

PALOS VERDES ESTATES POLICE DEPARTMENT

POLICY MANUAL

SECTION 41

POLICE INTERNS

Added 6/98

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41.0 PURPOSE

The Intern Program is designed to attract qualified young people interested in a career in law enforcement. The program will provide on-the-job training to better prepare them for the position of police officer.

41.1 QUALIFICATIONS

Interns must:

- A. Possess a high school diploma or GED
- B. Possess a class C California driver=s license with a satisfactory driving record
- C. Be between the ages of 18 and 20 at time of appointment
- D. Be currently enrolled or scheduled to enroll in a minimum of 8 college semester units. Incumbents must maintain a C average in college and maintain a course load of at least 8 college semester units.

41.2 TRAINING

Each intern with the Palos Verdes Estates Police Department will be assigned to various sections within the department. This is to allow the intern to gain exposure to the many facets of law enforcement.

41.3 DUTIES

Police interns perform a variety of tasks, including:

- A. Filing, copying and shredding documents, processing mail, answering telephones, processing reports and forms, issuing licenses, and performing limited custodial duties.
- B. Washing police vehicles, cleaning the shooting range, storage rooms and other areas of the facility as directed.
- C. Enforce parking laws throughout the city, including issuing parking citations and marking abandoned vehicles.
- D. Assist the Evidence Officer with inventory and with preparation for the annual public auction.
- E. Assist the Community Relations Officer with educational and public awareness programs, assist with the DARE program and other duties as assigned.
- F. Fingerprint members of the community and applicants.
- G. Direct traffic and provide assistance at traffic scenes as assigned.
- H. Write various reports as directed.

41.4 AUTHORITY

Interns are hired to provide services to the community under the direct

supervision of a sworn police officer. Interns are NOT sworn peace officers and DO NOT have the power or authority to make arrests. Interns may effect an arrest as a private citizen (837 PC) under the direct supervision of a sworn peace officer.

41.5 SUPERVISION

A. PROGRAM MAINTENANCE

The Intern Program will be maintained by the Operations Division. A sergeant will be appointed as Intern Coordinator.

B. CHAIN OF COMMAND

Due to the diversity of their assignments, a unique situation exists for interns relative to the chain of command, therefore:

1. The intern=s immediate supervisor has the responsibility for his training, evaluations, and assignments.
2. Functional supervision will be provided by the Bureau or Division to which he is assigned. The supervisor will prepare the workload and ensure that it is completed. He shall also prepare and present the intern=s evaluation.
3. Once assigned, the intern will not be reassigned during his tour of duty unless authorized by the intern=s original supervisor.

41.6 RESPONSIBILITIES

A. POLICY MANUAL

Interns are expected to review, understand, and abide by the rules set forth in the Palos Verdes Estates Police Department Policy Manual. Any questions regarding a policy should be forwarded to the intern=s immediate supervisor.

B. UNIFORM AND APPEARANCE

Interns are to conform to the uniform requirements set forth in section 16.3 of the Palos Verdes Estates Police Department Policy Manual, with one exception: they will wear a white uniform shirt.

C. HOURS

Interns may work no more than 19 hours per week as assigned at a rate of \$6 per hour.

41.7 RIDE ALONG PROGRAM

A. RIDE-ALONGS

Police interns are encouraged to participate in ride-alongs. While they are not working, ride-alongs may be done with permission from the watch commander. While on duty, interns will only be allowed to participate in ride-alongs after their work is completed and with watch commander approval. During a ride-along, the intern shall abide by the rules and regulations set forth in section 13 of the Palos Verdes Estates Police Department Policy Manual. Interns shall remain as uninvolved as possible except in an emergency situation.

B. EMERGENCY PROCEDURES

In the event that an emergency situation arises while a intern is riding, he shall adhere to the following regulations:

1. If the officer to whom he is assigned needs assistance, the intern will notify dispatch via the radio. It is the responsibility of the intern in such a situation to relate as clearly as possible the magnitude of the situation.
2. Use of physical force may be used when necessary to assist any officer in an emergency situation.