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## **Purpose**

The Bemidji Police Department is committed to developing partnerships within the community it serves. Through the internship program, the Bemidji Police Department builds partnerships with colleges and universities and benefits, along with the student interns, from shared educational experiences. The internship program provides a positive learning environment in which interested college students can experience the various aspects and responsibilities of law enforcement while completing their studies.

## **Policy**

It is the policy of the Bemidji Police Department to offer a quality educational experience by providing the student with a learning environment that enhances their understanding of law enforcement within the criminal justice system.

## **Procedure**

### **I. Eligibility**

- a. In order to participate in the City of Bemidji Police Department Internship Program, the student must be attending an accredited college or university, be a student in good standing and be enrolled in a criminal justice program or a related program. Preference will be given to those students who are currently serving in the Bemidji Police Department Reserve Officer Program.

### **II. Applications Process**

- a. Any person wishing to participate in the internship program will be required to submit the following:
  - i. A letter of interest and resume.
  - ii. A completed APPLICATION FOR STUDENT INTERN PROGRAM FORM. (available on the City of Bemidji website)
  - iii. A letter from the college or university detailing the institution's policy on participation in an internship
  - iv. Two Letters of recommendation from a current criminal justice instructor/Professor and/or advisor.
  - v. Proof of registration as a sophomore, junior or senior at an accredited college or university with a MINIMUM GPA of 2.5, and a transcript of prior coursework.

### **III. Selection Process**

- a. Acceptance into the internship program is based on successful completion of the application process, oral interview and a background check conducted by the Bemidji Police Department.
- b. Upon notification of acceptance into the internship program, the applicant shall provide the City of Bemidji Police Department with the following:

- i. Proof of medical insurance and a certification of coverage.
  - ii. Written certification of a general liability policy that insures and indemnifies the City of Bemidji for bodily injury and property damage resulting from the actions of the student or by the student while participating in this program. Or;
  - iii. Written certification from the institution the intern attends which showing that the institution has a general liability policy that:
    - 1. i. Insures and indemnifies the City of Bemidji for bodily injury and property damage resulting from the actions of the student or by the student while participating in this program.
- c. The applicant will complete a Bemidji Police Department Waiver of Liability Agreement.
- d. Intern(s) will sign a Bemidji Police Department Confidentiality Agreement.
- e. Intern will complete data practices training as required.

#### **IV. Program Management**

- a. A designated sergeant shall serve as the department's internship coordinator and he/she shall be responsible for coordinating the intern's assignment within the department.
- b. Prior to participating in the program, the intern shall meet with the department's internship coordinator to discuss the general operation, function, and organization of the department.
- c. The internship schedule will be developed to incorporate a diverse exposure to a range of duties performed by patrol, investigations, dispatch, corrections and other specialized positions.
- d. At the conclusion of the internship, the coordinator is responsible for completing a reporting requirements for the university.

#### **V. Guidelines and Expectations**

- a. All interns with the Bemidji Police Department shall conduct themselves in a manner befitting a law enforcement professional. Interns are not only representatives of their school, but of the department as well. They shall act in a professional manner at all times.
- b. All interns will follow the same code of conduct and the same code of ethics that the Bemidji Police Department Officers follow.
- c. Any violation of state statutes will be grounds for immediate termination from the internship program. Any violation of city ordinances or these guidelines shall be immediately reviewed by the internship coordinator for the intern's possible termination from the internship program.
- d. Use of the department issued temporary identification card shall be strictly limited to department functions. Under no circumstances shall department identification cards be used to represent the intern as a sworn member of this department or to obtain, or attempt to obtain privileges not otherwise available, or to avoid the consequences of an illegal act.

- e. Interns shall not act in any law enforcement capacity at any time during their internship. They shall have no arrest authority and shall not be considered sworn members of the department.
- f. No intern shall release, convey or communicate in any manner any confidential law enforcement information to any party or person outside of the Bemidji Police Department, further including but not limited to, spouses, friends, and relatives, etc.
- g. No personal audio or video recording equipment, including cellphones, will be allowed in possession during the internship program.
- h. The chief of police reserves the right to terminate any internship upon notification of activity that is not specifically covered by these guidelines, but which would not be in keeping with the proper conduct of law enforcement professionals.

## **VI. Uniform**

- a. All interns shall be neat in appearance and well-groomed while participating in any and all internship program activities.
- b. Interns will be provided uniform shirts and jackets to wear, if available, and will be expected to provide their own footwear (black shoes or boots) and black or dark navy pants as approved with a belt.
- c. Every intern's manner of dress and demeanor must be professional at all times. The only exceptions will be planned occasions when interns are involved in special assignments that require unconventional dress and demeanor.
- d. Interns will not carry firearms while serving in the Bemidji Police Department Internship Program.
- e. TATTOOS/BODY ART/BODY PIERCINGS/BODY BRANDS-shall not be visible while the intern is participating in the program.

### **Reference or Revision Date(s):**

#### **A. REVISION DATE(S):**