195.01 SUMMARY
This directive establishes procedures for College Interns to receive credit for hours volunteered at the Grand Junction Police Department, establishes certain activities that should be done in order to receive this credit, sets forth criteria for acceptance as an Intern, and addresses behavior while an intern with the Grand Junction Police Department.

195.02 DEFINITIONS
Intern- Any person, who as part of obtaining a graduate or post graduate degree, must complete volunteer hours in order to obtain that degree. This term does not include high school students having to perform “useful public service” in order to graduate.

Supervisor- Any employee, sworn or non-sworn, who has supervisory responsibility for the activities or assignment for any given intern or group of interns.

195.03 ELIGIBILITY
Requirements for participation as an intern at the Grand Junction Police Department include:

1. At least 18 years of age at the time the internship would start.

2. Have a valid driver’s license.

3. Liability insurance for any personally owned equipment, or vehicles utilized during volunteer work.

4. No conviction of a felony, any crime of a sexual nature, any crime related to assault, any crime related to moral turpitude or any crime related to impersonating a law enforcement officer.

5. No conviction of a misdemeanor crime within the past 10 years, excluding petty traffic offenses.

6. No condition of mental illness or chemical dependency that may adversely affect the person’s ability to serve in the position.

7. Physical requirements reasonably appropriate to the assignment.
ELIGIBILITY (cont’d)

8. A personal background history and character suitable for a person representing the Department, as validated by a background investigation.

9. Regardless of age, no use of Marijuana in the last twelve months.

195.04 SUPERVISION

The Volunteer Coordinator is responsible for the overall supervision of interns. The Coordinator will coordinate and manage all interns and provide direction and feed-back as necessary. The coordinator shall also be responsible for completing any documentation given to the Intern by their Teacher, Instructor and/or Professor from a School, College or University. Immediate supervision of an Intern will rest with the designated employee/supervisor in the unit the intern is assigned to.

195.05 INTERN SELECTION

Internships at the Grand Junction Police Department shall be limited to no more than two in any given semester. All prospective interns shall submit a Police Services Volunteer application no later than half way through the semester prior to the semester the internship is desired.

After an application is received, the potential intern shall be evaluated on the following criteria;

1. College Seniors and Post Graduate applicants first.

2. College Juniors, Sophomores, and Freshmen in that order.

3. Quality of application provided.

4. Oldest applications.

A complete and thorough background investigation, including fingerprints, shall be completed on each applicant who advances past the above evaluation.

Potential interns who complete the background check will be asked to interview with the Police Service Volunteer Coordinator prior to any placement. Potential interns will be notified as soon as possible of their selection.

195.06 INTERN DUTIES

Interns will be expected to participate in those activities assigned to Police Service Volunteers. Those activities are contained in the Grand Junction Police Department Volunteer Services Handbook and are subject to periodic change. In order to expose interns to the broadest scope of law enforcement related activities, interns may be required to
INTERN DUTIES (cont’d)

obtain hours in each of the following areas or on assignments as needed. These hours apply towards any hours required for the internship.

Dispatch
Lab and Evidence
Fraud (Investigations)
Records
Registered Sex Offender Program (Investigations)
Crime Analysis
Volunteer Patrol
Patrol Ride-a-long
Code Enforcement
Victim Services
Police Service Technicians
General Investigations
School Resource Officer Program
Colorado State Patrol
Mesa County Sheriff’s Office

195.07 TRAINING

Interns will be provided with an orientation program to acquaint them with the department, personnel, policies and procedures that have a direct impact on their work assignment.

Interns should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their placement supervisor or the Volunteer Coordinator.

Depending on the assignment, training may include the following:

a. Role of the intern
b. Department policies
c. Training specific to the procedure manual for the intern position
d. Discrimination and harassment training
e. CPR/first aid
f. Evidence preservation
g. Basic traffic direction and control
h. Roadway incursion safety
TRAINING (cont’d)

i. Vehicle operations, including specialized vehicles

Training should reinforce to interns that they should not intentionally represent themselves as, or by omission infer, that they are certified officers or other full-time members of the Department. They shall always represent themselves as interns.

