



**Vacaville Police Department's Student Practicum**  
(Work Experience as Part of Study)

**Police Internship Program**

**Chief of Police Rich Word**  
**September 2006**



### **Program Introduction**

The primary goal of the Police Intern Program is to further prepare and develop qualified college students to enter the field of law enforcement -- preferably with the Vacaville Police Department -- while espousing their successful completion of a college education.

The intern program will offer college students, who are interested in a possible career in law enforcement, a rewarding and insightful experience by providing an educationally based program while working in various divisions in the Department. The intern, who is still attending college with good standing, will work with experienced police officers, community service officers and other civilian employees. The intern will work throughout the Department on a rotational basis, normally six months.

### **Intern Qualifications**

Vacaville Police Department has the highest of standards placed on our police officers and our support staff. Intern qualifications include, but are not limited to the following:

- Interns are required to attend an accredited and recognized college and maintain a minimum of 12 units for each of their semesters or quarters for the school calendar year. Vacaville Police Department encourages interns to be educationally focused as full time students.
- Interns are not required to enroll in college courses other than during regularly scheduled fall and spring semesters, or if on a quarter system, other than fall, winter and spring quarters.
- Interns will be required to show proof of college enrollment every semester/quarter.
- Interns will maintain a GPA of 2.0 or better and provide proof every semester/quarter to the program supervisor.
- Interns will possess a high school degree or its equivalent.
- Interns will not have been convicted of a felony.
- Interns must be at least 18 years of age at the time of their appointment.
- Interns must possess a valid California Driver's license with a satisfactory driving record along with transportation to and from work.
- Interns can not be on probation for any criminal offense.
- Interns will not hold outside employment unless specifically approved by the Administrative Services Division Lieutenant.

Those candidates that satisfy the above requirements are encouraged to apply.

### **Intern Hiring Process**

- Oral Interview
- Background
- Computerized Voice Stress Analysis (CVSA) Examination
- Drug Screen



## Vacaville Police Department's Student Practicum (Work Experience as Part of Education)

# Police Internship Program

Fast Track Hiring Process for Police Interns

### Career Opportunities

The City of Vacaville is accepting applications for Police Interns. There are a variety of work experience opportunities with the Police Department.

### Police Intern Assignments

- Records
- Patrol
- Human Resources
- Traffic
- Court Liaison
- Crime Prevention
- Crime Free Multi-Housing
- Evidence Office

In addition, the Police Department is staffed with an outstanding network of mentors, leaders, counselors and motivators.

### Compensation

Salary - \$10.00 - \$16.00

### Requirements

- Eighteen (18) years of age at time of appointment.
- Enrolled in a recognized college and maintaining a minimum of 12 semester/quarter units, per semester/quarter for the school calendar year.
- Maintenance of a 2.0 G.P.A. or better per semester/quarter.
- Graduation from program following four years of internship duties.

### Hiring Process

- Oral Interview
- Background Investigation
- Computerized Voice Stress Analysis (C.V.S.A.)
- Drug Screen

### Contact Us

To find out more information about the Police Internship Program, learn about the election process, specific job assignments, or if you have any other questions or concerns please call Human Resources at **(707) 449-5263**. You can also obtain an application and job description online by visiting our website at [www.cityofvacaville.com](http://www.cityofvacaville.com).

**The City of Vacaville is an Equal Opportunity Employer.**



## Vacaville Police Department Police Internship Program Supervisor's Critique

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In an effort to ensure that each police intern receives the highest level of training, mentoring, and organizational development, this critique form is to be completed by the police intern at the time of their rotation. The purpose of the form is to provide clear/objective feedback to the intern's assigned supervisor in order to enhance the intern's development. It is imperative the questions be answered honestly and completely.

Your comments in each category are important. Please take the time and provide details about why you rated the supervisor as you did. The more information you can provide, the better the picture we will have of the supervisor's level of skill and abilities in the supervision of a police intern.

