

ILLINOIS STATE POLICE DIRECTIVE PER-104, INTERNS

RESCINDS: PER-104, 2018-007, revised 07-23-2018.	REVISED: 10-10-2018 2018-007A
RELATED DOCUMENTS: SRV-009	RELATED CALEA STANDARDS: None

I. POLICY

The Illinois State Police (ISP) offers two types of internship programs: paid and unpaid.

- I.A. Paid Internship Programs – When funding is available and appropriated for such purposes, the ISP will accept qualified students who desire to participate in a practical work experience program that is mutually beneficial to the student and the Department.
- I.B. Unpaid Internship Programs – Whenever possible, the ISP will accept qualified students who desire to participate in a practical work experience program, and the ISP shall implement unpaid internships in such a way that the intern shall be the primary beneficiary of the internship experience.

II. DEFINITIONS

Types of internships

II.A. General College

- II.A.1. Students earn college credits
- II.A.2. Generally offered to undergraduate junior and senior students and graduate students who are pursuing a career in:
 - II.A.2.a. Administration of justice
 - II.A.2.b. Anthropology
 - II.A.2.c. Biochemistry
 - II.A.2.d. Biology
 - II.A.2.e. Cell and structural biology
 - II.A.2.f. Chemistry
 - II.A.2.g. Criminal justice
 - II.A.2.h. Forensic science
 - II.A.2.i. Information technology
 - II.A.2.j. Law enforcement
 - II.A.2.k. Microbiology
 - II.A.2.l. Physics
 - II.A.2.m. Psychology
 - II.A.2.n. Related areas

II.A.3. Students do not receive any salary

II.A.4. May be completed in an available District/Zone/Lab/Command/Office

II.B. Michael J. Curry Internship Program

- II.B.1. Sponsored by the Office of the Governor
- II.B.2. Available to college juniors, seniors, and graduate students only
- II.B.3. Major courses of study preferred – Communications, Computer Science, Criminal Justice, Business, or Law
- II.B.4. Students receive a salary
- II.B.5. Available for summer months only
- II.B.6. Students must apply through the Office of the Governor by February 28th of each year.

- II.B.7. The application for the Michael J. Curry Internship is located at: <http://www2.illinois.gov/gov/documents/employment/curry%20application%202014.pdf>.
- II.C. University of Illinois at Springfield (UIS) Graduate Public Service Internship Program
 - II.C.1. Must have a bachelor's degree before acceptance and an interest in pursuing a career in public service
 - II.C.2. A commitment to the UIS and the ISP to begin mid-August and be completed 21 months later
 - II.C.3. To work 20 hours per week during the school year and full time during the summer
 - II.C.4. To carry nine semester hours of graduate work
 - II.C.5. Students will receive a salary for 21 months
 - II.C.5.a. The salary will be paid through UIS from ISP funds
 - II.C.5.b. Each cost center is responsible for funding their internship
 - II.C.5.c. The salary will depend upon the time period worked
 - II.C.6. The application for the UIS Graduate Public Service Internship Program is located at: <http://www.uis.edu/admissions/forms/>

III. RESPONSIBILITIES

- III.A. The Recruitment Section Manager will appoint regional Internship Coordinators.
- III.B. The Recruitment Unit is staffed by two regional Internship Coordinators. The responsibilities are divided into two regions which cover the North and South.
- III.C. Each District/Zone/Lab/Command/Office will assign a site representative responsible for:
 - III.C.1. Coordinating information regarding internships.
 - III.C.2. Requesting interns in writing, as required, through the chain-of-command to the EEO Recruitment Unit outlining the parameters of the position.
 - III.C.3. Ensuring a particular District/Zone/Lab/Command/Office does not host a number of interns that would exceed its ability to meet the interns' needs.
 - III.C.4. Ensuring an orientation is provided to each division intern that should include information on the following:
 - III.C.4.a. A discussion of the student's goals and objectives for the internship
 - III.C.4.b. Anticipated work assignments
 - III.C.4.c. Appropriate dress
 - III.C.4.d. Conduct
 - III.C.4.e. Confidentiality of information
 - III.C.4.f. Office protocol
 - III.C.4.g. Procedures and routines
 - III.C.4.h. The procedure for requesting short notice changes to a work schedule
 - III.C.4.i. Working hours, including breaks, lunches, and possible absences needed due to sickness, appointments, etc.
 - III.C.4.j. Review the State of Illinois Ethics handout
 - III.C.4.k. Review ISP Sexual Harassment Policies
 - III.C.5. Notifying the Department Internship Coordinator of disciplinary problems or other matters of mutual concern affecting an intern.

III.C.6. Reviewing and evaluating all reports completed by the intern prior to submission to the intern's educational institution (ensuring they are accurate and do not contain confidential information).

III.D. The regional Internship Coordinators will:

III.D.1. Coordinate and administer the Department's internship program.

III.D.2. Notify the District/Zone/Lab/Command/Office representative of any student's request for an internship in their area, including anticipated time frame.

III.D.3. Request a background investigation for all interns and, for lab interns, a polygraph examination and drug test. Following the background investigation and results of the polygraph, if applicable, notify the District/Zone/Lab/Command/Office representative of final acceptance.

III.D.4. Maintain a central personnel file on each intern.

III.D.5. Notify the college or university of any changes, disciplinary problems, unavailability of requested intern site, unacceptable students, or matters of mutual concern that would affect an intern in the program.

