



2020-2021

***Introduction to the
Cincinnati Police Department's
Criminal Justice
Internship Program***



Our Internship Program...

The Cincinnati Police Department is committed to developing partnerships within our community. The Student Intern Program is a joint effort between CPD and the University of Cincinnati, Xavier University, and Miami University to assist students (primarily Criminal Justice) to meet curriculum requirements for graduation.

OBJECTIVE

The Cincinnati Police Department gains benefit from intern assistance in operational, administrative, and support functions while providing participants an atmosphere of learning. Participants in the Criminal Justice Internship Program should expect to:

- Strengthen self-directed learning skills,
- Correlate classroom education as it applies to realistic situations,
- Gain clarity and comprehension in the complexities of the criminal justice system.

The Cincinnati Police Department's goal is to provide participants with:

1. insight and realistic perspective in day-to-day agency function.
2. a greater appreciation of knowledge gained in the classroom as it comparatively applies to municipal law enforcement.
3. a self-assessment platform on which to gauge his/her skills and abilities witnessed in real-work situations.
4. clarification in determining whether or not the participating student wishes to pursue a career in policing as opposed to other law-related opportunities.
5. internal references for future recruit candidates.

REQUIREMENTS

Assignments are unpaid, and participating students must meet the following requirements:

- Be enrolled in a four-year Criminal Justice program through an accredited university,
- Be in their junior or senior year of learning,
- Have a 3.0 or higher grade point average on a 4.0 scale,
- Require a minimum of 100 hours,
- Submit to their University Field Placement Coordinator their fully completed Student Application and Student Information forms
- Successfully pass the standard background check performed by the Cincinnati Police Department.

NOTE: Student applications are only received and accepted from the student's University Field Placement Coordinator / Professor.

Students with less than a 3.0 GPA may request this requirement be waived if:

- 1) they have a written referral from qualified faculty other than their Field Placement Coordinator,
- 2) there is lower demand for internships during the semester in which the waiver is sought, and
- 3) the Internship Coordinator for Cincinnati Police Department approves the request.

A student requiring such a waiver must request a written recommendation from a validating faculty member who is able to address and reference the student's circumstantial impediments as well as the accomplishments that justify special waiver of consideration. A student's desire to participate, belief in ability, need to complete required hours, or intent to pursue a law enforcement career, or determination to perform well are not sufficient justification/s for waiver of academic standard.

Internships are reserved for students motivated to achieve, and while accommodation may be considered in exceptional circumstance, these are generally life-altering or unavoidable situations.

While preference will be extended to students majoring in Criminal Justice study, students pursuing outside majors may be eligible for internship provided they meet the junior or senior year, prerequisite 3.0 GPA, and their major usefully applies to law enforcement practice (i.e., psychology, social work). If demand for internship is very high for a particular semester, non-criminal justice majors may not be permitted to do the internship.

INTERNSHIP APPLICATION PROCESS

A student's first step in obtaining an internship is to consider **personal career objectives**. Students applying for this opportunity are predominantly Criminal Justice students with an interest in pursuing a career in law enforcement, corrections, or court systems.

Coordination of all internships with the Cincinnati Police Department rests with the Community Relations Office Intern Coordinator, and is initiated only by and through the student's Professor or Field Placement Coordinator, who will scan and E-Mail as an attachment the student's completed and signed application to the Cincinnati Police Department's Internship Coordinator.

*Only internship applications received from University faculty will be processed; Students **must** apply through their designated Professor or Field Placement Coordinator to be considered.*

Placement will be determined upon review, qualification, requested interests, scheduling, and position availability.

Once placement is determined and logged, the application is submitted to a background check, which may include an over-the-phone and/or in-person interview, depending on area of placement. Due to demands both internally and externally, this process generally takes two weeks to complete. All prospective intern applications must meet and pass background requirements to qualify for the program, at which time their folder will be forwarded to the unit of assignment. An electronic notification verifying release and continuation will be sent to the Field Placement Coordinator/Professor, the assigned unit supervisor, and the student.

Please allow 5 business days for folder transfer, at which time, the assigned unit supervisor should contact you to schedule your internship orientation.

If you do not hear from your assigned unit supervisor within a week's time, please notify your Field Placement Coordinator. The Department's Internship Coordinator will follow up on the issue and ensure placement.

INTERNSHIP ORIENTATION

Orientation is the initial meeting between the student and their assigned supervisor. It is intended to introduce the student to the location and individuals with whom he/she will be reporting to and assisting.

At the orientation, students will review and prepare a written schedule that will be mutually agreed upon between intern and supervisor. This schedule may be adjusted as necessary and required by the intern through approval by the assigned supervisor.

PERSONAL AND PROFESSIONAL RESPONSIBILITIES

The Cincinnati Police Department places great emphasis on the need for confidentiality, privacy, and personal integrity. Therefore, for a student to successfully complete an internship with a criminal justice agency, the student must be able to demonstrate high levels of maturity and integrity. Additionally, CRJU interns must possess the emotional stability necessary to deal with the kind of unpleasant situations that are occasionally encountered in policing.

To facilitate good rapport with the chosen agency, interns must also have good listening and interpersonal skills.