The critique form is confidential and will only be reviewed by the Administrative Services Lieutenant. The general content of your critique may be relayed to the supervisor to assist in our intern training program.

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This critique is for Supervisor: \_\_\_\_\_ Dated: \_\_\_\_\_

**Circle the response below that best answers the question or comment.**

1. What type of role model was the supervisor for you?

POOR      FAIR                      AVERAGE      GOOD                      EXCELLENT

2. Was the supervisor attentive to your needs, problems, or concerns?

POOR      FAIR                      AVERAGE      GOOD                      EXCELLENT

3. Rate the supervisor's knowledge of the training materials covered.

POOR      FAIR                      AVERAGE      GOOD                      EXCELLENT

4. How would you describe the supervisor's skill as a trainer and his/her training methods such as handouts, visual aids, scenarios, role-plays, etc?

POOR      FAIR                      AVERAGE      GOOD                      EXCELLENT

5. Rate the supervisor's ability to communicate with you.

POOR      FAIR                      AVERAGE      GOOD                      EXCELLENT



6. Rate the supervisor's honesty, fairness, and objectivity in rating you.

POOR      FAIR                      AVERAGE      GOOD      EXCELLENT

7. Describe the supervisor's method of critiquing your performance, whether verbally or in writing.

TOO NEGATIVE    TOO CRITICAL    UNFAIR    GOOD    VERY POSITIVE

8. Did the supervisor work with you on areas he/she identified as deficient or where improvement was needed?

NEVER      SELDOM              OCCASIONALLY      USUALLY      ALWAYS

9. List the area(s) you consider to be the supervisor's greatest strengths (i.e. training skills, officer safety tactics, codes and law knowledge, report writing, etc.).

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12. List the area(s) in which you feel the supervisor needs to evaluate.

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13. Please list any additional comments or suggestions here regarding the intern program and/or the supervisor.

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Police Intern

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Date



**SALARY:** \$10.00 to \$16.08 per hour rate  
(Based upon performance evaluations, assignments, and grade point average.)

**FINAL FILING DATE:** Accepting Applications on a Continuous Basis

## THE POSITION

The Police Internship Program is a “**civilian, part-time, at-will**” program designed specifically for actively enrolled college students interested in a career in law enforcement. Interns are assigned to and will receive a variety of experiences while rotating through assignments with the Vacaville Police Department. Their weekly work schedule should not exceed 20 hours with a maximum of 1,000 hours per year. Interns must maintain a satisfactory academic standing (2.00 GPA or better) in acceptable college courses and be enrolled in or the equivalent of at least 12 semester/quarter units during the school calendar year. Participation in the Police Internship Program is limited to a maximum of four years or the completion of their college education.

## RECRUITMENT STANDARDS

**Education:** Completion of the twelfth grade or the equivalent. Applicants must be enrolled in a recognized/accredited college and must maintain a minimum of 12 units for each of the semesters/quarters of the school calendar year.

**Experience:** None

**Age:** At least 18 years of age at the time of their appointment.

**Hiring Process:** General Qualification Screening; Oral Interview; Background Evaluation; CVSA (Computerized Voice Stress Analysis) Examination; and Drug Screening

**Other Requirements:** A valid California Driver’s License; satisfactory driving record; transportation to and from work; not on probation; and not convicted of a felony.

## APPLICATION PROCESS

Interested students may call (707) 449-5101 for an application, or pick up an application at the Human Resources Office, 650 Merchant Street. Applications and information on the Police Internship Program are available on the City’s website [www.cityofvacaville.com](http://www.cityofvacaville.com). All applications must be completed and returned to the Human Resources Department.

Questions regarding the announcement should be directed to the Human Resources Department at (707) 449-5101.

Applications will be reviewed periodically as vacancies occur. At that time, applicants will be notified of their status based upon the application review. Highly qualified applicants will be invited to participate in the interview process and associated examinations.



