



## **EVANSVILLE POLICE INTERNSHIP PROGRAM**

### **GUIDELINES AND EXPECTATIONS**

*The City of Evansville Police Department is a fully accredited agency and does not discriminate on the basis of race, color, sex, national origin, religion, age or disability in employment or the provision of services.*

1. The Evansville Police Department Personnel Unit administers the Department's Internship Program. Any internships or extended job shadow programs that fall outside of the Personnel Unit's administration must have prior approval from the EPD Personnel Unit, the Chief of Police, or his/her designee.
2. Internships will be granted only if department operations and staffing can handle the additional work demands required. Preference will be given to collegiate juniors and seniors who wish to pursue a career in law enforcement, particularly those who are interested in employment with the Evansville Police Department.
3. Prospective interns must complete the "EPD Internship Application" and be subject to a background investigation.
4. Interns will provide to EPD Personnel any specific College/University internship requirements prior to the start of the internship.
5. Interns must sign "City of Evansville Internship Agreement".
6. Interns must present and conduct themselves professionally at all times with regards to appearance, personal hygiene, relationships with department personnel, relationships with the public, and personal conduct.
7. Interns will be issued a name tag with their name, photograph, and "POLICE INTERN" listed on the tag. This name tag is department owned and will be returned upon the conclusion of the internship.
8. Interns will be issued a binder with all relevant internship materials, and interns are required to have this binder in their possession at all times while participating in departmental assignments.
9. Interns will participate in a variety of assignments throughout their internship experience to gain an understanding of the different roles and aspects of policework. This will include assignments inside the department as well as with other public safety agencies.
10. Interns must keep in their binder copies of the "Daily Assignment Log" that will be completed each day.

11. Interns will have a “sponsor” in each unit that they are assigned to each day. The “sponsor” will be the unit’s supervisor or a department member chosen by the unit’s supervisor. Sponsors will sign off on the “Daily Assignment Log” provided by the interns. Any problems or issues should be brought to the immediate attention of EPD Personnel.
12. Interns will be required to keep a daily journal to document each day’s activity. The journal shall NOT include the names of any citizens that are involved in any of the police activities that the intern is involved with. The journal shall NOT contain any negative opinions or comments regarding the Evansville Police Department, its members, or its operations.
13. Interns may be removed from the course at any time by the EPD Personnel Unit, the Chief, or his/her designee. Considerable effort will be made to modify the work with the intern regarding any problems prior to termination. Any termination will be justified in writing and given to the intern with a copy provided to the intern’s instructor explaining why the intern was terminated.
14. Interns will be required to complete an evaluation of the Internship Program prior to the conclusion of their internship.