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# KANSAS CITY, KANSAS POLICE

## GENERAL ORDER

SUBJECT: Student Intern Program

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#### I. PURPOSE

- A. To establish program responsibility, eligibility and operational procedures for the Student Intern Program.

#### II. POLICY

- A. The Kansas City, Kansas Police Department recognizes that a close working relationship with the community is imperative for effective operation. This includes working with local high schools, colleges and universities in the development of a student intern program. The student intern program provides students with the opportunity to observe and participate in designated activities within the Department. In addition, the Department can observe potential police applicants in action. The focus of the program will be to offer the students a variety of exposure within the Department.

#### III. PROGRAM RESPONSIBILITY

- A. The responsibility for the coordination of this program is assigned to the Commander of the Training Academy. Specific responsibilities include coordination with local colleges and universities, interviewing prospective interns, evaluating intern eligibility, coordinating necessary form completion, intern placement and program evaluation.
- B. The Training Academy Commander or his designate will provide a summary of the previous year's internship program activity in the Academy's annual report to the Chief of Police. The report will document the number of interns, their specific assignments, the hours logged and a general evaluation of the program.

#### IV. PROGRAM ELIGIBILITY

- A. Candidates will meet the following requirements to be eligible to participate in the program:
1. Minimum of 16 years old.
  2. Students currently enrolled as a student in a Kansas High School, College, or University or a Wyandotte County student enrolled in an out of state college or

university will be given preference for the program. Other applicants will be considered and accepted at the discretion of the Training Academy Commander.

3. Have the written approval of a faculty advisor and parent or guardian, as required.
4. Successful completion of a background investigation and oral interview conducted by the Program Director.
5. Completion of Student Intern Program Application, Ride-Along Waiver of Liability and Confidentiality forms.

#### V. OPERATIONAL PROCEDURES

- A. Upon successful completion of the interview, the background investigation and all necessary forms, the student intern will be given a tour of headquarters for familiarization purposes.
- B. The Training Academy Commander, or his designate, will coordinate the placement of interns with the Department based on requests received from the various stations/units. Efforts will be made to give the intern as many diverse assignments as possible.
- C. Interns will participate in the Ride-Along Program as authorized by the Chief of Police.
- D. Periodically, evaluation forms will be sent to stations or units using interns to evaluate the value of the intern and the program.
- E. An intern may be removed from the program when circumstances warrant such action for the benefit of the Department. Recommendations for removal will be directed to the Training Academy Commander.

#### VI. PROGRAM CONTENT

- A. An orientation meeting will be held within the first few weeks of an internship session. This meeting will familiarize the intern with the operations of the Department and allow the intern to become acquainted with the other interns. The following topics will be covered during the orientation:
1. Schedules. The Training Academy will need a copy of each of the following from the intern, to aid in scheduling future meetings and ride-alongs.
    - a. Internship, class, and outside work and activity schedules.
    - b. School Internship requirements.
  2. Attendance
    - a. An intern that is going to miss a scheduled work time must contact their supervisor in advance. If their supervisor is unavailable, a message should be left within the respective station/unit of assignment.

- b. Good attendance is expected and important to ensure all internship requirements are met. An intern with excessive absences may be put on probation or terminated from the intern program.
3. Briefings.
- a. To help give the interns a better understanding of the Department, briefings will be scheduled by the Training Academy with individual stations/units in the Department. Each station/unit will provide an explanation of their functions and how they relate to the agency as a whole
4. Ride-Alongs
- a. Interns eighteen (18) years of age or older are eligible to participate in the ride-along program, subject to all applicable Department procedures regarding ride-alongs. The ride-along program is an educational aspect of the intern program.
  - b. Interns less than (18) years of age require the approval of the Chief of Police to participate in the ride-along program.
  - c. Interns majoring in criminal justice may be required to attend all scheduled briefings and participate in a ride-along session. Non-criminal justice majors are not required to attend. However, their participation is strongly recommended.
5. Practicum
- a. Each intern will participate in a supervised application of their field of study or interest. The Training Academy Commander, or his designate, will assign them to specific stations/units within the Department based on requests received from various stations/units or as directed by the Chief of Police.
  - b. The Training Academy Commander will attempt to place the interim in as many diverse assignments as possible, related to their field of study or interest, to enhance their learning experience.
6. Evaluations
- a. Evaluation of Intern.
    - (1) Each intern will be evaluated twice during the semester or summer by the supervisor to whom they have been assigned. The first evaluation will be completed halfway through the internship. A second evaluation will be completed at the end of the intern's assignment.

Interns will be given a rating on each of the following points:

- Ability/Willingness to learn
- Work Habits
- Attitude towards work
- Quality/Quantity of work
- Attendance
- Oral/Written Communication Skills

- Professionalism
- Judgments
- Ability to handle criticism
- Creativity/Suggestions
- Initiative
- Appearance

b. Student's Evaluation of Internship

- (1) The intern will have the opportunity to evaluate the internship themselves. The criterion used will include:

- Meaningful work experience
- Understanding of strengths/weaknesses
- Development of new skills
- Clarity of instructions/expectations
- Initiative
- Cooperation with co-workers/strangers
- Learned to hand criticism
- Relation to career goals
- Challenging work
- Responsibility

7. End of Internship

- a. An intern must work the required number of hours to complete the internship. Upon completion of the internship, all required hours and necessary evaluations must be turned in, by the student, to the Training Academy Commander. Every intern must submit a copy of their term paper or project paper, if one is required for school, for placement in their file. This aids in future interns and intern coordinators in developing a job description for the intern position.
- b. All interns will have an exit interview. During this private discussion with the Training Academy Commander or his designate, the student should feel free to voice likes, dislikes, and suggestions for future improvements related to the internship program as a whole.
- c. The intern may request that a letter of documentation and/or a letter of reference be prepared by the Training Academy Commander. This letter will be placed in their file and sent to potential employers at their written request.
- d. At the end of the term, the Training Academy Commander will present the interns with a Certificate of Achievement for the completion of their internship with the Kansas City, Kansas Police Department.