

## Chapter 1 INTERNSHIP PROGRAM

### **College Internship Program**

The College Internship Program is part of the San Police VOLT Unit. The Intern Program was implemented in the fall of 1996, as a complement to the San Jose Police Department's Community Policing Strategy.

The program has become a vital arm of the department, mentoring college students who have an interest in law enforcement and in particular the San Jose Police Department.

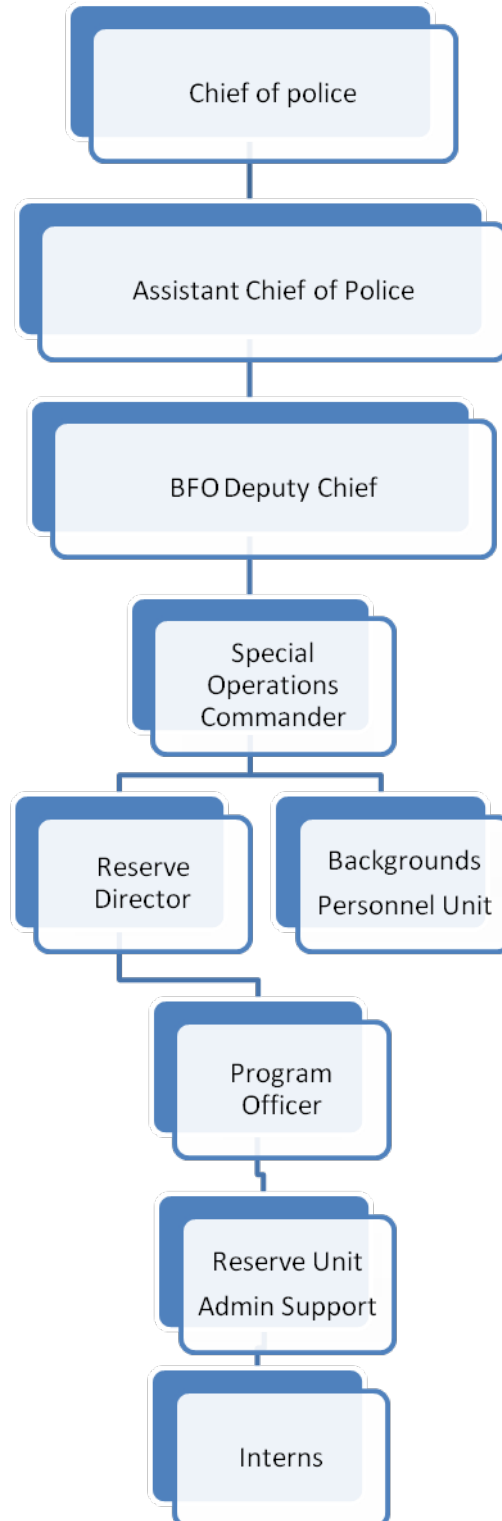
The Intern Program provides opportunity for college students to personally grow and have an understanding of the San Jose Police Department. It is highly valued for its contribution in bringing the department and college students together.

VOLT is responsible for the recruitment, application processing and placement of Interns and volunteers within the department. The VOLT program consists of the program manager and program director of the VOLT Unit.

### **VOLT Program Organization**

VOLT consists of a team of dedicated, paid staff led by a Sergeant who reports to the Lieutenant of Special Operations. All phases of the *Volunteer Program* have clear lines of command and supervision as shown in the following chart:

## Chapter 1 INTERNSHIP PROGRAM



## Chapter 2 Police Mission and Values

### ***San Jose Police Department Vision Statement***

The San Jose Police Department is a dynamic, progressive and professional organization dedicated to maintaining community partnerships which promote a high quality of life for the city's diverse population. The department is committed to treating all people with dignity, fairness and respect, protecting their rights and providing equal protection under the law.

