

**HARPER COLLEGE
LAW ENFORCEMENT AND JUSTICE
ADMINISTRATION
INTERNSHIP PROGRAM
POLICIES AND PROCEDURES**

Introduction:

Law Enforcement Agencies have long recognized the benefits of higher education for their practitioners. However, it is equally important for college students to gain practical knowledge and a realistic perception of criminal justice work. One of the most effective means of satisfying this need is the participation by college students in internship programs with Law Enforcement agencies. To this end Harper College strongly encourages all eligible Law Enforcement and Justice Administration (LEJ) majors to obtain this experience in order to augment and complement their academic studies.

Purpose of Internships:

Internships are designed to provide practical experience for Harper students who are contemplating careers in criminal justice. The internship program offers students opportunities for hands-on observation of criminal justice practitioners at work. It also provides the practitioners an opportunity to interact with students who have devoted time and effort to obtain a professional education with the goal of a career in law enforcement. This type of interaction and cooperation between higher education and criminal justice agencies serves to benefit both parties and promote greater professionalism in the administration of criminal justice.

Responsibilities of the Participating Agency:

- The participating agency should designate an employee to coordinate the assignments and activities of student interns. This person will hereinafter be referred to as the “agency coordinator”.
- The agency coordinator shall have the responsibility of final interviews of all internship candidates and supplying final approval of their selection.
- The agency coordinator shall inform the intern regarding all the policies, rules, regulations, etc. of the agency relative to the internship.
- The agency coordinator shall insure that the intern receives a variety of meaningful assignments and is provided with a realistic view of the agencies day-to-day operations. (See attachment ‘A’ for suggested assignments).

Responsibilities of the Participating Agency (continued):

- ☑ The agency coordinator should provide the intern with a schedule of assignments and allow for changes or modifications as needs dictate. The student will be responsible for supplying the Harper College Internship Coordinator a copy of the assignment schedule(s).
- ☑ Any problems or difficulties experienced by the cooperating agency should be brought to the attention of the Harper College Program Coordinator immediately. Any violation of either the participating agency's or Harper College's guidelines or regulations (Code of Conduct) will be considered grounds for dismissal of the intern.

Responsibilities of the Harper College Law Enforcement and Justice Administration Program:

- ☑ Information will be provided to students about the participating agency to help them properly prepare for their internship experience and responsibilities.
- ☑ All prospective interns will be interviewed prior to their official enrollment in the internship program. These meetings will be conducted either by the Chairperson of the Law Enforcement and Justice Administration, Forensic Science programs (LEJ).
- ☑ Final assignment of agencies will be made after careful consideration of student preferences and qualifications. Students in their final semester will be given selection priority.
- ☑ Typed journal reports for each tour, will be submitted at the end of the semester by the intern. These reports may be sent to the agency coordinator and must be submitted to the Harper College Program Coordinator. The Agency Coordinator may evaluate them, and may make brief commentary of performance and attendance and may forward their comments to the LEJ Program Coordinator at Harper College .
- ☑ Final grades for LEJ 299 will be based upon the typed journal reports, participation and attendance in the scheduled class orientation and the final evaluation report of the cooperating agency (see attachment B).
- ☑ The Harper College, Law Enforcement and Justice Administration program will cooperate with all participating agencies and coordinate any information requested by the participating agencies.

Responsibilities of Harper College Students:

- ☑ Students are required to work 8 hours a week for 14 weeks during the enrollment semester.
- ☑ Students will conduct themselves in a way that reflects credit upon the agency, themselves and Harper College.