## Police Internship Training Program

### THE CHECK OFF LIST and ASSIGNMENT BOOK

- The training program is designed to provide the newly hired Police Intern with foundational knowledge needed to understand and perform intern work assignments. The program will endeavor to establish some of the key requisite skills employed during a typical police internship. The program will provide basic knowledge and training in subpoena service, report writing, radio codes and procedures, Department policies, use of Pepper Spray, basic knowledge of locations within the City of Vacaville, and a general understanding of how the Department operates. Interns will be assigned to the training program for approximately two weeks in order to cover basic skills.
- A training program matrix is included in the intern manual.
- Interns will be given flexibility in order to accommodate their varied academic schedules, work assignments, and projects. In order to facilitate a formal training program, the intern will be assigned to a patrol sergeant who is working during the date and time an intern is available.

For example:

An intern may only be available to work Monday, Tuesday, and Friday 1600 – 2000 hours. The sergeant working during those hours will be the sergeant to whom the intern reports. While in training, interns will carry their manual with them at all times. During an assignment with patrol, the on-duty sergeant will assign an available officer or CSO to provide training for the intern during their shift hours. The officers and/or CSO will not be required to write a daily evaluation – they will only be required to sign-off the tasks successfully completed as listed in the intern's training matrix in the intern's manual.

- During the intern training period, the intern's assigned supervisor will ensure that each intern is exposed to Dispatch, Records, Crime Analysis, and FIRST, as required by the intern training matrix. The intern may also receive exposure and knowledge in working with the Narcotics Enforcement Team, the Street Enforcement Team, Youth Services Section, and in-house training with various specialties, sections, and functions throughout the organization.
- After completion of each segment, the instructor will complete the related section on the intern's training matrix. The instructor will print his/her name, write in the date, make any comments (extended comments shall be included on an attached memo), and initial the form to indicate that the specific training was completed satisfactorily.

At the end of the formal training period, the intern will forward the completed training record to the Administrative Services Division Lieutenant. At this time, the Administrative Services Lieutenant will assign the police intern to their first six-month assignment.



## Intern Training Matrix and General Order Review

The Intern Training Matrix has been developed to facilitate the orientation of interns. The tasks identified in this guide are basic in nature and touch on the various tasks and responsibilities an intern will be asked to undertake. The task shall only be signed off when completed and understood by the intern.

### REQUIRED GENERAL ORDERS REVIEW

#### Instructor's Initials/Date

- |   |                |
|---|----------------|
| 1. Employee Conduct and Performance Standards | G.O. 200 _____ |
| 2. Discipline Police                          | G.O. 201 _____ |
| 3. Personal Appearance Standards              | G.O. 202 _____ |
| 4. On and Off Duty Injuries/Illnesses         | G.O. 207 _____ |
| 5. Drug and Alcohol Use and Testing           | G.O. 209 _____ |
| 6. Discrimination/Harassment Complaints       | G.O. 212 _____ |
| 7. Police Intern Program                      | G.O. 215 _____ |
| 8. Ride-Along Program                         | G.O. 218 _____ |
| 9. Traffic Citations                          | G.O. 401 _____ |
| 10. Vehicle Towing Police                     | G.O. 403 _____ |
| 11. Vehicle Impounds Hearings                 | G.O. 404 _____ |

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**Vacaville Police Department  
INTERN TRAINING MATRIX**

	DATE	COMMENTS	INSTRUCTOR	INITIAL
Use of department map book and orientation to significant streets and locations throughout city.				
Understanding and knowledge of radio codes and use of radio				
Appreciation and practical application of MVPs				
Subpoena Service – Requirements and Guidelines				
Observation Skills – What to look for to be a good witness.				
Department Policy on Environmental & Sexual Harassment				
Department standards for public contact and appropriate behavior – Verbal Judo.				
Tour and introduction to Traffic - Role of Traffic				
Tour and introduction to the Investigative Services Section – Role of ISS				
Tour and introduction to the Family Investigative Response Services Team – Role of FIRST				
Tour and introduction to the Narcotics Enforcement Team – Role of NET				
Tour and introduction to the Youth Services Section – Role of YSS				



	DATE	COMMENTS	INSTRUCTOR	INITIAL
Use of Pepper Spray – Department Training				

General understanding of critical Department Policies and General Orders



## Recommendations

In my opinion, Student Intern \_\_\_\_\_ has  
successfully completed their Internship Training Program.

