin tight pants;
 - skorts or shorts;
 - beach or thong type sandals;
 - athletic shoes (unless solid black in color);
 - apparel bearing sport, company, or department logos larger than 3" x 3".

This list is by no means all inclusive and possible violations of civilian dress attire will be addressed by the member's commanding officer or the department's internship coordinator, on a case-by-case basis.

- D. Use of the department issued temporary identification card shall be strictly limited to department functions. Under no circumstances shall department identification cards be used to represent the intern as a sworn member of this department or to obtain, or attempt to obtain privileges not otherwise available, or to avoid the consequences of an illegal act. Interns shall conspicuously display their identification card at all times while at their assignments. If the department identification card is lost, the intern shall immediately report the circumstances to the shift commander or supervisor. Failure to surrender the identification card upon the completion of the internship shall result in the internship coordinator reporting an unsatisfactory completion of the internship on file and to the college program coordinator if applicable.
- E. At various times during their internship, interns may be exposed to sensitive, classified, or restricted information or materials. All such information shall be kept strictly confidential.
- F. Interns are not authorized to operate department vehicles, but they may be transported with proper approval from their commanding officers. If transporting an intern, department members shall not engage in vehicle pursuits, respond to calls for service, or other high risk activities, and shall always take into consideration the safety of all.
- G. Excessive absences from internship assignments shall be cause for termination from the internship program. Any absence from an assignment shall be reported to the internship coordinator. Attendance shall be closely monitored by the respective district/division commanders.
- H. Any violation of state statutes will be grounds for immediate termination from the internship program. Any violation of city ordinances or these guidelines shall be immediately reviewed by the internship coordinator for the intern's possible termination from the internship program.
- I. The Chief of Police reserves the right to terminate any internship upon notification of activity that is not specifically covered by these guidelines, but which would not be in keeping with the proper conduct of law enforcement professionals.

590.15 DISTRICT/DIVISION RESPONSIBILITIES

- A. It shall be the responsibility of the district/division commander to assign a supervisor to monitor the activities of the assigned intern. District/division supervisors shall ensure that all interns are involved in meaningful work. District/division commanders shall consult with the internship coordinator to determine the intern's specific duties.
- B. Any unsatisfactory performance shall be documented in a *Department Memorandum* (form PM-9E) and forwarded to the department's internship coordinator.
- C. At the conclusion of the intern's assignment, the internship coordinator shall forward an

evaluation report to the intern's commanding officer for completion. The evaluation report shall then be sent to the internship coordinator for review, who shall then forward it to the college program coordinator, for non-students it will be forwarded directly to the intern.

A handwritten signature in cursive script, reading "Edward A. Flynn".

EDWARD A. FLYNN
CHIEF OF POLICE

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