

	Administrative General Order	2.16 Civilian Volunteer and Student Internships	PAGE 1 OF 5
	SUBJECT		EFFECTIVE DATE
	Virginia Beach Police Department General Order Chapter 2 - Personnel Information		03/23/2017
			ORIGINATOR/REVIEW
DISTRIBUTION	CALEA:		Chief's Staff
ALL			
BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>James A. Coonan</i>	

Purpose

To establish the Virginia Beach Police Department’s Civilian Volunteer and Student Internship Program.

Policy

The Virginia Beach Police Department will properly and effectively utilize volunteers from the community to provide police services to the community. As a public service in support of our local colleges and universities, and within the limits established by this policy, the Virginia Beach Police Department will provide internship opportunities to college students pursuing criminal justice related courses.

Program Management

The office of the Deputy Chief – Operations shall coordinate all Virginia Beach Police Department volunteer and student intern positions. The Deputy Chief – Operations shall designate a Department Volunteer Resource Manager. The commanding officer of each organizational component of the Virginia Beach Police Department utilizing volunteers or student interns shall designate a Volunteer Coordinator to direct the activities of volunteers and student interns. The Crime Prevention Unit will designate a Student Intern Coordinator to manage the student intern program. They will work cooperatively with the Volunteer Resource Manager as well as the individual command coordinators to ensure proper management of the student intern program.

Application

All applications to serve the Virginia Beach Police Department as a volunteer shall be processed and maintained by the Volunteer Resource Manager. Volunteer Coordinators having either a vacant existing volunteer position, or a newly created volunteer position shall advise the Volunteer Resource Manager of the vacancy or need. The Volunteer Resource Manager will provide information regarding potential candidates to the Volunteer Coordinator and or the person who will have direct responsibility for the volunteer for selection.

The Crime Prevention Unit Student Intern Coordinator will handle the applications of all student intern program participants. Internships with the Virginia Beach Police Department are offered during the fall (September – December), spring (January – April), and summer (May – August) college semesters. Availability is limited to no more than 30 students per semester during the fall/spring semesters; therefore, registration will open two-weeks prior to the beginning of the upcoming semester. Preference for 20 of those positions will be given to students of Tidewater Community College; however, if they do not register prior to the end of the opening week of the two-week registration period, those positions will be awarded to other institutions on a first-come first-served basis until all positions are filled. Summer internships will be reserved for those students who apply for our summer Patrol Aide position and will be limited to the number of applications being accepted at that time.

Eligibility for Student Internship Program and Volunteer Program

A student who is seeking an internship or a civilian who wants to volunteer with the Virginia Beach Police Department must:

- Be sponsored by a college professor and be performing the internship for college credit.(Students)
- Schedule a meeting with the Police Department Student Intern Coordinator to complete/submit all required paperwork. (Students)
- Schedule a meeting with the Police Department Volunteer Coordinator or designee to complete/submit all required paperwork. (Volunteers)
- Possess a valid driver's license or government issued ID card.
- Minimum age requirement: 18 years old
- Submit to a records check to include a criminal background check (See below for disqualifiers as well as information on other aspects of the process.)
- Complete CJIS training when applicable to the duties they will be performing.

The selection process for all volunteers and interns will include a review of the application, a records check, an interview and reference checking. Letters of recommendation may be accepted in lieu of reference checking for some volunteers. Police records checks of the applicant are conducted in order to determine the suitability of the individual for participation in the program. A records check includes a criminal history check as well as a review of other police records. While some infractions may be considered on an individual basis, no individuals convicted of crimes against a person/animal will be considered. Excessive traffic violations may also impact the determination of suitability. The Chief of Police or his designee shall approve volunteer/student intern applicants having minor criminal records or other concerns. A records check will be performed once a year for all active volunteers on file. Volunteers whose assignment requires driving responsibilities will have a DMV check performed prior to beginning their assignment. Subsequently, they will be enrolled in DMV Alert program and notification of future driving infractions will be provided through Human Resources/Occupational Safety.

