



**Division of State Patrol
Policy and Procedure**

Number 12-5

Subject INTERN PROGRAM	
Author/Originator Wisconsin State Patrol Academy	Approved by <i>Stephen Fitzgerald</i> Superintendent
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I. POLICY

It is the policy of the Division of State Patrol (DSP) to administer a Student Intern Program for the students of law enforcement or related fields of study.

II. BACKGROUND

Students of law enforcement frequently request an opportunity to complete an internship with the Division of State Patrol. In the past, each region handled these requests in various ways. Both the Division and the learning institutions sponsoring the student have become more structured in the administration of this program.

III. OBJECTIVES

This policy establishes program requirements, program content and program evaluation procedures designed to make the work experience meaningful and valuable to both the intern and the Division. This policy sets the following objectives:

- A. Establish a standardized training program, which will augment the intern's education and give them an inside perspective of the daily activities associated with law enforcement at the operational level.
- B. Offer six areas of work where practical work experience may be gained and credit obtained through the participating school.
- C. Provide the Division with a preview of prospective candidates for future employment within the Division.

IV. GENERAL PROVISIONS

- A. It shall be at the discretion of the Region Commander or designee to accept interns into the program within their region.
- B. All applicants shall meet the following requirements prior to acceptance into the program:
 - 1. Be currently enrolled in a college or technical school in a law enforcement or related field of study.
 - 2. Have a minimum GPA of 2.0 for the previous semester of study.
 - 3. Consent to a background and criminal history check prior to final acceptance.
 - 4. Complete and submit all required forms.
 - 5. Have an interview with the Region Commander or designee.

V. PROCEDURES

- A. Region Commander/Designee
 - 1. Review initial requests for internships. Deny or grant preliminary approval.
 - 2. Review applications and interview applicants.
 - 3. Review background and criminal history checks.
 - 4. Approve or disapprove the request.
 - 5. Assign a post supervisor as the intern's supervisor.
 - 6. Dismiss the student intern if warranted.
 - 7. Present a Certificate of Completion to the intern upon his/her successful completion of the program. (Attachment G)
- B. Intern Supervisor
 - 1. Enter into a contract with the intern and sign the contract form.
 - 2. Conduct an orientation with the intern.
 - 3. Ensure the required forms are completed and submitted prior to the start of training.

4. Establish and maintain the student intern training file.
5. Assign Division employees to mentor the intern in the six areas of practical work experience.
6. Conduct formal and informal evaluations with the intern as necessary or required.
7. Review all intern reports, completed forms, activity logs and evaluations.
8. Periodically brief the Region Commander/Executive Officer regarding the intern's progress and development.
9. Coordinate with the school program director as needed or required.
10. Complete the final Student Intern Evaluation. (Attachment F)

C. Student Intern

1. Send a written request for internship to the Region Commander with a letter of recommendation from the program director of the school in which the student is currently enrolled.
2. Complete a Student Intern Application and submit it to the Region Commander or designee after preliminary approval. (Attachment A)
3. Attend an interview with the Region Commander or designee.
4. After final approval, read, sign and submit the following:
 - a. Student Intern Program Code of Conduct. (Attachment B)
 - b. Waiver of liability portion of the Program Code of Conduct form. (Attachment B)
5. Enter into and sign a Division Program Contract. (Attachment C)
5. Complete duties, assigned tasks and paperwork associated with the practical work areas.
 - a. Complete an Activity Log as required. (Attachment D)
 - b. Complete a Student Internship Program Evaluation. (Attachment E)
6. The intern will conform to grooming and clothing standards.

- a. Interns will be guided by Division of State Patrol grooming standards for civilian personnel as described in Policy & Procedure 11-6, Grooming Standards.
- b. Interns will wear appropriate civilian attire. Casual attire is acceptable; however, jeans or shorts are not. Interns are expected to present a professional appearance and wear clothing appropriate for current conditions.

VI. INTERN PROGRAM

A. The program offers the following areas of practical work experience.

1. **Patrol** – Traffic patrol is a primary component of traffic law enforcement. The intern will ride with a trooper/inspector observing the operational aspects of the day-to-day functions performed by the trooper/inspector. These activities specifically relate to traffic law compliance through preventive patrol and active enforcement.