\_\_\_\_\_  
Administrative Services Division Lieutenant Date



## **POLICE INTERN PROGRAM**

### **Program Introduction**

The Police Intern Program utilizes the part-time employment process of the City's pre-existing college internship program. The primary goal of the Police Intern Program is to further prepare and develop qualified college students to enter the field of law enforcement -- preferably with the Vacaville Police Department -- while espousing their successful completion of a college education.

The Intern program will offer college students, who are interested in a possible career in law enforcement, a rewarding and insightful experience by providing an education-based program working in all divisions of the Department. The intern, who is still attending college with good standing, will work with experienced Police officers, Community Service Officers and other Non-Sworn Employees. The intern will work on a rotational basis, normally six months, in various assignments.

Police interns will benefit from a variety of experiences in providing non-sworn services in support of the Department's mission. At the completion of their internship, some participants may ultimately receive Department sponsorship to a police academy or employment in a support assignment.

Interns are part-time, "at-will" civilian employees.

### **Program Structure**

#### *Supervision*

Any department supervisor may be responsible for the mentoring and supervising of a police intern. Police interns will be deployed throughout the Department based on department needs, available budget hours, job scope, and intern development. The goal is to expose the intern to the experiences particular to that division for an approximate six-month period. After approximately six months, the intern will return to the Administrative Services Division Lieutenant who will reassign the intern to another division. In practice, the intern will work in a wide variety of assignments and be exposed to the inner workings of a modern and professional police department. General staff members may submit requests to the Administrative Services Division Lieutenant for the deployment of a police intern based on an identified need and appropriate job function.

The intern's immediate supervisor is also responsible for:

- Verifying the intern's possession of a valid California Driver's License
- Ensuring the intern's maintenance of the high standards demanded of all Vacaville Police Department employees.
- Performance evaluations.

Before an intern is placed in a work section, the supervisor of that section must agree to participate in the intern program. Participation in the program will require the supervisor or



his/her designee to complete a six-month intern performance evaluation. The supervisor also agrees to the following:

- Assist in the mentoring of the intern.
- Develop the skills and knowledge of the intern specific to the assigned work unit.
- Reinforce Department Policies, Procedures and the Organization's values.
- Introduce Vacaville Police Department's policing strategies related to his/her current assignment.
- Accept and develop new intern program strategies as a result of the feedback provided by the Program Supervisor.
- Accept responsibility for the monitoring of work hours based on the available budget.

The Administrative Services Division Lieutenant reviews all requests and determines the best utilization of existing interns. The assigned supervisor will be responsible for ensuring the intern is supplied with appropriate and approved equipment along with the aforementioned commitments.

#### Intern Qualifications

The Vacaville Police Department is committed to mentoring and developing "future" police employees. Vacaville Police Department employees are held to the highest of standards. With this program, the Department hopes to develop a qualified pool of police employee candidates who demonstrate characteristics consistent with department values. Intern qualifications include, but are not limited to the following:

- Attend an accredited and recognized college and maintain a minimum semester/quarter unit load of 12 units.
- Interns are not required to enroll in college courses other than during regularly scheduled fall and spring semesters, or if on a quarter system, other than fall, winter, and spring semesters. Vacaville Police Department encourages students to be educationally focused as full-time students.
- Interns will be required to show proof of college enrollment every semester. Interns will maintain a GPA of 2.0 or better and provide a transcript immediately upon receipt of grades to the program supervisor each semester/quarter.
- Interns will possess a high school degree or its equivalent.
- Interns will not have been convicted of a felony.
- Interns must be at least 18 years old at the time of their appointment.
- Interns must possess a valid California Driver's license with a satisfactory driving record along with transportation to and from work.
- Interns cannot be on Probation for any criminal offense.
- Interns will not hold outside employment unless specifically approved by the Administrative Services Division Lieutenant.

