Internship

The Riverside Township Police Department is committed to developing partnerships with the community through the Volunteers in Police Service Program. An important part of the volunteer program is student internship, where students and the police department both benefit from shared experiences. This policy establishes a Student Intern Program within the Riverside Township Police Department and provides guidance and direction on how student internships will be maintained.

It is the policy of the riverside Township Police Department to provide a positive learning environment for interested college students to experience the various aspects and responsibilities of law enforcement first hand. While working on operational, administrative and support functions, the intern is provided with an atmosphere of learning through a combination of hands-on and observational experiences.

- **Qualification Criteria:**

    1. A student applicant for this program should be enrolled in a two or four-year degree program. Students must currently be enrolled through their respective university or college in an internship or independent study class. The Chief of Police may waive this requirement for students wishing to pursue a project which does not meet the criteria of a full term internship.

    2. Qualified students who are Riverside residents will take precedent over non-residents.

- **Application Process:**

    1. Students are to submit a letter of interest to the application stating why they are interested in participating in the Student Intern Program.

    2. A current resume is to be submitted to aid in developing a schedule tailored to the individual student's needs, skills, and course of study.

    3. Students are to provide a current transcript from their respective university or college.

4. A complete background check shall be conducted on each application for consideration. The background check may include, but is not limited to:
    a. Computer criminal history check;
    b. Driver's license check;
    c. Reference check;
    d. Employment history check;
    e. Education background check.

5. The Volunteer Coordinator will schedule a personal interview with the prospective student upon successful completion of the background check.

6. The Volunteer Coordinator shall submit a report and all documentation to the Chief of Police with a recommendation for selection of interns to participate in the program.

7. Selection for the program shall be at the discretion of the Chief of Police.

- **Training**:

    1. Interns shall be provided with orientation training to acquaint them with personnel, policies, and procedures of the Riverside Township Police Department.

    2. Interns will participate in a basic Field Training Program to include a Ride-Along Program. This training will identify what is expected of the intern while on duty.

    3. Interns shall receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required for the position they are assigned to when so assigned.

    4. All training will be coordinated through the designated Volunteer Coordinator and tailored to meet the individual intern's needs.

- **Scheduling:**

    1. The internship will correspond to the student's college semester, based on their respective university or college's current scheduling procedures.

2. Consideration will be given not to interfere with other classes the student is currently enrolled in at the time of internship.

3. The intern will complete a minimum of 100 hours service, or the minimum number of hours required by their respective university or college whichever is greater.

4. The schedule of the intern will rotate through the various division and bureaus within the police department. This rotation will be directly related to the individual talents and needs of both the student and department. The divisions included in this rotational consideration are:
   a. Patrol Division
   b. Detective Bureau
   c. Records
   d. Administration
   e. Court Procedures
   f. School Resource Officer