

# POLICE DEPARTMENT HANOVER PARK, ILLINOIS



DIRECTIVE: 523-S

REFERENCE STANDARDS:

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SUBJECT: Internship Program

POLICY: It is the policy of the Hanover Park Police Department to cooperate with recognized colleges and universities that have an active internship program, to provide a supervised internship program for selected students pursuing degrees in the field of Criminal Justice or related field. Interns are under the supervision of the Internship Coordinator, and the intent of this program is to enhance the caliber of people entering the law enforcement profession, and also as a recruiting tool.

PURPOSE: To establish a program that will allow selected students from recognized colleges and universities who are pursuing a degree in the field of Criminal Justice to experience and observe the day to day operations and functions of the Hanover Park Police Department.

## I. ELIGIBILITY

- A. In order to participate in the Hanover Park Police Internship Program, the student must be attending an accredited college or university, be a student in good standing and be enrolled in a Criminal Justice Program or a program related to the Criminal Justice field. The college or university must have an active internship program at the time of application.

## II. APPLICATION PROCESS

- A. Any person wishing to participate in the Internship Program will be required to submit the following:
1. A written application to the Hanover Park Police Department, (Appendix A).
  2. A letter from the college or university detailing the institution's policy on participation in an internship program.
- B. Agree to participate in an oral interview with the Internship Program Coordinator. The purpose of the interview will be to determine the following:
1. The applicant's suitability for the program.
  2. The applicant's interest in law enforcement.
  3. The applicant's capability to successfully complete the program.

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**POLICE OPERATIONS MANUAL**

**Dir.#: 523-S**

**Issued: 9/20/2012**

**Eff: 9/20/2012**

**Rev:**

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**VILLAGE OF HANOVER PARK**

**Rescinds: N/A New**

**Auth:**

### III. ACCEPTANCE INTO THE INTERNSHIP PROGRAM

- A. Upon notification of acceptance into the Internship Program, the applicant shall provide the Hanover Park Police Department with the following:
  - 1. Proof of medical insurance and a certification of coverage.
  - 2. Written certification from the institution the intern attends which shows that the institution has a general liability policy, which insures and indemnifies the Village for bodily injury and property damage resulting from the actions of the student or by the student while participating in this program.
- B. The applicant will complete a Waiver of Liability, (Appendix B), which indemnifies the Village of Hanover Park and the Hanover Park Police Department for any injury sustained by the student while participating in this program.

### IV. RULES OF CONDUCT

- A. During the course of the internship, the intern will be responsible to the Program Coordinator.
- B. At all time, the intern will wear an identification badge that will identify the person as a Hanover Park Police Department intern.
- C. Interns are prohibited from carrying any type of weapon whether that weapon is offensive or defensive in nature. Any intern found to be in possession of any weapon will be immediately terminated from the program.
- D. Interns agree to abide by the Rules and Regulations of the Hanover Park Police Department.
- E. Interns will not divulge to any person not affiliated with the Hanover Park Police Department any official information learned while participating in the Internship Program.
- F. Interns will be expected to dress in casual business attire at all times. Exceptions to this rule will depend on the assignment that the intern is given.
- G. Interns will not, under any circumstances, undertake any type of investigation of any official matter.

V. PROGRAM COORDINATOR

- A. The Lieutenant of the Support Services Division will function as the Program Coordinator and shall have the following responsibilities:
1. Coordinate the assignment of the intern to various department sections and units and schedule accordingly.
  2. Ensure all necessary paperwork required for participation in the program is completed.
  3. Act as the liaison between the Police Department and the sponsoring institution.
  4. Complete all related paperwork that pertains to evaluations, student performance reports and progress reports that are required by the sponsoring institution.
  5. Other duties as assigned by the Chief of Police.

# HANOVER PARK POLICE DEPARTMENT INTERNSHIP APPLICATION

|                                                                                                                                                                                                                                                                                                                                                                                        |               |     |                        |                                               |                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----|------------------------|-----------------------------------------------|------------------------|
| Name (Last, First, Middle)                                                                                                                                                                                                                                                                                                                                                             |               |     |                        | List any other names used (Maiden Names, etc) |                        |
| Home Address                                                                                                                                                                                                                                                                                                                                                                           |               |     |                        |                                               | Home Telephone         |
| Age                                                                                                                                                                                                                                                                                                                                                                                    | Date of Birth | Sex | Drivers License Number |                                               | Social Security Number |
| College Attending & Address                                                                                                                                                                                                                                                                                                                                                            |               |     |                        | Field of Study/Year                           |                        |
| Have you ever been arrested? ____ Yes ____ No    If yes, please explain _____<br>_____<br>_____                                                                                                                                                                                                                                                                                        |               |     |                        |                                               |                        |
| Have you ever been convicted of any offense other than minor traffic citations? ____ Yes ____ No<br>_____<br>_____                                                                                                                                                                                                                                                                     |               |     |                        |                                               |                        |
| Have you ever been the victim of a crime? ____ Yes ____ No    If yes, please explain _____<br>_____                                                                                                                                                                                                                                                                                    |               |     |                        |                                               |                        |
| Was this reported to the Police? ____ Yes ____ No                                                                                                                                                                                                                                                                                                                                      |               |     |                        |                                               |                        |
| <b>References:</b><br>Supply three adults who are not related to you and have known you for at least three years:<br><br>Name _____ Address _____<br>Home Phone _____ Work Phone _____ Years Known _____<br><br>Name _____ Address _____<br>Home Phone _____ Work Phone _____ Years Known _____<br><br>Name _____ Address _____<br>Home Phone _____ Work Phone _____ Years Known _____ |               |     |                        |                                               |                        |

Please state why you wish to participate in the Internship Program

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I hereby certify by my signature that the information contained herein is truthful and there are no willful misrepresentations or falsifications in this application, and all answers are true and correct to the best of my knowledge.

By submitting this application to participate in the Hanover Park Police Internship Program, I understand that the Hanover Park Police Department will conduct a background check to ensure I have no convictions that would make me ineligible to participate in this program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Internal Use Only**

Date received: \_\_\_\_\_ Interview Scheduled For: \_\_\_\_\_

Letter from College/University Received: \_\_\_\_\_

Scheduled Starting Date: \_\_\_\_\_ Scheduled Ending date: \_\_\_\_\_

☐ Approved

☐ Not Apporved

\_\_\_\_\_  
Internship Program Coordinator

\_\_\_\_\_  
Date

# **HANOVER PARK POLICE DEPARTMENT INTERNSHIP PROGRAM**

## **WAIVER OF LIABILITY**

For and in consideration of the undersigned being given the opportunity to participate in the Hanover Park Police Department Internship Program and being given the opportunity to observe the operations and functions of the Hanover Park Police Department and by any and all other means of observation whatsoever, the undersigned, in order to avail him/herself of the opportunity, recognizes and assumes any and all risk pertaining thereto, and hereby releases the Village of Hanover Park, its Officials and Officers and all other personnel of the Village of Hanover Park from any and all liability whatsoever for any injuries, damages, and claims the undersigned, his/her heirs, dependents and assigns may sustain in and about any patrol car or in any other way during the course of the operation and studies by the undersigned of the operations and functions of the Hanover Park Police Department.

In witness thereof, the undersigned has affixed his/her hand and seal at Hanover Park, Illinois.

Last Name, First Name (Printed) \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Telephone Number \_\_\_\_\_

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

Internship Program Coordinator: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Chief of Police

Original to Administration

Copy to Intern