

# Sykesville Police Department

7547 Main Street  
(410) 795-0757

## STUDENT INTERN PROGRAM

The Sykesville Police Department Student Intern Program is designed for students interested in Law Enforcement as a career path. Interns will participate in non-sworn duties such as Community Service, Crime Prevention, Communications, and Records Management.

Interns are selected for one semester based on the following semester periods: Fall is September through December, Spring is January through April, and Summer is May through August. Interns are expected to perform assigned duties to the best of their ability. Work performance is evaluated, and an overall evaluation is shared with the sponsoring school.

This program is offered in conjunction with our schools, as a meaningful educational experience for future law enforcement personnel.

*Michael A. Spaulding*

Chief of Police

## QUALIFICATIONS

- I. At least 17 years old.
- II. Currently enrolled as a senior in a Carroll County High School or enrolled as a student in a Maryland College or University or a Maryland resident enrolled in an out-of-state college or university.
- III. Approval of a faculty advisor.

## APPLICATION PROCEDURE

### I. General Instructions

- A. Applications should be submitted at least two months prior to the following dates:

Fall Semester : September 1 – December 31  
Spring Semester : January 1 – May 31  
Summer Semester: June 1 – August 30

- B. Type or print in black ink the “Student Intern Program Application.” Applications not fully completed may be rejected.
- C. If any answer on the application requires additional space, continue it on plain white 8 1/2” x 11” paper and indicate thereon the number of the item being continued.
- D. Attach thereto copies of your driver’s license and social security card.
- E. Complete, have notarized, and return with the application, the “Waiver of Liability.” (Parents must also sign this form for participants under the age of 18.)
- F. Complete and return with the application “Authorization for Release of Information.” (Parents must also sign this form for participants under the age of 18.)
- G. Letter of approval from faculty advisor identifying type of credit or number of credit hours the participant will receive from the school as a result of this internship. This letter shall also identify any school requirements to be met by the Sykesville Police Department.
- H. Applicants must submit with their application a list of objectives to be accomplished during his/her internship.

### II. Selection Process

- A. Participation is limited to two interns per semester; one high school and one student from a higher institution, assuming interest.

- B. Applications will be reviewed and based on Police Department needs, student needs, timely submission, and other information supplied. Selected candidates will be interviewed by the Program Coordinator and/or designee.
- C. Background investigations will be completed on candidates selected for further consideration. This will include drug testing.
- D. Upon successful completion of this process, interns may be appointed for one semester.

### III. Operational Procedures

- A. Interns must perform at least 108 hours of service during the semester.
- B. Participants must be at least 18 to participate in the Ride Along Program.
- C. The Program Coordinator will coordinate the placement of interns within the department. Efforts will be made to give interns diverse assignments.
- D. Interns will keep a daily log of activities on forms provided, which must be submitted to the Program Coordinator upon completion of daily activities.
- E. Intern's participation will be evaluated weekly by assigned supervisors with input from employees working with the intern.
- F. An intern may be terminated from the program when circumstances warrant such action. Recommendations for such action shall be directed to the Program Coordinator, who will review the facts and circumstances and take appropriate action.
- G. A record of assignments and hours performed will be forwarded to the faculty advisor upon request and/or at the conclusion of the internship by the Program Coordinator or designee.

### IV. Continuation in Student Intern Program

- A. Interns wishing to continue in the Student Intern Program must re-submit the following:
  - 1. Application
  - 2. Letter from faculty advisor
- B. Upon receipt, consideration will be given based upon agency needs and space in the program.

# RULES OF CONDUCT

## PURPOSE

To provide interns with a clear understanding of the constraints and expectations regarding the performance of duties.

## AUTHORITY

The Chief of Police shall have the power to make any rules necessary to promote the effective and efficient performance of the duties of the Department and to insure the good government of the Department and its employees and interns.

The authority of the Chief of Police shall also include the power to suspend, amend, rescind, abrogate, or cancel any rule or policy adopted by him or any former Chief of Police.

## POLICY

All interns shall comply with the rules of conduct as herein stated, with additions and amendments to these rules that may be promulgated and will all other orders and directives, either verbal or written, which may be issued by competent authority. The violation of any rule of conduct, procedure, or lawful order, whether written or verbal, subjects the violator to disciplinary action.

Ignorance of the rules, procedures, and orders of the Department is not justification for any such violation. Interns shall be responsible for their own acts and may not transfer to others their responsibility.

