

Annapolis Police Department



GENERAL ORDER

Number: H.7

**Issue Date: June
2005**

TO: All Personnel

SUBJECT: Internship Program

PURPOSE

The purpose of this General Order is to establish guidelines for implementing and administering the Internship Program.

POLICY

It shall be the policy of the Annapolis Police Department to allow college students to perform work tasks as a part of a college course.

Required Action

A. Application and Selection

1. Applications for the Internship Program shall apply to the Administrative Services Division of the Police Department. Prior to participating in the program a background investigation will be conducted. Commanders and/or supervisors who want to recommend/recruit interns shall refer possible interns to the Administrative Services Division, as this will allow for a standardized and thorough background investigation.
2. Selection of an intern shall be based on the applicant being:
 - a. At least 18 years of age;
 - b. A citizen of the United States of good moral character;
 - c. In good mental and physical condition;
 - d. A student in good standing with a minimum of 50 credit hours from

an accredited school or university with a minimum GPA of 2.5 on a 4.0 scale; and

- e. Enrolled in law enforcement based curriculum.

B. Assignment

- 1. All interns shall be assigned to the Administrative Services Division and detailed to other divisions/sections/units of the Department as required.
- 2. The Administrative Services Division shall be responsible for the administration and coordination of the internship program.
- 3. Interns shall be assigned to perform general administrative duties as required.

C. Duties and Responsibilities

An intern shall:

- 1. Participate in a minimum of 24 hours of service per week for the semester.
- 2. Spend a maximum one-third of working hours on ride-a-longs.
- 3. Be subject to the same policies, procedures and disciplines as other members of the Department and perform these duties described herein.

D. Eligibility for Appointment as a Police Officer

- 1. Interns wishing to be considered for appointment as a police officer upon graduation from their accredited university or college, shall apply with the Administrative Services Division.
- 2. Interns shall undergo the same entrance screening process as all other applicants for the position of police officer.

Joseph S. Johnson
Chief of Police

References
1. Accreditation Standards: None

Revision: This General Order replaces General Order H.7 Internship Program dated August 20, 1996