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Sheriff

HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Student Interns

Distribution:	All Personnel	Index:	PER 0408
Responsible Unit:	Planning and Research Division	Rescinds:	
DLI Program:	N/A	MD Code:	See References

Issued:	12/15/16	Revised:	12/15/16	Reviewed:	N/A	Next Review:	12/15/17
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1. Purpose

The Harford County Sheriff's Office (HCSO) will partner with the educational institutions in our county, state and region to offer volunteer intern opportunities.

2. Policy

The HCSO is committed to developing partnerships with the educational institutions of the region by allowing students to participate in internships. The objective of the Student Interns Program is to provide a positive learning environment for interested students. Those participating in this program will experience various aspects and responsibilities of law enforcement and corrections.

3. Definitions

INTERN: In this directive, pertains to students in high schools, home school programs, colleges and universities seeking to enhance the criminal justice and law enforcement curricula by participating in volunteer opportunities for experiential and student service learning.

4. References

MD CODE, Courts and Judicial Proceedings, § 5-301

MD CODE, Labor and Employment, § 9-231.1

5. Procedures

A. Overview

1. Interns are not employees and therefore not compensated for their service. There are no paid intern positions within the HCSO.
2. Interns are not law enforcement or correctional officers and they have no law enforcement or correctional authority.

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3. Supervisors interested in using an intern will contact the Planning and Research Division Commander, expressing the need or role the intern will fill.

B. Intern Coordinator

1. Training Section Manager coordinates and manages the Intern Program and has the following responsibilities:
 - a. Manage the application process, screening, background investigations, selection and placement of interns.
 - 1) Coordination with local colleges is imperative to the success of the intern program.
 - 2) Advertise HCSO as an Equal Opportunity Employer (EOE) on all applications.
 - 3) Communicate the availability of an intern to the division commanders, when appropriate.
 - 4) Assess intern skills and place qualified interns in duties best suited to their abilities.
 - b. Develop and/or modify all program participant assignment descriptions.
 - c. Oversee the security of intern identification cards.
 - 1) Interns will be issued a photographic identification card.
 - 2) The card will be visible at all times when volunteering within an HCSO facility and when representing the HCSO.
 - 3) Identification cards will be returned when the intern withdraws from the program or is otherwise separated.
 - d. Develop appropriate procedures necessary for effective integration of interns within the HCSO.

C. Intern Application Process

1. Interns will be required to complete an application, HCSO Volunteer/Internship Application (Form SO-163).
2. Intern applications will be forwarded to the Training Manager, who will, within 15 calendar days of receipt, screen the application and make the decision to accept or reject it.
3. Applications will not be rejected based solely on minor omissions or deficiencies, which can be corrected prior to any testing or interview process.
4. Student intern applicants will be at least 16 years old and must be attending or are a recent graduate from a high school or equivalent, college or graduate school.
5. Student interns must obtain a letter from their educational institution requesting them to participate in the internship program before the intern completes an application.

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a. Home school students must provide a letter from their parent or guardian requesting to participate in the internship program.

b. High school students should be encouraged to participate in the HCSO Explorer Program.

6. Student interns are accepted on a rolling basis with no set limit on the number of students who can apply.

7. Background Investigation

a. Interns will be screened by the Human Resources Manager prior to acceptance.

b. Human Resources Manager and Training Manager will review the application and, if selected, assign a background investigator for additional screening.

c. Screening will include a criminal records check and a Motor Vehicle Administration (MVA) check. A valid photographic identification and birth certificate will be required from applicants.

8. The Training Manager will notify the applicant in the event of rejection within 30 days of receipt by the HCSO.

D. Intern Selection Process

1. The decision to accept the services of an intern will be made by the Planning & Research Division Commander.

2. All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform, impartial manner.

3. Acceptance will require completion of the background check information.

4. Commanders will receive notification from the Training Manager when an intern is selected and assigned to fill a position.

E. Training

1. All interns will receive an orientation, to include a general outline of the program, duties and responsibilities of the volunteer.

2. Each intern will receive on-the-job training as directed by the Division Commander assigned.

3. Training must include specific tasks to be performed.

4. Interns will be informed they are not sworn officers and can only act in the role they are assigned.

F. Conduct and Appearance

1. The Division Commander where the intern is assigned will determine the proper attire for the intern. Most responses will require business casual as the preferred appearance standard.

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2. All interns will be given a copy of the HCSO / Personnel Policy / Code of Conduct (PER 0101) and will be required to adhere to the applicable standards of conduct.

G. Supervision

1. A supervisor will be assigned to manage each intern.
2. Any supervisory issues should be discussed with the appropriate Division Commander for resolution.
3. The Training Manager will be notified of performance issues or concerns with an intern.

H. Corrective Action

1. If an intern exhibits behavior that is inappropriate, his supervisor will immediately address the issue.
2. If the actions or behavior are correctable, the supervisor should interview the intern immediately, document the incident via memorandum, and forward his findings to the Training Manager for review.
3. If the behavior continues or the behavior is such that dismissal is appropriate, the intern will be interviewed / counseled by the commander to which he is assigned. The commander will communicate the results of the counseling session with the Training Manager and make a recommendation as to the future status of the intern.
4. The educational institution associated with the intern will be notified of any significant disciplinary issues surrounding the intern.
5. With just cause, the Planning and Research Division Commander is authorized to dismiss an intern.

I. Reporting

1. Supervisors of interns will ensure any required records of service hours or other mandated documentation from the educational institution are maintained for each intern under their supervision.

J. Records

1. The Training Manager will retain records pertaining to the intern program and assignments of the interns.
2. The same policies and practices, as used for Civilian Personnel, relevant to security, confidentiality and retention of records, and selection process materials will apply to interns.

K. Insurance Protection for Volunteers

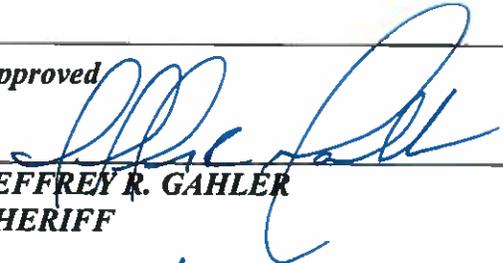
1. Liability coverage for volunteers against whom claims or suits are filed will be in accordance with the Local Government Tort Claims Act, if the volunteer was acting within the scope and authority of his duties.
2. Volunteers are covered on a limited basis through the Chesapeake Employers Insurance Company (CEIC) for injuries sustained during the course of volunteer activities. This coverage is for medical

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services and treatment only. The volunteer is not entitled to permanent or partial disability through CEIC and is not covered for lost time.

L. Recognition

1. Interns will not be recognized for hours of service in the same manner as a volunteer, as their duties were assigned as part of an academic requirement.
2. Interns may be recognized by their supervisor for superior and special services provided during an internship.
3. The Awards Review Committee will review nominations involving interns.
4. Any awards for interns will be presented at the annual HCSO awards ceremony.

Approved


JEFFREY R. GAHLER
SHERIFF
DATE 12/2/16