

# HAVERHILL POLICE DEPARTMENT



## STUDENT INTERN PROGRAM

# STUDENT INTERN PROGRAM APPLICATION

FULL NAME: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

BEST CONTACT / PHONE NUMBER: \_\_\_\_\_

RACE: \_\_\_\_\_ SEX: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

COLLEGE / UNIVERSITY \_\_\_\_\_

CURRENT FIELD OF STUDY / MAJOR: \_\_\_\_\_

NUMBER OF INTERN HOURS REQUIRED: \_\_\_\_\_

BELOW BRIEFLY EXPLAIN YOUR REASON(S) FOR CHOOSING THE HAVERHILL POLICE DEPT. FOR YOUR INTERSHIP:

\_\_\_\_\_

I authorize the Haverhill Police Department to conduct a criminal record check on me for the purpose of determining my suitability for participation in the 'STUDENT INTERNSHIP PROGRAM'. I understand that the race, sex, date of birth and Social Security Number information requested on this form is required to check my criminal record.

In consideration of the Haverhill Police Department granting me permission to enter in or upon any premises or vehicles which are under its actual or constructive control, I hereby waive all claims to damage or loss to my person or property which may be caused by any act, or failure to act, of the Haverhill Police Department, its officers, agents or employees. I assume the risk of all dangerous conditions in, upon or about the premises or vehicles and waive any and all specific notice of the existence of such conditions. I also understand that the Internship Coordinator or his designee has the authority, at any time, to revoke permission to participate in the program if my conduct, mental well-being or attire is determined not to be in the best interest of the Department.

\_\_\_\_\_  
( SIGNATURE OF APPLICATE )

\_\_\_\_\_  
( DATE )

## **PROGRAM OBJECTIVE**

The Haverhill Police Department's Student Intern Program is an unpaid internship, provided to College / University students who are interested in a career in Law Enforcement. The objective of the Student Internship Program is to provide a positive learning environment where these students can experience, first hand, the various aspects and responsibilities of municipal law enforcement.

During an Internship at the Haverhill Police Department, the Student Intern can expect to be assigned to different units within the Department to allow for a well-rounded look at the many duties that municipal police officers are tasked with on a daily basis.

The Haverhill Police Department is dedicated to providing a safe, comfortable and valuable internship experience to students regardless of race, ethnicity, gender or lifestyle.

## **COMMUNITY PARTNERSHIP**

The Haverhill Police Department is committed to developing partnerships within our community. The Student Intern Program, which is a joint effort with local colleges and universities, is one way in which the Haverhill Police Department fulfills this role. The Student Intern Program is available to any University or College student who meets the requirements for participation.

## **APPLYING TO THE HAVERHILL POLICE DEPARTMENT'S STUDENT INTERN PROGRAM**

All students seeking an internship with the Haverhill Police Department must participate in the application process. The application process begins with the applicant submitting a completed 'Internship Application' packet which will be used to facilitate a criminal record / background check on the applicant conducted by the Haverhill Police Department. In addition an in-person interview with the Department's Internship Program Coordinator is required.

All completed 'Internship Application' packets submitted should also include:

- A resume and at least one letter of recommendation from an advisor or one of your professors.
- A copy of your current college transcript.

## **ELIGIBILITY REQUIREMENTS**

Participation in the Haverhill Police Department's Student Internship Program is at the sole discretion of the Chief of Police and/or the Internship Coordinator.

In order to eligible for the Student Internship Program students must:

- Be currently enrolled in a degree program at an approved College or University and

- receive credits towards their degree for the internship
- Have a cumulative 2.5 or higher grade point average on a 4.0 scale prior to beginning their internship.
- Agree to allow the Haverhill Police to conduct a criminal record / background check
- Be in sound physical and mental health

## **DISQUALIFIERS**

The Haverhill Police Department reserves the right to reject any student with or without cause when, in the opinion of the Chief of Police and/or the opinion of the Intern Program Coordinator, the internship applicant represents an unreasonable risk to the safety, security, function, stability or reputation of the Haverhill Police Department, Student Intern Program, the law enforcement community or the academic community.

Additionally, internship applicants will be disqualified if they:

- Have ever been arrested for a felony charge, or a charge, which would be a felony under the laws of the State of Massachusetts or the United States of America.
- Have ever been convicted of a domestic violence charge.
- Have a conviction for any sexual related offense.
- Have ever been convicted of an obstruction of justice or related charge.
- Are suspected of having an affiliation with a criminal or subversive organization.
- Have sold any illegal drug / substance, or have sold prescription medication illegally.
- Used illegal drugs (except marijuana) within the past five years.
- Have been arrested for any crime or charged with a major traffic offense (i.e. DUI) during the past year.
- Provided false information or failed to provide required information during any part of the application process.

The Chief of Police or the Internship Coordinator will consider, on a case-by-case basis, disqualifying any applicant who:

- Has one or more recent misdemeanor arrests.
- Has one or more criminal misdemeanor convictions.
- Has an arrest or conviction for any alcohol related offenses.
- Has an excessive criminal history.
- Has an excessive history of moving violations traffic violations.
- Has a history or pattern of drug or alcohol misuse or abuse.
- Has a history or pattern of unlawful sexual conduct.
- Has a history of or otherwise demonstrates racial or ethnic bias.
- Has a discharge from the United States Military that is other than honorable.
- Demonstrates an inability to relate well to people from varied backgrounds and different situations.
- Demonstrates a lack of sensitivity to cultural diversity, race, gender, disabilities and other individual differences.

