

1.09-4

**DAYTON POLICE DEPARTMENT
GENERAL ORDER
INTERN POLICY**



RICHARD S. BIEHL – DIRECTOR AND CHIEF OF POLICE

REV. 7/09

POLICY STATEMENT

Police internships provide real-world training to students considering law enforcement careers. It is the goal of the Dayton Police Department to safely provide students with an educational and interesting glimpse of the many experiences and rewards of a law enforcement career, while maintaining the security and privacy of the intern, students, citizens of Dayton and Dayton Police Personnel.

Interns are to understand that their internship is granted, and continues, at the will of the Director and Chief of Police of the Dayton Police Department, who has final authority in all matters relating to Dayton Police Department interns and the Internship Program. Failure to follow any part of this policy may result in termination from the Internship Program. Decisions of the Director and Chief of Police are final and cannot be appealed.

I. INTERN QUALIFICATIONS

A. Interns must meet the following criteria for selection:

1. Be at least 18 years of age,
2. Be seriously considering a career in law enforcement,
3. Be a full-time student enrolled in a local 2 or 4-year college or university majoring in either;
 - a. Criminal Justice or Law Enforcement,
 - b. Sociology, Psychology or Urban Affairs with an emphasis on Criminal Justice or Law Enforcement,
4. Complete the internship for college credit to meet curriculum requirements,
5. Participate in initial and exit interviews with the DPD Internship Supervisor and their institutions's Internship Coordinator, and agree to further meetings as needed,
6. Submit to and pass a background check and fingerprinting,
7. Work under the supervision of both the DPD Internship Supervisor and the college or university's Internship Coordinator,
8. Sign all required agreements and liability waivers and abide by the conditions of the written agreements,
9. Understand that their internship will include a variety of assignments, shifts and work days and be willing to adjust their schedule accordingly,
10. Complete and submit all paperwork required by the Dayton Police Department Internship Program in a timely manner.
11. Students from universities outside of the Miami Valley area will be considered for internships if they are local residents and there are internship hours available. Students from local universities will receive preference.

B. If there is an urgent need to reach the Internship Supervisor during his/her off-duty hours, the intern will make contact via the phone number(s) provided during the initial interview.

C. Interns are expected to maintain a professional appearance at all times and will abide by the following appearance code:

1. Unless otherwise instructed, male interns shall be dressed in business attire with sensible dress shoes - jacket and tie with dress pants/khakis (bolo/string ties are not permissible) or business casual attire - casual trousers (no blue jeans) and casual shoes (no athletic shoes) and a dress or polo type shirt.

2. Unless otherwise instructed, female interns shall be dressed in business attire with sensible dress shoes – conservative business suit, pant suit or khakis with a jacket or business casual attire - casual trousers (no blue jeans) and casual shoes (no athletic shoes) and a blouse, dress or polo type shirt.
3. Interns on assignment within a building may remove their jacket.

D. Restricted Attire and Appearance

1. Male Interns

- a. No turtleneck shirts, sweaters, or any shirt garment designed to be worn without a tie,
- b. No blue-jean or denim material clothing,
- c. No sandals, flip flops or other shoes worn without socks.

2. Female Interns

- a. No dresses or skirts higher than three inches above the top of the kneecap WHEN STANDING. No shorts of any type,
- b. No transparent, "see-through" or "cut-out" outer garments which make undergarments visible underneath,
- c. No strapless or off the shoulder garments worn alone as the outer garment,
- d. No outer garments worn alone, more than three inches below the neck in the back. The front neckline should not be so low as to expose cleavage or other portions of the breasts WHEN STANDING. Outer garments that expose any part of the flesh between the appropriate neckline and mid-thigh are also prohibited,

Example: Backless dresses, halters, midriiffs, skirts with splits higher than mid-thigh,

- e. No blue-jean or denim material clothing,
- f. No flip flops.

3. General Appearance Restrictions

- a. Body Piercings – No body piercing or facial piercing (except conservative ear rings for female interns) can be worn where they will be visible to the public.
- b. Tattoos – Any visible tattoo shall be covered while on assignment.

E. Patrol Operations Assignments

While being assigned to Patrol Operations, interns may be exposed to inclement weather conditions for prolonged periods of time, so they should dress appropriately for the weather.

1. Interns on patrol assignments are permitted to wear comfortable footwear such as gym shoes or hiking boots.
2. Footwear must be sturdy with a flat treaded sole, must cover the feet completely and be in good condition.
3. No sandals, high heels, flip flops or shoes with a color or design that would draw undue attention are permitted.

This guideline is intended to protect the intern from injury while working in the field.

F. Intern Supervisor

All requests and assignments relating to interns will be coordinated by the Internship Supervisor.