All interns shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department or any Department employee. If the intern is given conflicting instructions, the intern will notify the supervisor for that specific activity of the conflict.

195.08 FITNESS FOR DUTY

No intern shall report to work or be on-duty when his/her judgment or physical condition has been impaired by alcohol, medication other substances, illness or injury or if they have used alcohol within the last 8 hours.

Interns shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

a. Driver's license
b. Medical condition
c. Arrests
d. Criminal investigations
e. All law enforcement contacts

All interns shall adhere to the guidelines set forth by this department regarding drug and alcohol use.

195.09 DRESS CODE

As representatives of the Department, interns are responsible for presenting a professional image to the community. Interns shall dress appropriately for the conditions and performance of their duties.

Interns shall conform to causal business attire when working on their duty assignment. Interns shall be required to return any issued department property at the termination of service.

195.10 SUPERVISION OF INTERNS

Each intern who is accepted to a position with the Department must have a clearly identified Supervisor who is responsible for direct management of that intern. This Supervisor will be responsible for day-to-day management and guidance of the work of the intern and should be available to the intern for
SUPERVISION OF INTERNS (cont’d)

assistance.

Functional supervision of interns is the responsibility of the supervisor in charge of the unit where the intern is assigned. The following are some considerations to keep in mind while supervising interns:

- Take the time to introduce interns to employees on all levels.
- Ensure interns have work space and the necessary office supplies.

Make sure the work is challenging. Do not hesitate to give them an assignment or task that will tap these valuable resources.

195.11 CONFIDENTIALITY

With appropriate security clearance, interns may have access to private and confidential information, such as criminal histories or investigative files. Unless otherwise directed by a supervisor, the duties of the position or department policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by department policy and supervisory personnel.

Each intern will receive training in data practices and be required to sign a confidentiality agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any private or confidential information, verbally, in writing or by any other means, by the intern is grounds for immediate dismissal and possible criminal prosecution.

Interns shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

195.12 PROPERTY AND EQUIPMENT

Interns will be issued an identification card that must be worn and visible at all times while on-duty. Any property or equipment issued to an intern shall remain the property of the Department.

Interns shall not carry weapons. This prohibition includes, but is not limited to, guns, knives, batons, pepper spray or Taser. Interns shall not carry any type of police equipment, including
PROPERTY AND EQUIPMENT (cont’d)

handcuffs. Interns who have been issued a concealed handgun permit shall not carry a concealed handgun during their intern activities.

195.13 VEHICLE AND RADIO USE

Interns assigned to duties that require the use of a vehicle must first complete the following:

- A driving safety briefing
- Verification that the volunteer possesses a valid driver’s license
- Verification that the volunteer carries current vehicle insurance.

The Volunteer Coordinator should ensure that all interns receive safety briefing updates and license and insurance verification at least once a year.

When operating a Department vehicle, interns shall obey all rules of the road, including seat belt requirements. Interns should not operate a marked patrol car unless there is a prominently placed sign indicating that it is out of service and is being operated for maintenance purposes only; that it is being operated during an approved skills course or that it is being used to transport equipment. Interns are not authorized to operate a Department vehicle for enforcement patrol operations or under emergency conditions (lights and siren).

Interns shall successfully complete state and federal database access training and radio procedures training prior to using the law enforcement radio or MDT and shall comply with all related provisions. The Volunteer Coordinator should ensure that radio and database access training is provided for interns whenever necessary.

195.14 DISCIPLINARY PROCEDURES

An intern may be removed from the intern program at the discretion of the Chief of Police or the Volunteer Coordinator. Interns shall have no property interests in their continued appointment.

195.15 TERMINATION OR RESIGNATION

Interns may resign from the intern program with this department at any time. It is requested that interns who intend to resign provide advance notice of their departure and a reason for their decision.

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