In addition to possessing these personality traits, all CRJU interns must abide by the following rules:

1. Always dress appropriately.
2. Do not use profanity, regardless of what others are doing.
3. Always be on time and do not leave early.
4. Do NOT allow yourself to be put into dangerous situations.
5. Do not become involved in gossip.
6. Ask questions and show enthusiasm.
7. Do not discuss sensitive information with non-agency people.
8. Do not become argumentative or disrespectful.
9. Be honest and forthright about any unusual situations.
- 10 ***Never, at any time, under any circumstance, carry a personal firearm during your internship assignment or while on site. Regardless of individual qualifications or certifications, intern participation is strictly in a student-only learning capacity.***

DRESS CODE

Unless otherwise instructed by their supervisor, the following dress code will apply:

- Male interns shall wear dress shirts buttoned at the neck, conservative neckties, business-type trousers, and polished business or dress shoes.
- Female interns shall wear business suits, dresses, blouses, skirts, shoes, pantsuits, or dress slacks.

IDENTIFICATION

Upon assignment and placement, the student's supervisor will arrange for the student to obtain an intern badge through Police Personnel. A student badge will not be issued by Personnel without the supervisor's completion and signature of the Badge Issuance form in the Orientation packet.

The intern shall display this badge at all times while in police facilities and while riding with patrol officers.

Further, the intern will maintain possession of the badge until he/ she has completed their assignment with the police department. At that time, the tag will be returned to the supervisor.

FACILITY ACCESS AND PARKING

Each district has a parking lot available; however, parking can be quite limited. Interns will park in the lot designated for employees as availability permits. Otherwise, students will park on the street.

Students will always enter and leave facilities through the front door or main entrance unless otherwise instructed by their supervisor.

THE INTERNSHIP EXPERIENCE

During student internship, participants are exposed to a variety of activities and situations. The following is a brief list of issues any intern might encounter, witness, perform, or anticipate:

- ☐ Observe/participate in routine patrol
- ☐ Observe arrests
- ☐ Observe criminal investigations
- ☐ Observe Dispatch/Communication operations
- ☐ Observe/participate in community relations and crime prevention
- ☐ Observe/assist Records/Administrative functions
- ☐ Assist in preparing reports and other administrative duties/functions as requested
- ☐ Observe tactical functions
- ☐ Observe pre-sentence and post-sentence reports
- ☐ Observe court proceedings
- ☐ Observe inter- and intra-departmental staff meetings
- ☐ Perform legal research to extent requested
- ☐ Assist in special legal projects as requested by agency
- ☐ Observe/participate in interview processes
- ☐ Observe prisoner transports
- ☐ Observe District and facility security measures
- ☐ Participate/interact on regular basis related to public inquiries
- ☐ Observe/assist professional caseworkers to extent possible
- ☐ Assist/observe with agency hotlines and emergency lines
- ☐ Assist social media management

It is impossible to delineate all aspects, tasks, or roles an intern may encounter in each assignment; However, students should note the professional work of the unit to which assigned and, to the extent granted by assigned supervisor, support that unit's objective.

POLICE EXTERNSHIP AND FIELD RIDE HOURS

Students riders may register electronically to obtain hours needed through the following link:

<http://www.cincinnati-oh.gov/noncms/police/cpdride/>

Some things to be aware of when registering to ride online:

1. Answer every question
2. Check your schedule to ensure you are able to make the date and time you reserve.
3. 'Backspace 'or' page back' keyboard commands nullify entries – if more than one ride (10 hours) is required, students must re-enter information fresh each time.
4. Only shifts that remain available are visible to choose from – 'Missing' dates or shifts are already filled.
5. When registrants submit their information, it is sent to Background and Recruiting, where a routine background check is run to eliminate conflicts of interest. Students should receive confirmation to their E-Mail. They need to print this confirmation and bring it to the front desk at the time of their ride.
6. There is a 2-week period from the date they access the system to register until the first ride availability – that allows Background/Recruiting the time they need for turnaround.
7. Every rider will have to complete a Risk and Release form once they report at the district to ride. This form cannot be completed prior to their ride.
8. The Risk and Release form will document the date/location of the date, time, and district of the ride, the shift supervisor, and the officer to whom the rider was assigned. If verification of hours is necessary, the student MUST request a copy of the signed form before leaving the district.

RESTRICTIONS

Interns will be exposed to many areas of police work but assigned supervisors will ensure that interns are not placed in positions where they would be unduly exposed to volatile incidents.

Due to the sensitivity of ongoing investigations, *interns are not routinely assigned to Homicide, Personal Crimes, VICE or undercover units.* At no time will an intern be:

- involved in covert police functions.
- permitted access to the police firearms range during "live fire".
- permitted to operate any department vehicle.
- allowed to carry a firearm.
- present in the holding facility garage when prisoners are not secured in a patrol car
- present during booking procedures.

PROGRAM DISQUALIFICATION AND/OR DISMISSAL

A thorough background check will be conducted on all applicants. Misdemeanor convictions and pattern arrests will be reviewed on a case-by-case basis. Convictions that will exclude participation from the program include but are not limited to:

- Felony conviction
- Any violent crime conviction
- Sex Offense conviction
- Theft or dishonesty

NOTE: An arrest and/or conviction for any of the above listed offenses while participating in the Student Intern Program will result in dismissal with notification to the respective University's Field Placement Coordinator.