**Please note: There is no appeal process for applicants who are disqualified from participating the Police Internship Program.**

## **REMOVAL FROM THE INTERNSHIP PROGRAM**

Once approved to participate in the Internship Program any intern who violates any rule contained herein or any intern demonstrating or suspected of any disqualifying behaviors or any intern who in anyway fails to meet expectations for the Haverhill Police Department may be removed from the program at the discretion of the Chief of Police and/or the Internship Program Coordinator.

In the event that an intern is removed from the program, the Police Department's Internship Program Coordinator shall contact the intern's educational institution and notify them of the students removal from the program.

## **EXPECTATIONS**

In order to receive credit, each student intern must:

- Report for their pre-scheduled internship hours unless excused by the HPD Internship Program Coordinator. All requests for internship hours must be pre-scheduled and pre-approved by the HPD Internship Program Coordinator. Hours generally should be in either 4 or 8 hour increments and between the hours of 9am and 11pm ( exceptions may be made at the discretion of the HPD Internship Program Coordinator )
- Follow the policies and procedures of the Haverhill Police Department, their educational institution, the unit they are assigned to and the Student Intern Program.
- Complete the minimum number of intern hours set by their educational institution.
- Comply with the dress code as established by the Internship Program Coordinator. (Casual business attire, i.e., no jeans, t-shirts, flip-flops, writing on shirts, or any other item of clothing deemed inappropriate.)
- Be responsive to instructions from their supervisor and other police personnel.
- Conduct themselves in a manner which will not jeopardize public opinion of the Internship Program or embarrass the Haverhill Police Department.

Student interns can expect:

- The Police Department to provide a valuable learning experience.
- The Internship Program Coordinator to complete all the required paperwork necessary for your College / University.
- The Student Internship Program Coordinator to make arrangements to provide you with credentials which should be worn and visible while at the police station.

## **IDENTIFICATION CARD**

Upon acceptance to the Student Intern Program, all interns will be issued an identification card. The intern shall display the identification card at all time during internship hours, both inside the station and while with any Haverhill Police Officer outside the station. The student will keep possession of the identification card until they have completed their internship with the police department. Upon completion of the Intern Program the identification card must be turned in to the Internship Program Coordinator.

\*\*\* Please report immediately any lost or damaged card to the Internship Program Coordinator.

## **RIDE-ALONGS RULES**

Because patrol is the backbone of municipal law enforcement, it is important that interns have a strong understanding of the patrol function. Interns are reminded that they are riding with patrol officers to observe patrol duties. Interns are encouraged to ask the officer questions but only after the incident have been dealt with and the officer has cleared the scene. You should make every effort to avoid any conversation that might distract the officer while in performance of their duties.

Interns are encouraged to contact the Student Intern Program Coordinator with any questions or concerns they may have regarding events occurring on a patrol ride-along.

During the ride-along, the intern is expected to wear casual business attire and display their identification credential at all times. For ride alongs, sensible business attire consists of a collared shirt, dress pants or Dockers and dress shoes, (no jeans, t-shirts, flip-flops, or any other item of clothing deemed inappropriate). Any intern failing to meet the dress code will be sent home and will not receive credit for that time.

Interns reporting for their scheduled ride-along should be prepared for the current weather conditions as they could be outside the cruiser for an extended period of time.

## **GENERAL INTERNSHIP RULES:**

Police work involves inherent dangers. The Student Intern Program is designed to educate students while also minimizing danger. In order to minimize the dangers and try to ensure the safety of all persons, interns are required to comply with the following rules:

- Interns will not be directly involved in covert police functions
- Interns are not allowed at the police firearms range during live fire.
- Interns will not be allowed to operate any department vehicle.
- Interns will not be allowed to carry weapons of any kind. This prohibition includes, but is not limited to, firearms, bladed weapons, and impact weapons.
- Interns shall comply immediately with all instructions given to them by police personnel. In the event that the intern has concerns about instructions or orders, the intern will comply with the instruction and inquire later about the nature of the instruction. Inquiries may be made to the supervisor or to the Student Intern Coordinator.

## **CONFIDENTIALITY**

Interns may be exposed to confidential information during their participation in the program. It will not always be immediately clear which information is confidential and what information is publicly available. Tape recorders / cell phones or any device capable of audio recordings **are NOT** to be utilized for the purpose of audio recording at any time during your

internship hours. Cameras may, in very rare circumstances, be used but only with the officer's express permission.

Interns should contact the Student Intern Program Coordinator with any questions they might have regarding events occurring while accompanying Police Officers on patrol. Remember any release of confidential information to any source may have dire consequences including:

- The privacy rights of citizens may be violated.
- The ability of authorities to accurately investigate criminal matters maybe destroyed.
- Information may be taken out of context or misunderstood causing an unnecessary embarrassment to involved persons.

As a condition of the intern program, **all interns are required to assume any information they may gain during their internship is confidential.** Interns will not discuss events or information about their work environment with any person unless specifically authorized to do so. All inquiries regarding the intern program will be directed to the Internship Program

I \_\_\_\_\_ understand and agree to the requirements  
( print name )

outlined above required for participation in the Haverhill Police Department's Student Internship Program.

\_\_\_\_\_  
( Signature of Participating Student )

\_\_\_\_\_  
( Date)

\_\_\_\_\_