Traffic law enforcement requires communication with the public, motorists, courts and other law enforcement agencies. Interns will learn how to complete forms such as warnings, crash reports and citations. This assignment is accomplished under the direct observation of a trooper or an inspector.

2. **Communications** – The student will be assigned to work in the post communications center learning the basic operations of the communications system. Students will assist with communications and convey information to and from Division personnel, the public and other law enforcement agencies. Students will perform some functions of data storage and retrieval. This training will be under the direct observation of a law enforcement dispatcher.
3. **Court** – The intern will work with a Wisconsin State Patrol court officer during this training. The intern will become thoroughly familiar with court procedures relating to case disposition, case preparation and courtroom testimony. The student will gain a working knowledge and understanding of the judicial system and duties of the judge, clerk of courts and district attorney. Students will perform clerical duties under the observation of the court officer.
4. **Effective Report Writing** – The student will gain valuable experience through report preparation. Written reports completed by the student will be required in all criminal cases in which the student is present at the time of the arrest. If no criminal arrests are made within a daily ride-along period, a report on the most significant arrest of the day will be submitted to the intern's supervisor for review. The completion of these reports will provide experience in organizing facts and presenting them in an effective manner.

Reports should be neat, concise and grammatically correct, written in the first person, narrative form.

5. **Motor Carrier Enforcement** – The intern will be assigned to work with an inspector using portable scales. The intern will also be assigned to work at a State Patrol Safety and Weight Enforcement Facility (SWEF). The student will become familiar with the inspector's duties and the types of rules, regulations and laws they enforce. The student will be required to fill out forms, work with portable scales, assist in enforcement activities and utilize the computerized motor carrier information systems. This assignment is accomplished under the direct observation of an inspector.
 6. **Administration** – The intern will be assigned to work at a regional post to become familiar with the various support staff functions. The student will be required to perform tasks such as answering the phones, filing and assisting clerical personnel. Administrative time will also be devoted to evaluations. This assignment is accomplished under the direct observation of the applicable Post administrative staff.
- B. **Program Completion** - The Intern Program will end in one of the following manners:
1. Successful completion by the student intern.
 2. The student intern voluntarily withdraws.
 3. Dismissal by the Region Commander.
 4. Withdrawal of the student intern by the program director of the participating school.

VII. INFORMATIONAL DOCUMENTS

ATTACHMENT A - Student Intern Application

ATTACHMENT B - Student Intern Program Code of Conduct and Waiver of Liability

ATTACHMENT C - Student Internship Contract

ATTACHMENT D - Activity Log

ATTACHMENT E - Student Internship Program Evaluation

ATTACHMENT F - Student Intern Evaluation

ATTACHMENT G - Certificate of Completion

STUDENT INTERN APPLICATION

Name _____
Last First Middle Alias

Present Address _____
Street City State Zip Telephone

Home Address _____
Street City State Zip Telephone

Birth date _____ Birth place _____
City County State

Sex M F Height _____ Ft _____ In Weight _____ Eyes _____ Hair _____

Emergency Contact Person _____ Relationship _____
Name

Address _____ Telephone _____

What is your citizenship? _____

Have you ever been convicted of a crime other than a traffic offense? Yes No

If Yes explain _____

Will you submit to a background and criminal history check? Yes No

School attending _____

Major course of study _____

Advisor or Division Head _____
Name

Address _____ Telephone _____

Reason for internship _____

Period requested (dates) From _____ to _____ Total hours required _____

Code of Conduct Signed Yes No Wavier of Liability Signed Yes No

Witness _____ Date _____ Signature of Applicant _____ Date _____

**Student Intern Program
Code of Conduct**

Any student intern who violates the Division of State Patrol policy or commits any of the following breaches of conduct shall be subject to immediate dismissal from the program:

