
	<b>Florida State University Police Department</b>	
<b>Student Internship &amp; Civilian Volunteer Programs</b>		
Revision Effective Date: 09/01/17	<b>General Order 305</b>	Attachments: Notice of Confidentiality, Orientation Checklist, Record of Volunteer Service, Waiver of Liability
Rescinds/Amends: 14-06 (04/22/14), 13-06	Distribution: Department-Wide  Pages: 3	CFA Reference: 2.09, 13.01

***Purpose***

The purpose of this General Order is to establish guidelines regarding the authority, duties, and responsibilities for the administration of the Florida State University Police Department’s student Internship Program and Civilian Volunteer Program.

***Policy - Student Internship & Civilian Volunteer Program***

It is the policy of the FSUPD to assist students in meeting educational goals and objectives. Therefore, the internship program is to provide a positive learning environment where interested students can experience the various aspects and responsibilities of the Florida State University Police Department. This General Order establishes guidelines for the qualifications, selection, expectations and supervision of student interns and civilian volunteers.

***Procedures***

Florida State University Police Department will accept an application for an internship upon receiving a referral from the Internship Coordinator for a College/School. Upon approval by the FSU Police Department the student intern will be assigned to the agency for their internship. Florida State University Police Department will also accept applications from individuals wishing to serve in a role as a civilian volunteer. Approval will only be granted after the applicant/intern/civilian volunteer successfully passes a background check conducted by the Record Division. An Investigator or his/her designee will complete the background check if additional information is needed.

**A. Program Management, Training, and Evaluation:**

1. The Student intern program will be managed by the Support Service Lieutenant who will maintain all intern applications, records, files, and serve as the liaison with the student and the student’s internship coordinator.
2. The Chief or Deputy Chief in conjunction with the Support Service Lieutenant will determine how many students may participate in the program at any given time based on the availability of qualified members to support the program.
3. The internship will not exceed four (4) months or the duration of one semester for the student and may only be extended upon approval by the Chief of Police or designee.

4. The Support Service Lieutenant will oversee and schedule all intern assignments. The supervisor of the division/unit that the intern is assigned to will be responsible for management and supervision of the intern until such time the intern is reassigned.
5. Interns and civilian volunteers will attend/review an approved orientation of the FSU Police Department. Documentation of this attendance should be maintained with the UBA Staff Service Associate and/or with the Training Section. Interns and civilian volunteers will be trained on any task they are assigned to do. The training will be conducted by any full time employee designated by the appropriate supervisor. The training maybe "hands on" classroom/coursework presentation(s), or any other approved method utilized by the department.
6. If possible, the intern will be assigned to all units/divisions of the FSU Police Department to receive a broad range of experience and understanding of the Department.
7. At the completion of the internship, the Support Services Lieutenant will complete any necessary paperwork that is required by the college/university to demonstrate that the intern has or has not completed the necessary requirements of the program.
8. The Civilian Volunteer Program will be managed by UBA Staff Service Associate or assigned designee.

**B. Intern and Civilian Volunteer Guidelines:**

1. Interns and civilian volunteers are expected to conduct themselves in a respectable and professional manner, both within and outside the FSU Police department.
2. Interns and civilian volunteers shall report appropriately dressed (business casual). The dress code for interns may be modified for special details. The intern must promptly notify their assigned supervisor and/or the Support Services Lieutenant if they believe they will be absent or tardy. The civilian volunteer will report directly to UBA Staff Service Associate or other designee.
3. Interns and civilian volunteers shall use the utmost discretion when discussing any police Department business and shall keep confidential, all matters of a sensitive nature. Interns and civilian volunteers are required to complete a FSUPD "Notice of Confidentiality" form. Copies of these forms will be retained by the Support Services Lieutenant and/or the UBA Staff Services Associate.
4. Interns and civilian volunteers will be issued a photographic identification card which must be worn at all times within the police department or when the intern is in the field with a police department member. The intern identification card will be returned to the Support Service Lieutenant upon separation from the program. The civilian volunteer identification card will be returned to the UBA Staff Service Associate or designee upon separation from the program.
5. All interns will complete and have notarized, a Release and Waiver Liability Form (Ride-Along Form) provided by the FSU Police Department. Any civilian volunteers wishing to conduct a ride-along with patrol or other enforcement units must complete the Ride-Along Program Packet and appropriate waiver forms as described in the General Order titled "Ride Along Program".

6. Interns and civilian volunteers shall comply with any other rules and or/ requirement that may be established.

**C. Authority, Latitude, and Job Duties: [CFA 2.09M]**

1. Interns and civilian volunteers have no law enforcement authority and are not permitted to carry a weapon of any kind.
2. Interns and civilian volunteers will not represent themselves as an officer or an employee of the FSU Police Department. Violation(s) may result in dismissal from the program.
3. Interns are expected to report to all of their assignments on time. The primary duties and responsibilities of Interns are to observe and learn the various aspects and of the Florida State University Police Department. Interns may be asked to perform additional duties by police officers and office personnel they are assigned to. Interns will not be asked to perform any duties which are significantly dangerous or hazardous.
4. Civilian volunteers are expected to report to all of their assignments on time. Their duties and responsibilities may include, laminating, filing, mail distribution, running errands, making copies, faxing documents, phone support, assisting with setting up for Department events, and assisting with finger printing. Civilian volunteers may be asked to perform additional duties by the UBA Staff Service Associate or designee. Civilian Volunteers will not be asked to perform any duties which are significantly dangerous or hazardous. [13.01M]

**D. Withdraw or Dismissal:**

1. An intern desiring to withdraw from the program must notify the Support Service Lieutenant who will inform the school's Internship Coordinator of the intern's request to withdraw from the FSU Police Department's internship program. The Support Service Lieutenant will inform the school's Internship Coordinator for any intern who is dismissed from the program by the agency.
2. An intern and civilian volunteer may be terminated by the Chief of Police without cause. Examples of reasons for dismissal may include, but are not limited to:
  - a. Failure to adhere to the schedule provided.
  - b. Inappropriate or unprofessional actions/behavior.
  - c. Failure to follow directions
  - d. Discovery of untruthfulness to any representative of the Florida State University Police Department.

**Glossary:**

Intern- Any student that is attending a college or university and under the supervision of an instructor or professor is engaged in a course of study whereby an “internship” would be an integral part of their course work under the tutelage of the instructor or professor.

Internship- An official or formal program to provide exposure or practical experience in an occupation or profession.

Internship Coordinator- A member of a college or university who manages a student internship program for the school. This person acts as a liaison between the school, the student, and the agency where the internship is provided.

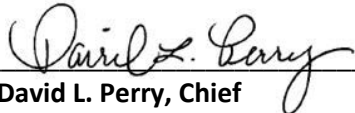
Civilian Volunteer – A full- or part-time, non-paid person who is not certified and does not possess arrest powers.

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**Attachments:**

Notice of Confidentiality  
Orientation Checklist  
Record of Volunteer Service  
Waiver of Liability (Ride-Along Form)

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