### 1.0 Unbecoming Conduct

- .1 Interns shall at all times conduct themselves in a manner that reflects most favorably on the Sykesville Police Department. The phrase *"reflects most favorably"* pertains to the perception of both citizens and other office employees. Conduct unbecoming an intern shall include that which tends to bring the Sykesville Police Department into disrepute, or reflects discredit upon the intern as a representative of the Department, or that which tends to impair the operation or efficiency of the Department or intern.
- .2 Interns will not injure or discredit a superior or officer through unreasonable, unjust, arbitrary, or tyrannical conduct, or abusive language.

### 2.0 Reporting for Duty

- .1 Interns shall not be absent without proper approval.
- .2 Interns shall report for duty at the time and place specified by the Program Coordinator and shall be physically and mentally fit to perform assigned duties.

- .3 Interns shall maintain a daily log on the appropriate form of time of arrival/departure from assignment, and a list of activities performed. This form will be turned into the Program Coordinator daily.

### 3.0 Personal Appearance

- .1 Interns will maintain a neat, well-groomed appearance and will style hair and wear clothing consistent with the established policy and procedure of the Department.
- .2 Interns will dress in a professional manner depending on their duty assignment. Proper dress will include:
  - a. Administration / Court
    - Males should wear dress pants, shirt, shoes and tie.
    - Females may wear skirts (no mini skirts), dress pants, shirt, and shoes.
  - b. Patrol
    - Males and Females may wear casual clothing but not to include jeans or t-shirts.

### 4.0 Immoral Conduct

Every intern shall maintain a level of moral conduct in their personal affairs that is in keeping with the highest standards of the law enforcement profession. No intern shall be a participant in any incident involving moral turpitude which compromises or has the potential to compromise their ability to perform as an intern or causes the Sykesville Police Department to be brought into disrepute.

### 5.0 Firearms

Interns are not permitted to carry any kind of weapon(s) while on duty.

### 6.0 Neglect of Duty

- .1 Interns shall be punctual in attendance to all requirements of duty, court appointments, and other assignments.
- .2 Interns will not read, play games, watch television or movies, or engage in any activity or personal business while on duty that would cause neglect or inattentiveness to that duty.
- .3 Interns will not, without proper authorization, absent themselves from assigned work place during their tour of duty.
- .4 Interns will remain awake and alert while on duty. If unable to do so, they will report to a superior officer, who will determine the proper course of action.

### 7.0 Associations

Interns shall avoid associations or dealings with persons whom they know or should know are racketeers, gamblers, felons, persons under criminal investigation or indictment, or others who have a reputation in the community for felonious or criminal behavior.

#### **8.0     Seeking or Accepting Gifts, Gratuities, or Bribes**

Interns shall not solicit, seek, or accept any gift or gratuity, including food or drink for themselves or another from any individual, business establishment, or merchant.

#### **9.0     Sykesville Police Department Communications**

.1 Interns shall submit all reports, both verbal and written, required by the Sykesville Police Department, in a timely manner and in accordance with established policies and procedures.

.2 Interns shall treat official business as confidential.

#### **10.0   Courtesy**

.1 Interns shall be courteous to the public and to fellow employees. Interns shall be tactful in the performance of duties, shall control temper, and shall exercise utmost patience and discretion. Interns shall not engage in argumentative discussions even in the face of extreme provocation. While on duty or in the performance of duties, interns shall not use coarse, violent, profane, or insolent language or gestures toward the public or fellow employees.

.2 Interns shall not express any prejudice or use language that might be insulting or demeaning to the public or fellow employees concerning race, sex, religion, politics, or personal characteristics.

.3 Interns will at all time show respect for their fellow interns and officers and will conform to the rules of discipline and courtesy as prescribed by the Chief of Police.

#### **11.0   Use of Alcoholic Beverages**

.1 Interns will not drink alcoholic beverages prior to reporting for duty, nor will alcoholic beverages be consumed while on duty.

.2 Interns shall not bring any alcoholic beverage(s) into any building, quarters, or facilities officially occupied by the Sykesville Police Department, nor will employees permit same to be brought therein except as evidence or pursuant to properly held procedures and excluding commercial or prescribed medications.

#### **12.0   Use of Drugs**

Interns will not use any controlled dangerous substance, narcotic, or hallucinogen except when prescribed in the treatment of an intern by a licensed physician or dentist. When controlled dangerous substances, narcotics, or hallucinogens are prescribed, interns will notify the Program Coordinator.

**13.0 Sykesville Police Department Equipment**

.1 Sykesville Police Department equipment will be used and maintained in accordance with established procedures and will not be abused, damaged, altered, or through negligence, lost.

Interns will not cause or contribute to the damage, abuse, alteration, or loss of any equipment through negligence or carelessness.

