

# Monroeville Police Department Internship Program

## **Intern Guidelines:**

Police work is inherently dangerous, and there is a substantial risk of injury or death to you while participating in the program. The intern must independently decide to participate despite these risks and are responsible for the intern's own safety. This release must be signed by the intern in acknowledgment, understanding, and acceptance of these risks. If the intern is under 18 years of age, the intern's parent or guardian must also read this waiver and sign the form stating that they understand the risks involved.

## **Intern Standards of Conduct:**

The conduct and appearance of interns while enrolled in this program must conform to the high standards this department demonstrates on a daily basis. Questionable actions by an intern while enrolled in this program may be cause for immediate expulsion from the program. This includes conduct while away from the department.

1. All interns must read, understand, and sign a waiver of liability that releases the department and all officers, agents, and employees from injuries or losses sustained in the course of the program.
2. All interns must understand that they are in no way an agent of the Monroeville Police Department. They must understand that they are not police officers and have no powers of arrest. Furthermore, interns must never identify themselves as police officers nor reinforce any such assumptions made by the public
3. No intern is to carry any type of weapon, especially a firearm.
4. All interns must wear proper footwear, long pants, and a collared shirt. No jeans, shorts, hats, exposed midriff, tennis, or open toed shoes will be permitted. Heels must be less than one inch. In addition, no facial hair, piercings, or excessive or outrageous jewelry is to be worn.
5. Interns MUST follow the instructions and directives of the officers they are accompanying.
6. No sketches, photographs, audio, or video recordings are to be taken by the interns without approval from the Chief of Police.
7. The intern must keep confidential all investigations, information, and any incidents of a serious or sensitive nature. They are additionally prohibited from disclosing information to any members of the media.
8. During traffic stops an intern may exit the police vehicle but is not to leave the immediate vicinity of the patrol car and is specifically prohibited from approaching the stopped vehicle.
9. During a major crime scene the intern is to remain in the patrol car or outside of the boundary set for police personnel. This rule will remain in effect until the scene is released and/ or access is granted by the officer or Chief of Police. This is to include but is not limited to sexual assaults, death scenes, serious traffic accidents, or attempted homicides.

10. No copies of department policies, rules, memos, reports, or other sensitive materials are to be disseminated to any intern without authorization of the Chief of Police.

11. No intern is to operate any department equipment. This includes but is not limited to vehicles, weapons, or specialized weapons, testing equipment, and computers (specifically the reporting system and NCIC information).

I, \_\_\_\_\_ hereby agree to these standards of conduct. I understand that police work is dangerous, and that I am responsible for my own safety. I also accept that I may be injured or killed while involved in the internship program. I agree to release the officers, agents, and employees of Village of Monroeville and the Monroeville Police Department from any and all liability for any physical, mental, or emotional injuries, stress or discomfort suffered during or as a result of my participation in this program.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian if Under 18: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

