



CRANSTON POLICE DEPARTMENT

STUDENT INTERNSHIP PROGRAM

Colonel Michael J. Winquist
Chief of Police

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PROGRAM OVERVIEW

In partnership with the area colleges and universities, the Cranston Police Department has developed a new and innovative student internship program where student Internship participants will have the ability to observe and experience a wide array of police services, functions, and operations. Students will have the opportunity to receive hands-on experience in areas of patrol techniques, criminal investigations, identification, and records management.

Because every internship is unique, based upon the specific mission of the police department at any given time, it is hard to predict specific experiences that students will receive. Internships are typically composed of 80% observation and 20% actual work. Observation experiences for Internship participants have included a variety of police functions. Work assignments may include: tabulating citizen survey results, creating monthly expenditure reports, and performing computer searches for suspects. It is our intention to provide a comprehensive learning experience; however, we cannot guarantee the exact experiences an intern will receive due to the cyclical nature of police activities and the unpredictability of criminal activity.

An internship experience with the Cranston Police Department should be a very rich and rewarding experience. We hope to provide students with an opportunity to be actual participants and observers in the day-to-day operations of a law enforcement agency. Students will have the opportunity to compare and contrast academic instruction with real-life situations.

STUDENT INTERNSHIP OBJECTIVES

The objectives of the internship reflect the "worker-in-training" role. From the day an intern enters the department, they are expected to assume many of the role requirements of a regular staff member. The role requirements include:

1. Adhering to agency work hours, to agency policies and procedures and to rules governing professional staff behavior.
2. Adhering to agency policies governing the strict observance of confidentiality and the handling of confidential information.
3. Assuming responsibility for their actions and activities.
4. Maintaining strictly professional relationships with all clients.
5. Being a learner by using a courteous enthusiastic, open minded, critical approach to facts, fallacies, or fantasies.
6. Relating and using knowledge acquired in the classroom to practice in the department.
7. Have a positive and respectful attitude.
8. Developing self-awareness in regard to attitudes, values, and behavior.

9. Preparing for and utilizing conferences and other opportunities for learning afforded in the department.

The student is placed in our department for one full semester, receiving college credits but serves under the authority of our department and must abide by our general rules and regulations. Ideally, at the end of the internship, the student should have acquired a basic working knowledge of the entire spectrum of functions performed.

INTERNSHIP SELECTION CRITERIA

Intern selection is competitive due to the limited number of available positions, generally two to three per semester. Selection criteria typically include seven major areas:

1. Application Information
2. Education
3. Prior Work Experience
4. Oral Interview
5. Personal References
6. Background Check

A minimum grade point average of 2.5/4.0 is required to be eligible for acceptance into our internship program.

Prior work experience, extracurricular activities, and special skills will be considered.

The oral interview will be conducted to evaluate personal appearance, communication skills, and level of interest towards the position and personal demeanor.

References will help verify an applicant's good moral character and fitness for the position.

A background check of each applicant will be conducted to review past criminal history and driving record.

APPLICATION PROCEDURE

Applicants should first contact their university internship coordinator to ensure that all university requirements have been met and that they are in fact eligible for an internship program. Initial contact with the Cranston Police Department should be through the university internship coordinator. A letter from the university internship coordinator indicating student eligibility is necessary. The Cranston Police Department encourages students to strictly adhere to their university procedures.

Each student will be required to submit an application to the Cranston Police Department. Students must submit their complete applications (signed and dated) to the attention of:

Internship Scheduler
Cranston Police Department
5 Garfield Avenue Cranston,
Rhode Island 02920

Students must include a resume and/or cover letter with their application. To obtain an application packet, call the Inspectional Services Division.

The list below summarizes deadlines for the application process:

Summer Semester:

Applications should be received prior to April 1st. Announcements will be made on or about May 1st.

Spring Semester:

Applications should be received prior to November 1st. Announcements will be made on or about December 1st.

Fall Semester:

Applications should be received prior to July 1st. Announcements will be made on or about August 1st.

PAYMENT

Internship participants receive no monetary compensation for participation. All students are responsible their own tuition and expenses.