Those candidates that satisfy the above requirements are eligible to apply at the Vacaville Police Department for the position of Police Intern.

#### Evaluations

Each intern will have an employee file maintained by the Human Resource Section. Interns will receive a six-month evaluation completed by their immediate supervisor. Supervisors completing the evaluations



will utilize the "Non-Full Time Employee Performance Review" located within the "City of Vacaville Info Net" or within the Intern Program Manual. Intern evaluations will be signed by the Intern and submitted to the Administrative Services Division Lieutenant for review and filing. Interns will complete a Supervisor's Critique Evaluation at the time of their rotation to the Administrative Services Lieutenant. The supervisor responsible for the Intern's assignment location will be responsible for approving and overseeing the intern's work product.

Self Evaluation of the Intern Program

The intern program is an important component of the Vacaville Police Department's strategy of policing. As the program grows, the involved individuals and the Department grows. The result is a positive influence in the community. To enable this growth, an intern will be provided a Supervisor's Critique Evaluation form at the conclusion of their six month assignment. The evaluation is used to improve and fine tune the intern's training experience. This evaluation is forwarded to the Administrative Services Division Lieutenant who will provide the appropriate feedback to the unit supervisor. This feedback will afford the information necessary to provide a comfortable and learning experience consistent with the Department's core values.

Rotation

It is recommended that interns rotate assignments every six months. An assignment in the Records Section is mandatory and will remain filled at all times. Other assignments may include: Crime Prevention, Patrol, Traffic, Court Liaison, Property and ID, Investigation, Human Resources and others. The intern may be provided court exposure with every assignment. Assignments other than Records will be made on an as-needed basis.

Compensation

Police intern pay compensation will generally follow the Human Resources Administrative Policy dated July 5<sup>th</sup> 2006, titled "Non-Full Time Employment, Category B, and Extra Help." All police interns may begin at a \$10.00 per hour rate and may be considered for step increases based upon their performance evaluations, work assignments and GPA. An intern should not work more than twenty hours per week. The program is budgeted to provide annual funding for each intern in the amount of \$10,000.

	Intern				
Hire Date.....	6 months.....	1 year.....	2 years.....	3 years.....	4 years
\$10.....	\$11.....	\$12.....	\$13.....	\$14.....	Graduation

Flexibility in pay rates is at the discretion of the Department Head.

Accelerated step increases can be awarded based upon outstanding performance. This will allow flexibility in rewarding interns who are doing exceptionally well in their assigned program. In order to facilitate an accelerated step pay increase or a scheduled step increase, the Administrative Services Division Lieutenant will submit a written request for the increase to the Department Head and then to the City of Vacaville Human Resources Division.

**Senior and Master Police Intern Assignments**

The purpose of the Senior and Master Police Intern Programs is to provide recognition and compensation for interns who have acquired special skills/training in their rotation of assignments, and academic achievements.



The Department recognizes that a police intern increases their relative value to the organization through their consistent effort to enhance their formal education and by seeking new, challenging assignments available to all interns.

The Department also recognizes that police interns who dedicate a number of years of service to the City of Vacaville and excel in their educational endeavors acquire knowledge of the local community, crime trends, and related issues that provide an added value to their work as a police intern.

The Senior and Master Police Intern Programs are being implemented to provide a visible means of recognizing such interns for their academic achievements, as well as compensating them for their persistent work to professionally develop their expertise.

