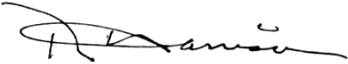


TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Internship Program		
NUMBER	1108.12	EFFECTIVE DATE	April 12, 2011
Scheduled Review Date	July 01, 2016	ISSUE DATE	April 12, 2011
Date Reviewed	June 17, 2014	REVISION DATE	
APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

- A. The purpose of this policy is to establish a program and its guidelines which will allow students from recognized colleges and universities who are pursuing educational degrees within the criminal justice field to experience and observe the day-to-day operations and functions of the Texarkana Police Department.

II. Policy

- A. It shall be the policy of the Texarkana Police Department to establish an Internship Program that allows the Agency to meet the stated objective indicated above. All Department personnel shall recognize and adhere to the guidelines established within this policy.

III. Procedure

A. Eligibility Requirements

1. In order to participate in the Texarkana Police Department's Internship Program, the student must meet the following requirements:
 - a. Candidates for entry into the program must be enrolled and attending an accredited college or university;
 - b. Candidates must have established themselves as good students who have completed a minimum of 30 hours. Students must be in good standing with the college or university and shall have an overall 2.5 grade point average;
 - c. Candidates must be enrolled in a Criminal Justice Program; and
 - d. Candidates must satisfactorily pass an extensive background investigation conducted by the Texarkana Police Department to evaluate the candidate's qualifications for acceptance into the Internship Program.
 - (1) Although not inclusive, the background check will include a criminal history check, personal and employment reference checks regarding background and reputation, military records and educational records.

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B. Application Process

1. Any person wishing to participate in the Internship Program will be required to submit a written application to the Texarkana Police Department.
2. Interested applicants must submit a letter from the college or university detailing the institution's policy on participation within an Internship Program.
3. Interested applicants must submit to an oral interview with the Chief of Police—or his designee—and the Internship Program Coordinator. This interview will allow the Texarkana Police Department to determine the following criteria:
 - a. The applicant's overall suitability for the program;
 - b. The applicant's interest of the law enforcement career field; and
 - c. The applicant's capability of successfully completing the program.

C. Acceptance into the Internship Program

1. Upon notification of acceptance into the Internship Program, the applicant shall provide the Texarkana Police Department with the following:
 - a. Proof of medical insurance and a certification of coverage;
 - b. Written certification from the institution the student attends which demonstrates the institution has a general liability policy which insures and indemnifies the City of Texarkana for bodily injury and property damage resulting from any action on the student's part while participating within this program;
 - c. An executed "*Waiver of Liability*" which indemnifies the City of Texarkana, Arkansas and the Texarkana Police Department for any injury by the student while participating in this program.

D. Rules of Conduct

1. During the course of the student's internship, the intern will be responsible to the Internship Program Coordinator.
2. While involved in Department sanctioned activity, the intern will wear an identification badge at all times which will identify him/her as Texarkana Police Department Intern.
3. While involved in Department sanctioned activity, interns are prohibited from carrying any type of weapon regardless of the weapon's offensive or defensive nature. Any intern found to be in possession of any weapon shall be immediately terminated from the Internship Program.
4. Interns shall abide by all rules, regulations, General Orders, policies, procedures or other orders which have been promulgated by the Texarkana Police Department, and violation of such orders shall be grounds for the intern's termination from the Internship Program.
5. Interns will not divulge or discuss any official information learned while participating in the Internship Program to any person not affiliated with the Texarkana Police Department.
6. Interns will be expected to dress in business attire at all times.

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7. Unless specifically instructed to do so by the Chief of Police or his designee—and then only under the direct supervision of a sworn officer appointed for that purpose—interns will not under any circumstances undertake any type of investigation of any official matter.

E. Program Coordinator

1. The Personnel and Training Section will oversee the coordination of the Internship Program. The Personnel and Training Sergeant—or his/her designee—shall have the following responsibilities:
 - a. Develop a formal training program that allows the intern to become familiar with the functions and responsibilities of the Texarkana Police Department.
 - b. Coordinate the intern’s assignment with the various Divisions and Sections that comprise the Texarkana Police Department.
 - c. Ensure the intern is familiar with the all rules, regulations, General Orders, policies, procedures or other orders which have been promulgated by the Texarkana Police Department.
 - d. Ensure all of the necessary paperwork required for the intern’s participation within the Internship Program is completed. This includes paperwork pertaining to evaluations, student performance reports and progress reports required by the sponsoring college or university.
 - e. Remain in a position to act as a liaison between the Texarkana Police Department and the sponsoring college or university.
 - f. Through the Personnel Training Section’s chain-of-command—and during those periods in which the Texarkana Police Department has an active participant within the program—submit monthly status reports on the Internship Program to the Chief of Police.
 - g. Ensure the intern becomes familiar with the community services and other resources which are available to the Texarkana Police Department and its staff.
 - h. Allow the intern to become involved with the people served by the Texarkana Police Department while participating in the activities of the Department.

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