PROGRAM SCHEDULE

Internship participants shall receive a tentative schedule describing work hours and assignments. An example for a Spring/Fall Semester Schedule is shown in the following table. Summer Semester Schedules may be abbreviated. Our Department attempts to accommodate variations of this schedule for each student's individual preferences and requirements. **Example of Spring/Fall Schedule**

<u>Division</u>	<u>Shift</u>	<u>Duration</u>
Orientation	1	1 Week
Patrol Division	1/2/3	1 Week
Training Division	1	1 Week
Information Technology	1	1 Week
Traffic	1	1 Week
Records	1	1 Week
Dispatch	1	1 Week
Dispatch	2	1 Week
Detective Division	1	1 Week
Community Outreach	1	1 Week
CALEA	1	1 Week
Bureau of Criminal Identification	1	1 Week
Special Projects	1	1 Week

OVERVIEW OF THE CRANSTON POLICE DEPARTMENT

The Cranston Police Department serves an approximately 29.9 square mile community of 80,529 and is staffed by 153 sworn and 30 civilian members. The divisions of Cranston Police Department are as follows:

- Uniform Patrol Division
- Detective Division
- Inspectional Services Division
- Office of Professional Standards
- Community Outreach
- Training Division

INTERNSHIP RULES

Internship participants are required to obey all State and local laws. Additionally, the following program rules must be obeyed. Violation of these rules shall be cause for removal from the internship program.

Safety: Internship participants must be situationally aware and conduct themselves in a safe manner at all times. Unsafe acts or conditions must be reported to the Shift/Unit supervisor and the Internship Coordinator as soon as possible.

Confidentiality: Internship participants shall treat the office business of the Department as confidential and **shall not** disseminate information regarding departmental business or operations unless expressly permitted by supervisory staff.

Weapons: Internship participants are prohibited from carrying weapons or handcuffs of any type.

Enforcement Action: Internship participants are prohibited from taking any type of enforcement action. Internship participants shall not at any time represent themselves as sworn officers.

I.D. Badges: Internship participants must have their Identification Badge clearly displayed when entering the building and during scheduled work hours (except when impractical or detrimental to the progress of criminal investigations). Lost or stolen I.D. badges must be immediately reported to the Internship Coordinator. Internship participants are required to return I.D. badges at the completion of the program.

Conduct: Internship participants shall not at any time engage in unbecoming conduct which tends to discredit the Department.

Courtesy: Internship participants shall not use profane or intentionally insulting or degrading language or actions toward any other member of the Department or to any citizen. Internship participants shall be courteous and tactful in the performance of their duties and shall promptly respond to all reasonable requests for assistance. Internship participants shall refer to sworn staff members by their appropriate rank and last name.

Punctuality and Attendance: Internship participants are required to punctually report for work and assigned duties. Time off from work shall be coordinated with the Intern Coordinator at least three days (if possible) in advance. In the event an illness or emergency which prevents attendance, contact the supervisor in your assigned unit prior to the work shift.

Appearance: Internship participants represent the Cranston Police Department and shall maintain a neat, well-groomed appearance, with attire and foot wear that is appropriate for an office work environment (business casual).

Supervisors may allow adjustments to this rule for certain work situations when appropriate.

Absolutely NO; sandals, flip-flops, shorts, cut-offs, T-shirts, clothing with offensive wording, logos or images are acceptable.

Parking: Internship participants will be given a parking permit valid for the dates of their internship. Intern parking is available in the spaces marked Permit Parking in the lot north of the police building.

Driving and Riding in City Vehicles: Internship participants are not permitted to drive city vehicles and shall wear seat belts when riding.

Schedules: All Internship participants shall receive a schedule indicating their assigned units and work hours. Just prior to proceeding to a new unit, Internship participants shall contact the highest ranking supervisor in their new assigned unit and receive instructions as to when, where, and whom to report.



CRANSTON POLICE DEPARTMENT

STUDENT INTERNSHIP APPLICATION

Officer Derek Dimeo
Internship Scheduler

APPLICATION INSTRUCTIONS

Applicants should first contact their university internship coordinator to insure that all university requirements have been met and that they are in fact eligible for an internship program. Initial contact with the Cranston Police Department should be through the university internship coordinator.

A letter from the university internship coordinator indicating student eligibility must accompany the application. The Cranston Police Department encourages students to strictly adhere to their university procedures.

Students must include a resume and/or cover letter with their application. For additional information contact our Internship Scheduler.