The requirements and compensation are summarized as follows:

#### Senior Police Intern

- Minimum service of one (1) year as a Police Intern with the City of Vacaville.
- Minimum GPA of 2.5 for all semesters/quarters for each school calendar year. (Beginning at their one year anniversary)
- The completion of two rotation assignments, both with an overall exceptional performance rating.
- The Senior Police Interns will wear a single chevron on each sleeve and receive a badge with the designation of Senior Police Intern.

#### Master Police Intern

- Minimum service of one (1) year as a Police Intern with the City of Vacaville.
- Minimum GPA of 3.0 for all semesters/quarter for each school calendar year. (Beginning at their one year anniversary)
- The completion of two rotation assignments, both with an overall exceptional performance rating.
- The Master Police Interns will wear two chevrons on each sleeve and receive a badge with the designation of Master Police Intern.

#### Duties

The Senior and Master Police Interns will work duties similar to those of other interns in the Department. The Senior and Master Police Intern's supervisor may task them with adjunct duties as desired in recognition of their experience, education, and value to the organization. They are not eligible for additional compensation to fulfill requirements in the capacity beyond that paid through regular compensation.

#### Compensation

Interns will begin at \$10.00 per hour rate and may be considered for a step increases based upon their performance evaluations. Compensation for the Police Intern, Senior Police Intern and Master Police Intern Programs are separated by 7.5% and 15%, respectfully, beginning at their first year anniversary date.

#### Intern



Hire Date..... 6 months..... 1 year.....2 years.....3 years.....4 years  
 \$10..... \$11..... \$12..... \$13..... \$14..... Graduation

Senior Police Intern (7.5% step increase starting at the first year anniversary date as compared to intern pay scale.)

Hire Date..... 6 months..... 1 year.....2 years.....3 years.....4 years  
 \$10.....\$11.....\$12.90..... \$13.96.....\$15.05.....Graduation

Master Police Intern (15% step increase starting at the first year anniversary date as compared to intern pay scale.)

Hire Date..... 6 months..... 1 year..... 2 years.....3 years.....4 years  
 \$10.....\$11.....\$13.80..... \$14.95.....\$16.08..... Graduation

Police Intern Job Scope and Assignments

Police Interns perform a variety of civilian field and office law enforcement duties in direct support of sworn and civilian personnel. Police interns will be deployed throughout the Department as needed and on a priority basis. Interns may be afforded the opportunity to work with Traffic, Youth Services, Investigations, Family Services, Patrol, etc., and on projects/programs throughout the Department. Interns will be allowed to work in the capacity of directing traffic, issuing parking citations, assisting with program presentations, writing non-custody/known suspect police reports, preparing crime pattern profiles, and other functions within the intern job scope.

Police Interns shall not involve themselves in enforcement actions.

Ride-Along Program

Interns shall complete a ride-along with a police officers or Community Service Officer each month. Ride-along will be scheduled for no more than five hours. Ride-alongs are recommended to occur on the intern’s first scheduled workday of the month. Interns are required to notice and receive approval from their immediate supervisor prior to scheduling the ride-along. Interns will complete their ride-alongs in full uniform and will attend the shift briefing. Interns will contact the on-duty patrol supervisor for approval. The intern will complete a ride-along waiver form at the time of their hire, which will be maintained in their personnel file. Interns will be paid at their respective rate of pay at a maximum of five hours for each monthly ride along.

Addressing Ranking Employees

Interns are the representatives of the Vacaville Police Department. As representatives, they shall maintain a professional attitude and demeanor commensurate with the responsibilities of their position. Interns shall address ranking employees by their proper rank.

Confidential Information

Interns shall treat all official business of the Vacaville Police Department as confidential. They shall not discuss or repeat the same to anyone, except to those for whom it is intended, or as directed by superior officers, or as required by law.

Police Identification

Police Interns are issued an official Department identification card. Misuse of the police identification card by intern personnel will cause the immediate confiscation of the card and may result in disciplinary action, including termination. The identification card shall be displayed or used to identify the holder as an intern only and shall be done only in an authorized and official capacity.



