



## **1-12 INTERNSHIP PROGRAM**

### **1-12-1 Policy**

The Internship Program is a function of the Department that identifies, selects, mentors and develops high school and college students for potential, future appointment with APD. As envisioned, the Internship Program has the potential to prepare students for service as police officers, police service aides, crime scene specialists, communications operators and information technology specialists, among other career fields. The intent of this program is and to further the Department's career recruitment and community outreach efforts.

### **1-12-2 Rules and Procedures**

#### **A. Chain of Command**

The Internship Program falls under the executive guidance of the Assistant appropriate Deputy Chief, Professional Accountability Bureau and is delegated to the Director of Training. The day-to-day administration of the program is the responsibility of the Training Division's Recruiting Sergeant. The Recruiting Sergeant will assign intern coordination responsibilities to a member of the Recruiting staff.

#### **B. High School Internship Program**

1. The high school intern will be assigned to a specified unit. The duration of the internship will be determined on a case-by-case basis.
2. High school interns are eligible to participate in the APD ride along program. Ride-a-longs are intended to provide a realistic familiarization with field police work. The following conditions apply:
  - a. A notarized liability waiver form is required.
  - b. Participants must be 16 years of age or older.
  - c. The frequency of ridealongs is dependent upon the internship assignment and may vary.
  - d. If possible, ride-along assignments will be with a police officer, Crime Scene Specialist (CSS), or a Police Service Aide (PSA) of the same gender as the participant.
  - e. If any issues of concern arise during the ride-along, the appropriate sergeant will be immediately notified. The officer/CSS/PSA may end the ride along at any point they deem appropriate if behavioral, conduct, environmental or safety issues arise. The sergeant shall report such actions to the Internship Coordinator as soon as practicable.
3. Interns must obey any and all instructions and commands from APD personnel. Failure to follow instructions will result in removal from the internship program.



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4. Interns are required to follow the schedule set for them. If an unexpected absence is required, the intern shall contact his/her designated APD supervisor immediately.

5. No compensation of any kind is authorized for high school interns.

**C. High School Intern Selection Requirements**

1. Minimum age of 16 years.

2. Must provide documentation that the applicant is enrolled in, or has completed a program of secondary education or is engaged in, or has completed a formal homeschool program. Teacher or parental sponsorship is required.

3. Must maintain a minimum grade-point average of 3.0 or equivalent.

4. Three character or academic references are required (other than family members)

5. Must submit to and clear a background check conducted by the Recruiting and Backgrounds Unit of the Training Division. Any criminal conviction is grounds for disqualification. Adverse contacts with law enforcement will be evaluated on a case-by-case basis.

6. Mandatory attendance at a pre-appointment training/information meeting with APD personnel.

**D. Collegiate Internship Program**

1. The college intern will be assigned to a specified unit for the duration of the academic term and may be extended on a case-by-case basis. Rotational assignments, when feasible, require the approval of the Internship Coordinator. Units that may be suited for college interns include, but are not limited to:

- a. Field Services Bureau Substations
- b. Emergency Communications
- c. Property & Economic Crimes Division
- d. Real Time Crime Center
- e. Crime Scene Specialists
- f. Crime Lab (limited to Junior through graduate-level college students)
- g. Office of Emergency Management
- h. Planning and Policy Division

2. College interns are eligible to participate in the APD ride-along program. Ride-alongs are intended to provide a realistic familiarization with field police work. The following conditions apply:

- a. A notarized liability waiver form is required. This requires the signature of a parent/guardian if the intern is under 18 years of age.





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- b. If possible, ride-along assignments will be with a police officer/CSS/PSA of the same gender as the participant.
    - c. If any issues of concern arise during the ride-along, the appropriate sergeant will be immediately notified. The officer/CSS/PSA may end the ride along at any point they deem appropriate if behavioral, conduct, environmental or safety issues arise. The sergeant shall report such actions to the Internship Coordinator as soon as practicable.
  3. Interns must obey any and all instructions and commands from APD personnel. Failure to follow instructions will result in removal from the internship program.
  4. Interns are required to follow the schedule set for them. If an unexpected absence is required, the intern shall contact his/her designated APD supervisor immediately.
  5. College interns shall not work more than forty hours per week. Interns are not authorized to receive compensation unless a grant or City sponsored program has allowed for financial compensation.
  6. Academic credit earned for participation is the sole responsibility of the intern's academic institution.
- E. Collegiate Intern Selection Requirements
1. Interns seeking course credit must be referred by an academic institution with a formal cooperative agreement with the Albuquerque Police Department.
  2. Interns must provide documentation that they are enrolled in or have completed an applicable academic degree or trade program.
  3. Must maintain a minimum grade-point average of 3.0 or equivalent.
  4. Must submit to and clear a background check conducted by the Recruiting and Backgrounds Unit of the Training Division. Any criminal conviction is grounds for disqualification. Adverse contacts with law enforcement will be evaluated on a case-by-case basis.
  5. Must complete a notarized ride-along form signed by the intern and his/her parent/guardian, if under 18 years of age.
  6. Mandatory attendance at a pre-appointment training/information meeting with APD personnel.
  7. Interns are not permitted to operate any city vehicle.
- F. Assigning and Monitoring Interns