1. Any illegal use of drugs. Any use of intoxicating beverages 12 hours prior to or during a scheduled shift.
2. Uses, carries, or conceals any firearm or other type of weapon including baton, mace, or other like chemical device during a scheduled visit.
3. Uses, carries or conceals any camera or taping device during a scheduled shift.
4. Willful misconduct, or failure to comply or carry out instructions of supervising officer(s).
5. Releases or disseminates any information about any suspect, victim, officer, or incident without written approval of the program supervisor.
6. Conviction of a felony or serious misdemeanor or conviction of a misdemeanor or ordinance violation involving physical abuse, firearms, drugs, alcohol, or moral turpitude.
7. Discourteous, insulting, abusive, or inflammatory language or conduct toward the public or Department of Transportation employees.
8. Participates or is directly involved in any law enforcement function or activity unless so directed by their supervising officer(s) to prevent bodily harm to themselves or another.
9. Fails to maintain good hygiene or wear appropriate attire.
10. When so directed or required, fails to complete written statements, forms, or documents or withholds testimony.
11. Immorality, indecency, lewdness, or conduct that may tend to discredit the organization.
12. Interferes in any manner or means with any law enforcement officer in the performance of his/her duties.

I have read and understand the above Code of Conduct. I agree to adhere to the Code of Conduct and the Division of State Patrol Policy. I understand that any breach of the Code of Conduct or State Patrol policy is cause for immediate dismissal from the Student Intern Program.

Signature

Date

Waiver of Liability

I have read, understand and have signed the State Patrol Student Intern Code of Conduct. I agree to adhere to the regulations stated therein and those of the Division of State Patrol policy and procedure.

I hereby waive all rights to claim damages against the State of Wisconsin, its officers, agent, servants and employees for any cause of action, which might arise, except gross negligence of said State while I am participating as a student intern with the Division of State Patrol.

Applicant's Name

Applicants Signature

Date

Witness Name

Witness Signature

Date

Student Internship Contract

I, _____ (student name), majoring in
_____ (course of study)
at _____ (name of school)
enter into a contract of agreement with the Wisconsin Division of State Patrol to complete _____
hours of student internship.

I will be under the supervision of _____ and will
observe the Code of Conduct, all rules, policies and standards of the Wisconsin State Patrol. I will
carry out all the responsibilities assigned to me as a student intern.

Student Signature _____

Intern Supervisor _____

Date _____

Student Internship Program Evaluation

Congratulations, you have successfully completed your student internship. We trust it has been a valuable experience and that you have gained knowledge and expertise that will assist you in your education goals. To insure that we have the best possible program, we ask that each student intern complete an evaluation of our department, the Intern Program and the officers you worked with. Please answer all of the following questions and return this form to the sponsoring region/post. Best wishes in your future endeavors.

Please list the work unit(s) you worked with _____

1. The organizational structure of the program was:
Excellent 7 6 5 4 3 2 1 Poor

2. The work I did was interesting and rewarding:
Agree 7 6 5 4 3 2 1 Disagree

3. My training officers were:
Excellent 7 6 5 4 3 2 1 Poor

4. My participation in the program should prove:
Very Beneficial 7 6 5 4 3 2 1 No Benefit

5. Overall, I consider this program:
Excellent 7 6 5 4 3 2 1 Poor

6. The practical experience I gained was:
Very Beneficial 7 6 5 4 3 2 1 No Benefit

7. Would you recommend our Intern Program to other students?
 Yes No

8. Please share any thoughts you may have to improve the program:

Student Intern Evaluation

Intern's _____ Name _____

Address _____ Telephone _____

Region _____ Program Duration: From _____ to _____

Program Supervisor _____ Title _____

	Above Avg.	Avg.	Below Avg.	Comments
Appearance				
Punctuality				
Task Performance				

Attitude Toward				
Dept/Div				
Supervisor				
Staff				
Assigned Tasks				
Customers				

Student Strengths

Summary/Comments

How well do you think this student is suited for the type of work performed during this internship?

If you were in a position to hire this student for the kind of work performed during this internship, would you? Yes No Not sure

Program Supervisor _____ Date _____

Attach additional comments if necessary

THE STATE OF WISCONSIN
DIVISION OF STATE PATROL
Certificate of Completion

This certifies that

*Has successfully completed ___ hours of
Law Enforcement Student Internship*

Conducted at
Wisconsin State Patrol ___ **Region**
___ **Post**

Given this ___ day of ___ 20___

Region Commander