The intern identification card shall not be used in any attempt to receive preferential treatment or gratuity. Lost, stolen, or misplaced identification cards shall be immediately reported to the Administrative Services Division Lieutenant.

*Reporting of Off-Duty Incident*

Interns are required to notify the on-duty Watch Commander if they are involved in any off-duty incident that may result in a response from a law enforcement agency.

*Injury*

When an intern receives an injury on duty, the intern must immediately report the injury to their immediate supervisor. The supervisor and intern will complete the necessary forms and medical assistance will be provided if necessary.



## **Police Intern Minimum Requirements and Equipment Checklist**

Police Intern \_\_\_\_\_ Date \_\_\_\_\_

Administrative Services Division Lieutenant or his/her Designee  
\_\_\_\_\_ Date \_\_\_\_\_

- 1) \_\_\_\_\_ High School Degree or Equivalent
  - 2) \_\_\_\_\_ Valid Driver's License
  - 3) \_\_\_\_\_ Satisfactory Driving Record
  - 4) \_\_\_\_\_ Confirmation - Intern has Transportation to and From Work
  - 5) \_\_\_\_\_ Review and Approval of College Institution
  - 6) \_\_\_\_\_ Receipt and Review of Semester Units
  - 7) \_\_\_\_\_ Minimum of Twelve College Units for Each Semester/Quarter of the College Calendar Year
  - 8) \_\_\_\_\_ Receipt and Review of Semester Grades (2.0 G.P.A or Better)
  - 9) \_\_\_\_\_ Outside Employment Inquiry Approval is Required
  - 10) \_\_\_\_\_ Intern's Evaluation Completed Following Each Assignment
  - 11) \_\_\_\_\_ Supervisor's Critique Completed Following Each Assignment
  - 12) \_\_\_\_\_ The Issuance of a Program Binder
  - 13) \_\_\_\_\_ Intern to be Issued a Police Intern Identification Card
  - 14) \_\_\_\_\_ Intern to be Issued Two Complete Uniforms (Shirt / Trousers) Purchased by the Department
  - 15) \_\_\_\_\_ Issuance of Associated Police Intern Equipment
  - 16) \_\_\_\_\_ Completion of a Ride-Along Form and Retained in Personnel File
  - 17) \_\_\_\_\_ Completion of the Department's Computer Use General Order # 704 Acknowledgement Receipt and Signature
  - 18) \_\_\_\_\_ Other Department Issued Equipment
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**Good \_\_\_\_\_ and welcome to the oral examination. This process will determine the best qualified candidates for the Police Intern position. Those candidates who are successful in the interview process will then be forwarded to the department for a background check.**

**The background check will include your completion of a Personal History Statement, Computerized Voice Stress Analysis (CVSA), Background Review, Live-Scan, and a Drug Screen. Candidates may be discontinued as a result of information learned at any point in the total background process.**

**We will be asking you questions designed to assess your qualifications for this position. You will have up to 20 minutes to answer these questions, so use the available time wisely. We will be taking notes during your responses, so don't let that distract you.**

**Just relax and answer the questions to the best of your ability!**

Why are you interested in being a police intern?

How will the intern program impact your career plans?

In your opinion, what is the biggest challenge in law enforcement today?

How would you define, "providing excellence in customer service," and as an intern how would you deliver customer service.

What are your present and future goals and what will you be doing 5 years from now?

Intern opportunities presently exist in several divisions. Our goal is to place candidates in divisions which best meet their qualifications and interests. What are your particular areas of interest?

Tell us why you are the best candidate for the position of Police Intern.

Do you have any questions of us?

**This concludes the examination. Thank you and good luck!**



## Police Intern Uniform Requirements and Specifications

### 1. Shirt/Trouser

Shirt - Nickel/gray, Dacron polyester, viscoe rayon blend, 100% polyester, wool (Flying Cross or Elbeco Brand), short or long sleeve with front buttons, military shoulder straps, form fitting, zipper optional (as manufactured), collar with stays.