Upon selection, the name(s) of the individual(s) selected will be submitted to the Department's Volunteer Resource Manager who will process the application and establish a personnel file for the Volunteer/Student Intern.

Training

The commanding officer of the organizational component utilizing volunteers/student interns or their designee is responsible for providing training in the duties and functions of the position. Such training will be documented by completion of a standardized transfer training template and forwarded to the Department Volunteer Resource Manager for inclusion in the volunteer/student intern's personnel files. Such training is exempt from the provisions of General Order 3.05 (Specialized Training.)

Duty Restrictions

Volunteers/student interns are expected to comply fully with all applicable laws, departmental policies, procedures, orders, rules and regulations. Violations of laws, policies, procedures, orders, rules and regulations may result in a criminal and/or internal investigation and/or the dismissal of the volunteer/student intern from the program.

Volunteers shall not use profane or intentionally insulting or degrading language towards any city employee or any other citizen. Volunteers shall be courteous and tactful in the performance of their duties, and only take official department action when such action is within the accepted limits of the volunteer's assignment or when called upon to do so by a police officer. Volunteers will not represent themselves as a police officer at any time. Volunteers will not operate a city vehicle or police equipment unless certified and authorized to do so. Volunteers will not carry or use any firearm or other weapon while they are acting as a volunteer with the agency and otherwise on duty. Volunteers will abstain from the possession or use of any illegal drugs. Volunteers shall also refrain from use of alcohol, prescription medications, and over the counter drugs if the potential exists such use will negatively affect their level of consciousness, perception, cognition, attention, balance, coordination, reaction time, or other faculties while performing their duties for the city. Tobacco products shall not be used while in the public view or in public buildings, vehicles, or other facilities.

Volunteers shall treat the official business of the Virginia Beach Police Department as confidential and shall not disseminate information regarding departmental business or operations. Information obtained while participating in the program shall not be posted on any social media network. No recordings (audio/video/photo) will be permitted at any time while in the performance of volunteer or intern duties. Any deviation from these prohibitions must receive prior approval from the volunteer/intern's coordinator.

Volunteers/student interns serving in ancillary positions may perform law enforcement functions in accordance with the duties of the position as described by General Order 2.13 (Ancillary Personnel.) Volunteers/student interns serving in administrative positions shall not perform law enforcement functions.

Volunteer/student intern will NOT be allowed access to the VCIN/NCIC system, including DMV. Volunteer/student intern will NOT be allowed access to juvenile criminal history information.

All volunteer/student interns required to use a Department computer will read and sign the Department's Confidentiality Agreement prior to being provided access. This document will be maintained in the volunteer/student intern's personnel file.

Department issued clothing will be provided to volunteers/student interns serving in positions that require a uniformed appearance. The supervisor of these volunteers should contact the Uniform and Supply supervisor who shall arrange for the issuance of this clothing.

Student Interns are expected to present a neat, well-groomed appearance, with attire that is appropriate and acceptable for the conditions of their assignment, and in keeping with the standards of the Virginia Beach Police Department. Interns shall not engage in any conduct which tends to bring discredit to this department, their school, or the internship program. Additional details are provided in the College Internship Standards of Conduct which is maintained by the Crime Prevention Unit. Those volunteers/student interns serving in positions that require the operation of police department vehicles must successfully complete the City of Virginia Beach Defensive Driver Training Course.

Scheduling of Student Interns

Every effort will be made to place a qualified student in an intern position; however, placement is not guaranteed. Once the student is approved for the program and is assigned to a precinct by the Student Intern Coordinator, a work schedule will be arranged with the precinct the intern is assigned to. Interns are expected to be available for ride-a-longs during all three shifts (days/evenings/midnights) and on weekends. This will allow for a more complete opportunity to assess the nature of law enforcement as a career. Once scheduled, the intern is expected to ride with an officer for an entire shift (no partial shifts).