.2 While riding in or operating an official vehicle, interns shall utilize available safety equipment (seat belt and harness).

**14.0 Contraband**

Interns shall not possess any contraband. Contraband is defined as any item that is unlawful to possess.

**15.0 Personnel File**

Personnel files are considered confidential and are not to be handled by anyone other than authorized personnel.

**16.0 Professional Services**

Interns are not to give advice, recommend, or direct persons on selection of any professional service.

**Sykesville Police Department  
Intern Essay Page**

Please answer the following questions in a written format:

1. What do you hope to gain from this opportunity?
2. What can you bring to the Intern Program and our town?
3. How can this Intern Program better prepare you for life and future community service?
4. In your own words, please explain the meaning of “ethics”.



**Sykesville Police Department  
Student Intern Program Application**

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

RACE/SEX: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

HAIR  
COLOR: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_ CITIZENSHIP: \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_ SSN: \_\_\_\_\_

DRIVER'S LICENSE NO: \_\_\_\_\_ STATE: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SCHOOL or COLLEGE: \_\_\_\_\_ GRADE or YEAR: \_\_\_\_\_

ARE YOU CURRENTLY UNDER ANY MEDICATION? NO: \_\_\_\_\_ YES: \_\_\_\_\_

IF "YES", WHAT MEDICATION? \_\_\_\_\_

HAVE YOU EVER USED ANY ILLEGAL CONTROLLED DANGEROUS SUBSTANCES (DRUGS)? NO: \_\_\_\_\_ YES: \_\_\_\_\_

**REFERENCE NO. ONE**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

**REFERENCE NO. TWO**

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

IN CASE OF EMERGENCY (NAME): \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

I ATTEST THE ABOVE INFORMATION TO BE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

Sykesville Police Department

## Student Intern Acceptance / Confidentiality Agreement

1. I am choosing to become a student intern and am willing to assume the following responsibilities:
  - a. to work at the position assigned to me;
  - b. to work to the best of my ability;
  - c. to work at scheduled times required as agreed upon between myself and the supervisor;
  - d. to promptly contact the supervisor if I am unable to work.
2. I want to work as a student intern so that this Program can meet my needs and the needs of the Sykesville Police Department.
3. I am willing to submit to a security clearance prior to my acceptance to the Program.
4. Confidentiality Agreement:

*I agree to treat the official business of the Sykesville Police Department as CONFIDENTIAL. I will disseminate information regarding official business only to those for whom it is intended. I will remove or copy official records or reports only when directed as part of my duty. I will follow the general rule that "what I see and what I hear at the Department, stays here."*

\_\_\_\_\_  
Student Intern's Signature

\_\_\_\_\_  
Date

## AUTHORIZATION FOR RELEASE OF INFORMATION

I, \_\_\_\_\_  
LAST FIRST MIDDLE DOB  
\_\_\_\_\_  
STREET ADDRESS CITY STATE SSN

do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself by/to any duly authorized agent of the Sykesville Police Department, whether the said records are public or private, and including those that may be deemed to be of a privileged or confidential nature. The intention of this authorization is to provide information that will be utilized for investigative resource material.

I authorize the full and complete disclosure of the records of educational institutions, and the records of commercial or retail mercantile establishments and retail credit agencies; medical and psychiatric consultation and/or treatment, including those of hospitals, clinics, private practitioners, the U.S. Veteran's Administration, and all military and psychiatric facilities; public utility companies; employment and pre-employment records including background investigation reports, the results of polygraph examinations, efficiency ratings, complaints or grievances filed by or against me; records of complaints of a civil nature made by or against me, and including, not limited to the records and recollections of attorneys at law, or of other counsel who represent or have represented myself or another person in any case in which I presently have or have had an interest.

I authorize the National Personnel Records Center, St. Louis, Missouri, or other custodian of military record to the Sykesville Police Department, information or photocopies from my military personnel and related medical records, or only the following information/records \_\_\_\_\_. This could include a photocopy of my Form DD214, Report of Separation.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature. I agree to indemnify and hold harmless employees, from and against all claims, damages, losses and expenses, including reasonable attorneys' fees arising out of or by reason of complying with this request.

\_\_\_\_\_  
Applicant's Signature Date

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before a Notary Public, the undersigned officer, personally appeared \_\_\_\_\_ known to me (or satisfactorily proven) to be the people whose name is subscribed to the within instrument and acknowledged that he/she executed the same in the capacity therein stated and for the purpose therein contained. In witness whereof, I here unto set my hand and official seal.

Official Seal  
Must be Affixed

\_\_\_\_\_  
Signature of Notary Public (expires on \_\_\_\_\_)