Trouser - LAPD blue (same as shirt material and brands) standard tailor length, two hip pockets with or without sap pockets, ½ inch belt loops without cuffs.

T-Shirts – Crew neck, navy in color.

The Department will issue two complete uniforms (Department's expense) 2 -shirts and 2-trousers. Additional shirts and trousers may be purchased at the intern's expense.

### 2. Belt

Each intern may be issued at the department's expense a black leather basket weave duty belt. The Department will also issue the following belt accessories for intern usage:

- Radio Holder
- Rubber Glove Pouch
- Police Flashlight and Holder
- Silent key holder
- Four Belt Keepers
- Pepper Spray and Holder (only following training and authorization)

### 3. Shoes/Socks

Shoes shall be black leather with round toe. All visible portions of socks will be black in color. (Shoes and socks are not issued by the Department.)

### 4. Traffic Vest

The Department may furnish an orange reflective safety vest with POLICE lettering on its front and back to each intern.

### 5. Name Tag

The Department will issue a silver metal nametag to all interns with the first initial and last name of the employee. Interns shall wear the nametag directly above the right breast pocket. (centered and parallel to the pocket)

### 6. Shoulder Patch



The Department will furnish standard Police Department patches for uniform shirts and jackets (Department authorized police jackets may be purchased by interns at their expense). The patch must be centered on the sleeve ½ inch below the INTERN identification patch.

#### 7. INTERN Identification Rocker

The Department will furnish “rocker” style patches with the word INTERN clearly visible in gold colored lettering. The INTERN patch will be worn ½ inch above the shoulder patch and centered on the sleeve ½ inch below the shoulder seam.

#### 8. Rain Gear

Each intern may be issued Department rain gear consistent with Community Service Officer rain gear specifications.

#### 9. Uniform Badges

Each intern will be issued a Police Intern rhodium shield-style badge with blue lettering identifying the employee as a police intern.

### **Wearing of the Intern Uniform - Inspections**

Police Interns will wear their uniforms while on duty within the Police Department. Exceptions can be arranged with their immediate supervisor.

Police Interns will not wear their uniforms outside the Police Department without prior approval of their supervisor. Travels to and from their workstation is considered to be an exception.

Interns will undergo periodic inspections conducted by their immediate supervisor, Administrative Services Lieutenant, and/or his/her designee.



**Memorandum: Office of the Chief  
Vacaville Police Department**

**TO:** Members of the Department

**FROM:** Office of the Chief of Police

**SUBJECT: MEMORANDUM OF UNDERSTANDING FOR THE RECEIPT OF  
DEPARTMENT GENERAL ORDERS:**

**Hard Copy:**

**General Order #704 – Department Computer Use**

You are being provided a copy of the above described Department General Order. The order is currently in effect. Each employee of the Department is expected to fully understand and comply with the requirements of each order and to act in accordance with the orders as written. If you have any questions regarding the provisions of any order, it is your responsibility to meet with your immediate supervisor or division commander to resolve or answer any questions.

**Please return this completed form immediately to the Administrative Services Lieutenant.**

**EMPLOYEE**

By signing below, I acknowledge that I have received a full copy (hard copy and / or e-mailed) of the Department General Orders and I will read, understand, and comply with the policies.

\_\_\_\_\_  
EMPLOYEE PRINT/SIGN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS PRINT/SIGN

\_\_\_\_\_  
DATE



## Vacaville Police Department Student Internship Program

**Adopted:** \_\_\_\_\_

**Revisions:** 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



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23. \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_



## **Access to Student Internship Performance Review Forms**

- **City Info Net**
- **Resource Library**
- **Performance Evaluation**
- **Non-Full Time Employee Performance Review Document**

c: HRD  
Intern File