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1. The Internship Coordinator will consult with the appropriate APD supervisor and/or civilian manager to arrive at an appropriate assignment for the intern. An interview of the applicant may be scheduled, **as appropriate**, to determine the applicant's qualifications and/or suitability for a specific assignment. **The Internship Coordinator will provide documentation, through the chain-of-command, to the Director of Training, detailing the intern assignment.**
2. Interns will be required to read and sign a copy of the Internship Rules and Regulations.
3. Prospective interns will be required to complete a confidentiality agreement and sign an information release authorizing APD to collect information for their background investigation.
4. Upon selection, the Internship Coordinator will assign the intern to a specified unit and schedule a meeting between the intern and their assignment supervisor. Discussion of expectations and schedule will take place at this time.
5. The Intern Coordinator is responsible for obtaining progress reports from the interns' assigned supervisor. These reports will be provided to the high school or college intern point-of-contact upon request.
6. If personality conflict or poor relationship develops between an intern and their assigned supervisor, the Intern Coordinator will become immediately engaged in arriving at a remedy. This may include a change of supervisor, reassignment to another division/unit, or other changes in working conditions.
7. Representatives from sponsoring academic institutions are permitted and encouraged to perform periodic site visits to intern assignments. The Internship Coordinator will facilitate and assist with these visits as required.

**G. Concluding Intern Assignments**

1. At the close of the intern assignment, the participant will be required to submit a memorandum to the Intern Coordinator describing their experience while working with APD. This memo will include:
  - a. A brief description of the assignment
  - b. An assessment of the learning experience and value of the assignment to the intern.
  - c. Suggestions for improving the intern experience.
  - d. Any comments/concerns/criticism of any APD employee encountered during the assignment.
2. Any issues concerning intern misconduct will be immediately referred to the Internship Coordinator. Any sustained finding of misconduct will result in the immediate termination of the intern assignment.



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3. The Internship Coordinator and/or Recruiting Sergeant has complete authority to terminate any intern assignment at any time as a result of participant misconduct, unexcused absence, failure to follow instructions, disrespect or violation of any APD policy or procedure for which interns may be held responsible.

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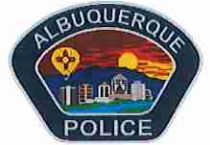
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## Policy Development Form

### Office of Policy Analysis



Name and Title: Anna Ericksen (APD Academy), Sgt. Jacob Hoisington, Ofc. Julie Maycumber

Phone: 343-5000, 492-4610

Email: [jmaycumber@cabq.gov](mailto:jmaycumber@cabq.gov)

SOP: 1-12 Internship Program

Date Completed: 7/23/18

In order to gain a clear understanding of the reason for the policy change, please answer the questions below with as much detail as possible as this information will be shared with internal and external stakeholders interested in participating in APD's policy development process.

Explain the rationale or purpose for the new policy or amended policy? Example: Best practices, case law, liability, conflicts with other policies or regulations, CASA related.

Policy is overdue for review.

Check for Wordiness, irrelevant information, expired information, etc.

What is the policy intended to accomplish? Explain the general intent with respect to the specific topic of the policy.

To provide grounds for a program used to assist in recruiting.

How will the policy be measured to determine its effectiveness? (Example: Will data be collected, if so, in what format and who will maintain the information?)

Academy will have all data.

Please list any references used to draft the policy such as policies from other agencies, case law, directives from the CASA, research papers, etc.

n/a

Please submit this form to [OPA@cabq.gov](mailto:OPA@cabq.gov)

If you need assistance completing this form, and for any questions or concerns please contact your SOP liaison @ [adgarcia@cabq.gov](mailto:adgarcia@cabq.gov).  
Updated 06/20/2018