



R. M. Poindexter  
Chief of Police

# ROANOKE COUNTY POLICE DEPARTMENT

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## Student Internship Program Student Responsibilities and Requirements

- Students must be eighteen (18) years of age or older. The Chief of Police may grant exceptions to qualified high school students.
- Students must have a good driving record and are subject to a criminal background check.
- Participants are required to dress in proper business attire (No tee shirts, hoodies, sneakers, sandals, jeans, or shorts).
- Students must follow all instructions given by the intern supervisor during the program; no interference with the performance of a Department employee shall be permitted.
- The Student Internship Program shall be conducted at times that are convenient to the operations of the Police Department.
- Participants are required to conduct themselves in a mature, professional manner at all times.
- The intern shall not be armed.
- Participants who are asked to identify themselves shall explain that they are a student intern.
- Interns are responsible for notifying the supervisor of the work unit in which they are assigned if they are unable to work. Habitual absences will result in the termination of the student in the Internship Program.
- The Police Department Internship Coordinator will immediately report to the student's academic advisor any difficulties developed by the intern. A decision will be made between the Internship Coordinator and the academic advisor whether the intern should be counseled and then allowed to continue as an intern, or if the services of the intern should be discontinued. The termination of an internship will jeopardize the student's opportunity to receive college credits for the course.
- The student must log daily activities of the internship and keep the report current. The Police Department Internship Coordinator may request this report on any given date.
- The student is requested to report to the Police Department Internship Coordinator any situations which may involve the misuse of interns. The Internship Coordinator will make every effort to resolve such matters in the best interest of the student while being fair to the Police Department.
- Any student creating difficulties or becoming a disciplinary problem to the agency will be terminated from the Internship Program.
- The Internship may be terminated at any time by the Chief of Police.

**I understand the requirements and responsibilities of a student intern while participating in this program.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assigned Supervisor's Signature

\_\_\_\_\_  
Date