Limitations in scheduling/hours are as follows (excluding summer Patrol Aide position):

- Each student will be limited to 40 hours (maximum) of internship service with the Virginia Beach Police Department during the semester.
- Any internship service over the 40 hours (maximum) will be reviewed on a case by case basis and will need to be approved by the division commander. All qualifications, eligibility requirements, procedures, rules and applicable policies in this general order will remain the same referenced on page 2.
- No more than 15 interns will be assigned to the precincts at one time.
- Interns have a 2-month window (beginning the date which they are assigned to a precinct) in which to complete all 40 hours of service for the internship ride along

Forensic Services Unit Interns

The Forensic Services Unit offers an internship which exceeds the above-listed restrictions on maximum hours. A memo shall be submitted by the FSU Supervisor through the chain of command requesting exception to the General Order for each selected intern. Typically, internships in FSU are limited to one occurring during the summer months. Exceptions can be made at the discretion of the FSU Supervisor. Applications for FSU internships will be submitted in the same manner listed above. Applications for summer interns will be reviewed in January prior to the internship. Notification of selection status will be made to all applicants by the end of January. Additional criteria for FSU internships are listed below.

The applicant must:

- Be at least 18 years of age.
- Be enrolled in a degree-granting institution of higher education enrolled in forensic science, science, criminal justice, or closely-related coursework.
 - Preference will be given to applicants in which an internship is a component of their degree requirement
 - Additional preference will be given to applicants requiring a thesis or similar project.
- Be a junior or senior at the institution (or any level of post-graduate education).
- Be willing and able to work any shift (including days, evenings, nights, and weekends).

In addition to standard application documents, please provide:

- A cover letter.
- Resume/Curriculum Vitae.
- An attachment with answers to the following questions (500 word max for each question):
 - Why are you interested in an internship in crime scene investigation?
 - What is forensic science? How is crime scene investigation (or latent fingerprint examination) different than other fields of forensic science?

- What project(s) would you like to complete while interning?
- One letter of recommendation.
- Any additional information about your internship requirement for your degree.

Issuance of Identification Cards

Once all required paperwork is received and approved, all volunteers and interns will be issued the appropriate City of Virginia Beach identification card. This ID card must be clearly displayed during ride-a-longs or other duties as a VBPD volunteer/intern. Lost or stolen ID cards should be immediately reported to the volunteer/intern's coordinator. At no time will the ID card be used as personal identification, or to in any way portray the intern as a member of the Virginia Beach Police Department. Student interns are required to return their ID cards to the Student Intern Coordinator upon completion of the program. The Coordinator will not sign the Internship Evaluation form signifying the intern's successful completion of the program until the ID card is returned.

Volunteer Time Record

All volunteer/student intern personnel shall be required to keep a daily record of hours of volunteer service with the Department of Police. All reports shall be verified by the immediate supervisor and submitted monthly via the Volunteer Coordinator to the Volunteer Resource Manager. Additionally, all student intern paperwork submitted by the sponsoring college/university shall be completed by the Student Intern Supervisor and returned to the college/university by the date(s) required. Copies of all student intern and volunteer records, including copies of all waivers, schedules and evaluations, shall be filed with the Volunteer Resource Manager and retained for a period of no less than three years.

Transfer

Any time a volunteer/student intern wishes to change job assignments, a written request shall be made to the Volunteer Coordinator and the Volunteer Resource Manager. All such requests shall be considered and accommodated if possible.

Volunteers/student interns serving in positions where services are no longer needed shall be reassigned to open positions or other duties as appropriate by either the Volunteer Coordinator or the Volunteer Resource Manager.

Resignations

Volunteers/student interns who wish to separate from their commitment to this department are expected, where possible, to submit written notification to their immediate supervisor at least 14 calendar days prior to the effective date of resignation. Upon receipt of this letter or any other form of notification of resignation, the precinct/bureau commander's designee will forward the notification to the Department's Volunteer Resource Manager for processing. The Volunteer Resource Manager will notify the Police Systems Analyst to have all computer access terminated.

Members who directly supervise volunteer personnel are responsible for collecting, at the end of the volunteer's last day of work; his/her volunteer identification badge and any other materials or equipment, which may have been issued. The precinct/bureau commander's designee will ensure that the identification is returned to the records department ID clerk.