III.D.6. For unpaid internships only:

III.D.6.a. Inform the intern in writing that the intern is not entitled to a job at the conclusion of the internship.

III.D.6.b. Inform the intern in writing that the intern is not entitled to wages for the time spent in the internship.

III.D.7. For paid internships:

Inform the intern in writing that the intern is not entitled to a job at the conclusion of the internship.

III.D.8. Complete Application 16-64, State Records Disposal Certificate, adhering to the State Records Act requirements:

III.D.8.a. the individual retention period is complete; two year retention period for interns not accepted into the internship program and 10 year retention period for interns accepted into the internship program;

III.D.8.b. all audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated;

III.D.8.c. the items are correctly listed on a State Records Disposal Certificate submitted to and approved by the State Records Commission 30 days prior to disposal.

IV. PROCEDURES

IV.A. Participation in the Department's Internship Program

IV.A.1. Priority for participation will be to college/university students who are enrolled in a structured intern program facilitated by a university internship coordinator.

- IV.A.2. Resident and non-resident students are eligible to be accepted for an internship program, providing the students meet the following requirements. Students must:
- IV.A.2.a. Ensure college or university internship coordinators notify the Department Intern Coordinator in writing of their intention to place a student intern with the Department.
- IV.A.2.a.1) Deadlines for applications are:
- IV.A.2.a.1)a) September 30 for the spring semester
 - IV.A.2.a.1)b) January 31 for the summer semester
 - IV.A.2.a.1)c) April 30 for the fall semester
- IV.A.2.a.2) The initial letter must state where within the Department (District/Zone/Lab/Command/Office) the intern wishes to complete the internship, specific time frames such as beginning and ending dates, and number of hours to be worked each week.
- IV.A.2.b. Be in good academic standing with the college/university.
- IV.A.2.c. Submit a resume:
- IV.A.2.c.1) An internship application (ISP 1-189, available in the ISP Document Library at <http://maphome/documentlibrary/> and on the ISP website under the Employment link). Included with the application is:
- IV.A.2.c.1)a) An Intern Participation Agreement, including two current passport-sized photographs
 - IV.A.2.c.1)b) An Authorization for Release of Personal Information
 - IV.A.2.c.1)c) An Authorization Form for Employment Credit Report
 - IV.A.2.c.1)d) A Disclosure Statement for Employment Credit
- IV.A.2.c.2) Any other forms required by the Department
- IV.A.2.d. Agree to comply with all Department rules, regulations, and policies to ensure the intern's safety as well as the Department's security and integrity.
- IV.A.2.d.1) The District/Zone/Lab will issue the intern an identification badge upon arrival at the internship location which clearly identifies the intern as such. The intern will wear the identification badge at all times when performing internship duties. The identification badge will be returned to the District/Zone/Lab upon completion of the internship.
- IV.A.2.d.2) The intern will not wear any article of clothing which displays the seal, logo, patch, or lettering of the ISP or any law enforcement agency, specific or generic, while performing internship duties, with the exception of the ISP issued identification card.
- IV.A.2.d.3) The intern is to report to their assignment each day in appropriate business attire or as directed by the District/Zone/Lab/Command/Office internship site coordinator. The intern must wear department-owned body armor when observing an operational or tactical situation.
- IV.A.2.d.4) The District/Zone/Lab/Command/Office internship site coordinator is responsible for ensuring the intern returns all department-issued equipment at the completion or termination of the internship.
- IV.A.2.e. Pass a polygraph examination and drug test (for lab interns only) and a background investigation (for all interns) that includes an interview, employment checks, credit inquiries, character references, and criminal and driving record

checks. Information found to be unacceptable will be grounds for denial of the student into the internship program.

- IV.A.3. The regional Internship Coordinator, with input from the requesting Division and/or the Background Unit of the Division of Internal Investigation, will make the final determination regarding acceptance.

IV.B. Assignment

- IV.B.1. The Department will endeavor to place the intern in an area of their interest; however, the District/Zone/Lab/Command/Office representative will be afforded the opportunity to interview the intern to determine if the intern is acceptable for the position.

- IV.B.2. Prior to starting the Internship Program, students will attend a mandatory internship orientation at the beginning of the respective semester at a designated location. Internship site coordinators are not mandated to attend but are strongly encouraged. This mandatory training will be conducted by the Regional Internship Coordinators. Failure to attend may result in termination from the Internship Program.

- IV.B.3. The District/Zone/Lab/Command/Office internship site coordinator should provide the intern with activities to enhance knowledge and understanding of the Department. Examples are:

- IV.B.3.a. Ride-alongs, to include aircraft
- IV.B.3.b. Observing crime scenes
- IV.B.3.c. Assisting with research on reports and studies
- IV.B.3.d. Observing forensic laboratory techniques or performing other laboratory assignments
- IV.B.3.e. Observing court procedures
- IV.B.3.f. Interacting with staff members

- IV.B.4. Interns may request modifications to their training plans by submitting a written request to the District/Zone/Lab/Command/Office internship site coordinator or other appropriate authority who may approve or disapprove the request.

- IV.B.5. Interns will be expected to complete courses required by the college or university.

IV.C. Housing

- IV.C.1. Provided space is available, the regional Internship Coordinator will make arrangements for housing at the Academy for interns serving in the Springfield area.

- IV.C.2. Housing at the Academy will be subject to the Academy Commander's review and approval.

- IV.C.3. The ISP will not provide free meals or linens for interns housed at the Academy.

| Indicates new or revised items.

-End of Directive-