Please complete all questions, print the packet, sign and date the appropriate pages. Students must mail their completed application packet, including the letter from your university internship coordinator, a resume and/or cover letter, to the attention of:

Internship Scheduler
Cranston Police
Department 5 Garfield
Avenue Cranston, RI 02920

The Cranston Police Department encourages interested individuals to submit their application by the following deadlines:

Fall - July 1
Spring - November 1
Summer - April 1

Cranston Police Department Internship Application

Applicant Information		
Last Name	First	Date
Street Address		Apt/Unit
City	State	Zip
Phone	Cell Phone	
Email address:		
Have you ever been convicted of a felony?	If yes please explain:	
<input type="checkbox"/> Yes <input type="checkbox"/> No		
How did you hear about our internship program?		

Availability							
Please check semesters of availability:							
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Other, please explain:							

Please check your general availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (approx. 9-1)							
Afternoon (approx. 1-5)							
Evening (approx. 5-9)							

Experience/Education and Skills	
Current employment status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Not Employed	
Current or most recent paid position held	
Are you currently a full-time student?	If yes, please indicate school and concentration:
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Level	Areas of study:
<input type="checkbox"/> Freshmen <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate student	
Do you speak any other languages?	If yes, please list language
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Fluent <input type="checkbox"/> Semi-Fluent <input type="checkbox"/> Basic
Computer Skills/Software Used:	

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Personal Information

Why are you interested in an internship in our organization?
--

What specific experience would you like to gain through this internship?
--

Describe your long-term career goals:

Professional References

Name	Relationship and contact info (e-mail and/or phone number)

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to an internship assignment, I understand that false or misleading information in my application may result in my release.

Signature:	Date:
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AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____, have made an application for internship with the City of Cranston, and it is my understanding that a comprehensive investigation of my background will be conducted in connection with my application. I understand that any history, which adversely reflects on my qualifications for employment, may cause disqualification from further consideration for the Internship Program.

I hereby give the City of Cranston and its agents, the authority to conduct a comprehensive investigation of my background including, but not limited to, oral interviews with any person concerning my background and a review with full disclosure of all records and other information, whether such records and other information are public, private, privileged or confidential. This review includes records maintained by past and present employers, law enforcement agencies, public utility companies and other local, state and federal agencies. This Authorization for Release of Information form is solely for the purpose of conducting an applicant background investigation for the current selection process for the City of Cranston for the position of Intern.

To the custodian of records discussed herein, I hereby authorize you to release information to the bearer of the Authorization for Release of Information form. I consider a copy of the Authorization for Release of Information form to be as valid as the original, even though a copy does not have my original signature.

I hereby release to the City of Cranston and its agents and anyone who gives written or oral information about me to the City of Cranston from any claims of liability or damages, which may occur as a result of the background investigation. This release also extends to my heirs, associates, assigns and representatives.

Date

Signature of Applicant

Witness

Social Security Number

Driver's License Number

Date of Birth

Internship Orientation Checklist (To Be Completed at Time of Orientation)

TOPIC	Initials
Law enforcement role and authority	
Organizations	
Headquarters security	
Parking plan	
Release of information	
Confidentiality	
Dress code	
Use of office equipment	
Computer access/privileges	
Internship Program Application	
Ride-a-long waiver/release	
Medical waiver/release	
Background Investigation Waiver	
Term-End Assessment Form	
Emergency notification	
Emergency exits	
Harassment in the work place	
Lines of authority	
Incident reporting	

WRITING SAMPLE

In 150-300 words, describe why you want to enter the field of policing:

APPLICATION CERTIFICATION

I hereby certify that all answers to the above questions are true and I agree and understand that any false statement contained in this application may cause rejection of this application or termination of internship, and shall constitute gross misconduct for benefit eligibility. I understand that an incomplete application may result in a lost internship opportunity.

I authorize the City of Cranston to contact my current and past employers and personnel references listed above to verify employment, work records, and suitability for internship with the City, and to investigate personal, criminal, or other areas, such as personal contact with neighbors, friends, or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that my appointment to an internship may be subject to satisfactorily completing a pre-employment medical exam, including drug and alcohol screen, and that the truthfulness of the statements in this application may be verified.

I understand that I will have to provide acceptable documentation attesting that I am a U.S. citizen.

I understand that this application is not a contract of internship. I understand that any oral or written statement to the contrary is expressly disavowed, and should not be relied upon by my prospective or existing employee.

Signature

Printed Name

Date

INTERNSHIP RULES

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Driving of City Vehicles: Internship participants are not permitted to drive city vehicles and shall wear seat belts when riding.

I have read the above and understand a violation of State or local laws and/or program rules shall be cause for removal from the internship program.

Signature

Date