Responsibilities of Harper College Students, continued:

- ☑ Students are expected to comply with all Harper College rules and regulations (Code of Conduct) that would apply if they were on campus and also comply with all the policies, rules and regulations of the participating agencies.
- ☑ Students will report to all agencies in the attire required by that agency which includes the Intern Shirt provided by the college. Students shall comply with all appearance, grooming and all code of conduct requirements of the participating agency.
- ☑ Students will not carry any weapons of any type. Students will have no powers of arrest other than those normally held by private citizens.
- ☑ Students shall submit all type written assignments by required dead line dates. Students are encouraged to take accurate handwritten notes of their experiences during each working tour and to make typed journal entries of these notes as soon as possible after each working tour.
- ☑ Students will punctually attend all required orientation sessions and actively participate in classroom discussions. Students will bring their updated type written journals to any scheduled session.
- ☑ Students will be required to maintain a weekly attendance log and have this log verified by the signature of the agency coordinator or his/her designee.
- ☑ Students are required to maintain absolute confidentiality regarding their activities during their internships. This means they shall not discuss confidential agency matters, divulge the identities of any private individuals or police officers encountered during their internship activities or divulge the criminal history information of any individual they may have learned about during their internship. They also shall not divulge any information regarding the identity of any victim(s) or witness(es) encountered or learned about during their internships.
- ☑ Students who have been approved for an internship shall register for LEJ 299 Internship, during the regular registration period immediately preceding the semester in which the internship will be served. Students who successfully complete all the internship requirements will receive academic credit for one, 3 credit hour course.
- ☑ Prior to being assigned as an intern to a participating agency all students must first undergo a preliminary background interview and screening by the Harper College Law Enforcement and Justice Administration Program Chairperson.
- ☑ Students will also undergo a comprehensive background screening by the participating criminal justice agency where they have been assigned. Failure to pass both screenings will result in the student becoming ineligible for participation in the program.

**HARPER COLLEGE
LAW ENFORCEMENT INTERNSHIP PROGRAM
LEARNING OBJECTIVES AND BENEFITS FOR
PARTICIPATING STUDENTS**

Learning Objectives for Harper College Student Interns:

- To gain a general understanding of the daily operations of a law enforcement agency
- To understand the legal and ethical responsibilities of the agency.
- To understand the due process framework of law enforcement from a practical operational standpoint.
- To gain knowledge of the everyday duties, tasks, and responsibilities of law enforcement practitioners.
- To begin developing the practical skills and knowledge needed to be a successful practitioner.
- To learn how to successfully interact with practitioners as well as the public they serve.
- To successfully integrate acquired academic knowledge with the real life demands and challenges of an on-the-job experience.

Internship Benefits for Harper College Student Interns:

Internships provide an enriched, rewarding learning experience in that they:

- Provide an opportunity for the practical application of class-room knowledge.
- Provide documented experience helpful in obtaining future employment, possibly within the participating agency.
- Help to enhance critical thinking skills and develop self-esteem and confidence.
- Provide academic credit for final degrees or transfer programs.
- Help students validate that they have made correct career choices.

ATTACHMENT A

LAW ENFORCEMENT STUDENTS should receive training in some or all of the following areas

- Traffic enforcement and accident investigation
- Basic patrol duties and functions
- Arrest procedures and processing
- Preliminary field investigation
- Report writing
- In car computer training
- Crime scene and evidence processing training
- Radio communication
- Investigations and surveillance
- Background investigations
- Follow-up investigations
- Interviewing techniques
- Juvenile procedures and processing
- Parking control activities
- Records section familiarization
- Police community relations/community policing programs

PROBATION/COURT SERVICES STUDENTS should receive training in some or all of the following areas

- Learn about the mission and goals of the adult and juvenile probation departments
- Become familiar with the workings of the criminal and/or juvenile court
- Become familiar with case files and how they are managed
- Attend interviews and meetings with the probationer and his/her clients
- Assist probation officer in the investigation and preparation of the PSI
- Attend court sessions, especially during sentencing hearings
- Learn about the structure and function of the various resource agencies that work with the probation department.
- Become familiar with the various diversion programs used by juvenile probation
- Become familiar with case planning and supervision
- Become familiar with the juvenile court intake process
- Learn about various drug referral and counseling programs
- Learn about electronic monitoring and how it is used by the probation department
- Become familiar with case load classification and management