No personnel other than the Internship Supervisor will extend an official Internship offer or make arrangements regarding interns.

1. Interns report to the Internship Supervisor. All issues or questions regarding their internship will be directed to the Internship Supervisor.
2. If an intern's assignment, work day or hours must be changed, this must be done through the Internship Supervisor as soon as practicable.
3. Interns are expected to report to assignments on time. If this is not possible, the intern must notify the Internship Supervisor by phone immediately.
4. Intern Supervisors will maintain all records and reports in accordance with the record's retention policy.

G. Reporting

Interns must complete an Internship Assignment Report after each assignment and have the Assignment Supervisor sign and complete the "Supervisor's Report" section. The Assignment Supervisor will forward the completed report via interoffice mail to the Internship Supervisor by the end of their tour of duty.

H. Performance Guidelines

1. During their tenure with the Dayton Police Department, interns may become privy to sensitive information. Interns are expected to diligently protect the security and privacy of the citizens and officers they encounter.
 - a. Interns will not disclose any information to anyone outside of the Dayton Police Department.
 - b. Interns are not to make contact with involved citizens for any reason after they have left a scene.
 - c. Violation of this section is considered egregious, and will result in immediate termination from the Internship Program.
2. If an intern is a witness to a crime or other incident (such as a police-involved shooting), the intern will cooperate fully with law enforcement investigators, prosecutors, and any attorney provided by the FOP to represent officers involved in the incident. Unless subpoenaed, interns will not give statements to any other attorney. Interns will never give any statements to the media.
 - a. Questions regarding any criminal investigation will be referred to the Dayton Police Department's Special Investigations Division, Public Information Officer or the Prosecutor's Office.
 - b. Questions regarding administrative investigations will be referred to the Dayton Police Department Internal Affairs Bureau.

3. Intern Prohibitions

In the interest of safety, interns are prohibited from:

- a. Participation in any raid, high-risk entry or traffic stop, use of force or other excessively dangerous encounter.
 - If such situations arise, interns are to follow the specific instructions of the assigned officer, detective or Scene Commander,
- b. Acting as a decoy or agent in any investigation,
- c. Effecting an arrest,
- d. Interviewing or interrogating a victim, witness or suspect,

- e. Issuing citations or warnings,
 - f. Driving police vehicles,
 - g. Becoming involved in a pursuit (can be initially involved but the officer must turn over the pursuit to another officer as soon as practicable),
 - h. Participating in or observing undercover or covert investigations,
 - i. Acting as an informant,
 - j. Performing any work for the department or with its members which would take place outside of the intern's scheduled hours, days or assignment.
4. Procedural Guidelines for Civilian Riders in General:
- a. Civilian observers will not be armed with weapons under any circumstances.
 - b. Civilian observers will remain in the police vehicle when the officer(s) they are riding with are dispatched on crimes in progress, alarm calls, persons with weapons or anytime they are told to remain in the vehicle.
 - c. When accompanying an officer on a dispatched call or during any investigation, civilian observers will position themselves behind the officer(s) or at their side and never in between the officer(s) and whom they are speaking with. Civilian observers are not permitted to talk to anyone that an officer is interviewing, questions for the officer will be reserved for when the interview or dispatched call is concluded.
 - d. Civilian observers should understand that dangerous situations might arise at any time while accompanying sworn personnel during the course of their duties. By signing this policy and/or the Internship Request and Release, the civilian observer agrees that their participation is strictly voluntary and that they are fully aware of the risk of property damage, personal injury, severe injury and even death. They further assume responsibility for any injury, death, loss or property damage resulting directly or indirectly from participation in the internship or ride-along and they release the City of Dayton and its trustees, officers, employees, agents and representatives from any and all claims they may have in the future, waives all such claims, and agrees not to sue these parties for any such claims rising out of their participation, including but not limited to claims arising out of the negligent or intentional acts or omissions of others.

II. Dayton Police Personnel

A. Supervisors

1. Supervisors of the squad or unit to which an intern is assigned are referred to as Assignment Supervisors.
 - a. Assignment Supervisors have immediate authority over interns assigned to their unit.
 - b. Assignment Supervisors are required to monitor and report the interns' punctuality, safety and demeanor.
 - c. Any violations or concerns should be reported to the Internship Supervisor as soon as possible.
2. Interns, who commit a flagrant violation compromising their safety, or the safety and/or privacy of citizens or police personnel, will be removed from their assignment and immediately reported to the Internship Supervisor.
3. Assignment Supervisors will not change the details of an intern's assignment without first consulting with the Internship Supervisor.
4. Assignment Supervisors will complete the "Supervisor" section of the Internship Assignment Report at the conclusion of the intern's assignment.
5. Assignment Supervisors will ensure that all of their personnel project a positive and professional image to the intern.