## Chapter 2 Police Mission and Values

### ***San Jose Police Department Mission***

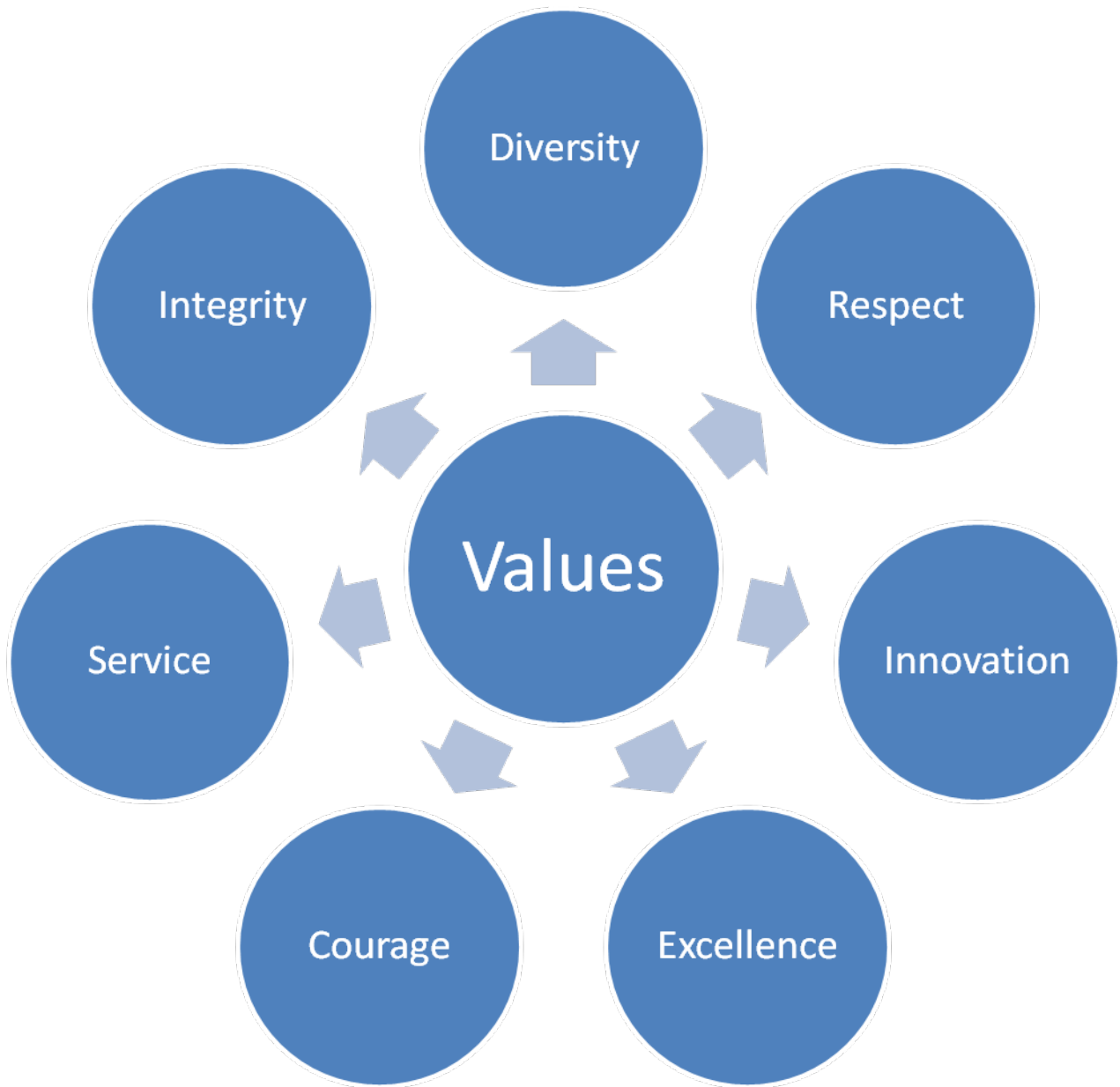
- Promote safety
- Prevent and suppress crime
- Provide emergency and non-emergency services
- Create and maintain strong community partnerships
- Adapt a multi-disciplinary approach to solving community problems
- Develop and promote a diverse professional work force

## Chapter 2 Police Mission and Values

### **San Jose Police Department Values**

- **Diversity:** San Jose Police Department encompasses various ideologies, philosophies and beliefs.
- **Respect:** As an Intern, you are expected to treat all individuals with dignity, courtesy, civility and kindness.
- **Innovation:** We welcome new and exciting ideas that you may have for increasing volunteerism or ideas that may bring about productive change.
- **Courage:** San Jose Police Department values courage; a virtue of having the tenacity, perseverance and determination balanced with patience, calmness and an easygoing temperament.
- **Excellence:** San Jose Police Department looks for the quality of distinction and merit in our interns.
- **Service:** We appreciate commitment to an undertaking of significant long-term objectives in our interns.
- **Integrity:** We expect honesty, honor, and a high degree of morality from our interns.

