

INTRODUCTION

The Durham Police Department sponsors a Student Intern Program for undergraduate and graduate students who have an interest in law enforcement. The goal of the program is to provide a structured program that will present a practical look at a municipal law enforcement agency. The Volunteer Coordinator will be responsible for the Student Intern Program and ensuring compliance with the procedures outlined within this general order.

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APPLICATION REQUIREMENTS

Applicants must have completed at least one full year of college (minimum of 30 semester hours) and obtained status as a college sophomore, junior, senior or graduate student and in good standing academically. Applicants must be currently enrolled in an accredited two-year, four-year or post graduate college or university program in a Criminal Justice or Forensic Science related field of study.

APPLICATION PROCEDURES

Upon request, prospective applicants will be given a City of Durham employment application. Applicants will be informed that they must provide recommendation(s) from their college or university and undergo the background investigation required of all police employees. Applicants will also be required to comply with a confidentiality agreement upon acceptance to the Student Intern Program.

SELECTION OF APPLICANTS

The Volunteer Coordinator will review the application materials of those applicants who pass their background investigation and recommend those best qualified to the Chief of Police. All applicants will be notified by letter of the results of their application, with a copy sent to their student course advisor at their college or university. Successful candidates will be notified when and where to report for their internship.

The Volunteer Coordinator will provide the student intern with a copy of internship regulations and give a short orientation to the program on the first day of the internship. Performance standards evaluation will be discussed with the intern. The performance standards will be general in nature, and the same standards will be utilized for all interns.

INTERNSHIP REGULATIONS

Student interns will receive no compensation from the Durham Police Department or the City of Durham. The duration of student internships will meet the minimum requirements of the educational institution of the intern, generally no longer than four months. The department reserves the right to terminate internships at any time. Students will be notified of the termination in writing by

the Volunteer Coordinator. Interns will wear apparel appropriate for working in an office unless otherwise directed by the Volunteer Coordinator. Interns will spend time in as many different divisions and units as possible during their internship. Division heads should attempt to give as broad an overview as possible of the work performed in their division. Interns should perform tasks of short duration that do not require extensive training.

STUDENT INTERN RECORDS

Interns will maintain a log of all their activities. At the end of each bi-weekly training period, interns will submit a detailed report to the Volunteer Coordinator outlining their experiences and observations. At the conclusion of the internship, the intern will submit a typewritten report to the Volunteer Coordinator that summarizes the entire training period.

EVALUATION OF STUDENT INTERNS

The Volunteer Coordinator will evaluate student interns at the end of their internship period using a form sent by the college or university of the intern and/or the City of Durham Performance Appraisal form. Copies of the evaluation will be sent to the college or university.