## Chapter 2 Police Mission and Values



## Chapter 3 Internship Program

### Who is an Intern?

An intern is a non-paid department member. They must pass a background investigation. An intern receives college credit for their work during their internship in the program. Interns are required by their respective internship administrators to volunteer anywhere from 120 to 300 hours of service, or complete a specified project. *It is an intern's responsibility to record their own respective hours via the dept online timesheet system.*

The San Jose Police Department provides several internship opportunities. Units, such as the police T.A.B.S. unit have achieved outstanding results with students in related fields of study. Other openings are in the field of Technical Writing, Public Relations, Political Science, Computer Science, Graphic Arts, Communications, and Social Sciences.

As an intern you may participate in any VOLT sponsored training, including the VOLT Academy. Unless specified by your internship administrator, training hours may be applied towards your internship.

### Advantages of an Internship

An internship position with the San Jose Police Department is a great resume builder. Besides the obvious benefit of developing many personal and professional contacts and skills, the fact that you have passed a police background investigation will give you a competitive edge when entering the job market. Interns like the working relationships they form with officers and find the work interesting.

## Chapter 3 Internship Program

### **Reasons to be an Intern**

To enhance a resume

To share a skill

To explore a career

To have fun

To gain leadership skills

To be part of a team

To have an impact

To learn something new

To gain experience in a field

To be challenged

To acquire training



## Chapter 4 Internship Requirements

### **Minimum Qualifications**

18 years or older; have graduated from high school, and are currently enrolled in college. Intern applicants must be willing to submit to a written agreement and be enrolled in an internship program. Interns must complete a minimum of 120 hours in the San Jose Police Department Internship Program.

Intern applicants should start the application process at least 10 weeks prior to the start of their college semester or quarter.

All applicants are carefully interviewed, and their backgrounds are thoroughly examined before they are considered for the program.

### **Internship requirements**

- 18 years old, or older
- Provide a drivers license or State I.D. Card and one of the following to verify your Identity: 1) Birth Certificate, or 2) Resident Alien Card, or Passport, or 4) Naturalization Papers
- Successfully pass an extensive Background Investigation and Fingerprint Check
- Volunteer according to a set schedule
- Have no pattern of hazardous traffic violations
- Have no felony conviction(s)
- Be enrolled in college
- Have a minimum GPA of 3.0 or higher

## Chapter 4 Internship Requirements

### ***Preferred Qualities and Characteristics***

Interns bring their own set of characteristics and skill sets. We value the following attributes in our Interns:

- Maturity and reliability
- Commitment
- Willingness to learn and grow
- Enthusiasm
- Positive attitude
- Flexibility
- Sense of humor
- Motivated
- Independent thinker
- Team player

## Chapter 5 Internship Selection Process

### **Steps in the Selection Process**

If the San Jose Police Department College Internship Program interests you, the first step is to visit our website, [www.sjpd.org](http://www.sjpd.org) and click on the community tab, or call the VOLT office at 408-277-VOLT and request an application.

**Initial Interview:** The initial interview and application process are the most critical because they are the initial steps to either acceptance or rejection on the part of both the agency and the internship applicant.

You will be interviewed by the program manager, or unit supervisor. During the initial interview, the interviewer will discuss your reason and motivation for volunteering, your area of interest and the hours you can devote to the program.

**Personal History Statement (PHS):** If you successfully complete the interview you will be provided a Personal History Statement (PHS) which, when completed and submitted, begins the background check.

**Fingerprints:** Upon approval and return of the PHS, all prospective candidates are fingerprinted. A fingerprint appointment will be scheduled at the Santa Clara County Sheriff's Department Live Scan Unit.

**Background Investigation:** The VOLT program manager coordinates the background investigation for the internship applicant. The extent of the investigation will be based on the sensitivity of the assignment. The investigation includes Records check, Criminal History, Warrants, and a Department of Motor Vehicles check.

**Volunteer acceptance:** When you have successfully passed the background investigation phase, you will be notified by the VOLT program manager or unit supervisor where you will be assigned. You will complete additional paperwork and sign an acceptance offer for the Internship Program.

**Training and Orientation:** After you have signed the Internship Acceptance Form, you will attend the training and orientation seminar conducted by the VOLT program manager or supervisor, which includes:

## Chapter 5 Internship Selection Process

- Reviewing the rules of the Internship Program
- Signing of the Internship Contract by the VOLT Program Manager
- Completing the Internship Acceptance Form with the Unit Commander's signature
- Discussing the roles of the program manager and supervisor
- Touring the Department you will work in
- Reviewing department policies and procedures

## Chapter 6 Internship Training

### **Internship Academy Training**

The San Jose Police Department operates a very comprehensive and efficient academy for training its intern team members.

As an Intern you will learn department policies and procedures, with an emphasis on confidentiality and safety. In preparation for service, you will be provided basic academic training on the organization and functions of the San Jose Police Department. Assignment-specific training will generally be on-the-job and provided by your immediate supervisor. The training will be focused on the unique tasks of the specific assignment. The supervisor will remain with you until you are competent to perform the job alone.

#### **One day in-house training course consisting of:**

- Introduction to the program
- Organization & Functions of the San Jose Police Department
  - Bureau of Field Operations Patrol, Traffic, Special Operations, Crime Prevention Units
  - Bureau of Administration, Personnel and Training Units
  - Bureau of Investigations, investigative procedures
  - Bureau of Technical Services, Records and Dispatch functions
- Volunteer Code of Ethics Professional Standards and Conduct Unit
- Rules and Regulations for Volunteers
- Police Officer/ Volunteer Relations
- Information Security
- Media and Public Relations
- Safety and Liability Issues
- Internal Communications
- Assignments
- Tour of San Jose Police Department
- Ride-Along Program

## Chapter 6 Internship Training

### *Saturday Speakers Module*

Occasionally, you will need additional training in different facets of police work as it pertains to your current assignment. Consequently, San Jose Police Department schedules advanced training modules for the interns. Each training module is generally four hours long and is offered as time allows, usually on Saturdays. Following is a list of different areas being covered in the Saturday Speaker Modules:

- California Criminal and Civil Law
- Elderly Abuse and Fraud Scams
- Good Witness Characteristics
- Crime Report Writing
- Court Room Testimony
- Fingerprinting Technology
- First Aid and CPR
- Patrol/ Specialized Ride-Along
- Business and Professions Code Alcoholic Beverage Control Act
- Education Code School Safety Matters
- Health & Safety Code Controlled Substances
- Police Radio procedures and laws
- Surveillance Operations and practical exercises
- San Jose Drive Safety Course, Safe Operation of Vehicles

## Chapter 7 Internship Responsibilities

### **Intern Responsibilities**

The Intern Program has certain expectations from its interns. As an intern you may have some job responsibilities that are specific to the job that you are assigned to and some general responsibilities. The following are some such requirements which will assist in smooth functioning of the program.

Interns will be responsible for notifying their program manager or work supervisor when they will be taking an extended leave of absence. An absence will only be granted after approval from their program manager. Failure to complete the Intern Program requirements without prior approval from the program manager or work supervisor will result in the non completion of the intern agreement. Failure to complete the program, will be reported to the intern's college.

#### **Record monthly hours and activity:**

Interns will record their own hours volunteered each month utilizing the online time sheet tracking system. Time sheets will be due the 7<sup>th</sup> of each month for the previous month. Interns will log on with their user name and password and follow the instructions attached.

Interns will call the program manager or work supervisor when they will be absent from a scheduled work day.

#### **Encourage others to volunteer:**

Recruitment is an ongoing process, accomplished by everyone involved in the program. The most effective recruitment is done by satisfied interns. Interns are encouraged to share their excitement with others who may qualify for the program.

## Chapter 7 Internship Responsibilities

### **Identification Card:**

Interns are required to wear their identification card when they are at all police department facilities. Such positions would include the Police Administration Building (PAB). Interns who are assigned to PAB will be given instructions by the program manager on how and where to obtain the I.D. card.

When entering a police facility, interns will attach the I.D. card where it is clearly visible on their clothing. When leaving a police facility, interns will remove the I.D. card and place it in a secure location.

Interns are NOT to show or wear their intern I.D. card while away from a police facility. Any abuse of this policy can result in the immediate termination of the intern assignment and removal from the program.

### **Remember being an Intern is a privilege:**

Always remember being an intern is a privilege and not a right. Interns are expected to complete their agreement with the police department. Although interns give their time without pay, interns must observe the department's policies and procedures and respect the decorum of the police department at all times.