

Longmont Police Department

Student Intern Officer Program



“Policing in Partnership with the People”

The mission of the Longmont Police Department Student Intern Officer Program is to provide a quality educational experience to college students by utilizing them in programs that enhance the delivery of service from the Longmont Police Department to the citizens of Longmont and provide an opportunity for students to gain practical work experience in their chosen field of study.

ELIGIBILITY

To be eligible for the Longmont Police Department Student Intern Officer (SIO) Program, students must:

Be enrolled in a college or university that is recognized by the higher education act.
<http://www.accredited-online-universities.com/college-accreditation.html>

Students must have a cumulative grade point average of 2.5 or better.

Must possess a valid driver's license

Students must be able to pass the following: oral board interview, integrity interview, polygraph, drug screening, and background check.

Student Intern Officers are required to submit an application, unofficial transcript, and a letter of recommendation from a staff member at the college/university they are currently attending. Students must participate in an interview, submit to a background check and polygraph test as well as a drug screen.

The selection process is designed to find those students whose honesty and integrity are of the highest standards. The interviews, background check and polygraph test, drug testing, and polygraph examinations verify their character. The final selection for the program is subject to approval by the Longmont Police Department Support Services Commander.

Each Student Intern Officer is required to maintain a complete and accurate daily report listing the details and disposition of each incident handled during the shift.

Interns are encouraged to stay with the police department until they graduate from the college or university they are attending. Students who continue with the Longmont Police Department have the option of transferring to a special unit (ie Investigations).

If a student is placed on academic probation, he/she will be suspended from the Student Intern Officer program until the probation is lifted.

OVERVIEW

There are many low priority calls for service that police officers are routinely called upon to handle at any given time. Those calls include investigating minor crimes, situations where there is little or no suspect information, minor traffic accidents, found property complaints, and general support and service-oriented calls that normally do not require the expertise of an officer.



Longmont Safety and Justice Building

BACKGROUND

As police agencies across the country shift traditional policing policies from reactive to proactive, and adopt the "Community Policing" concept, patrol officers are still responsible for low-priority, non-enforcement calls for service.

This places extreme demand on the time an officer has to work on higher priority calls, problem solving, and other important work in the community.

EDUCATIONAL GOALS:

To provide a quality learning environment for the student.
To broaden the student's law enforcement knowledge base. Develop both long and short-term job sites in the organization that will enhance our service capabilities.
To provide operational units with a student sufficiently trained so that they can handle tasks with a minimum amount of training from the unit.

REQUIREMENTS OF WORK

Student Intern Officers will be trained by their mentors to, but is not limited to, instruction in the areas of report writing, radio procedures, officer safety, property room procedures, and physical protection training as well as call handling. Students will acquire knowledge of City of Longmont Municipal Code, standard operating procedures, and general orders dealing with ordinances associated within their scope of work.

Ability to meet the public tactfully and pleasantly while still maintaining authority. Ability to maintain effective working relationships with co-workers, full-time officers, as well as other volunteers that are associated with the Longmont Police Department. Ability to write clear and concise reports. Ability to communicate clearly with the public in order to obtain the necessary information to fill out required reports.

PHYSICAL REQUIREMENTS

Ability to see, with or without corrective lenses, well enough to read procedures, policies, and laws.

Ability to hear, with or without corrective hearing aid, and speak well enough to receive and convey information on the telephone and two-way radio.

Enough manual dexterity to operate a computer keyboard, write with a pen or pencil, mark notes and drive an automobile.

Enough stamina and agility to stand or sit for extended periods and participate in physical training during Student Intern Officer Academy and scheduled training.

PROGRAMS/ACTIVITIES

The department conducts two selection and training processes each year. The deadline for the Fall/Summer semester is April 1, and the Spring semester is November 1 of every year. Applications can be found online at www.ci.longmont.co.us/police

The department will provide a Patrol Field Training Officer Mentor directed at orientation and specific skill training. This is done in preparation of the student performing these skills for units of the department.

Students are permitted to attend sworn officer in-service training which can include PPCT training.

All students will be assigned to patrol the first semester of participation in the program. Students may be assigned to a specialized unit after the first semester of participation.

DUTIES AND RESPONSIBILITIES

Take minor police reports.

Malicious mischief reports – no suspects.

Theft reports – no suspects (should be limited to theft under \$ 1,000 only).

Found property – property booking procedures and reporting (Exclusions: drugs and/or paraphernalia; evidence of fresh crimes; firearms/projectiles/ammunition unless it has been determined that the projectiles or ammunition is stable and not a hazard), and no larger than a .45 calibre; any hazardous or potentially hazardous materials). Any found property that is encountered which is questionable will be directed to the attention of the Longmont Emergency Communications Center so that a regular patrol officer may be dispatched to evaluate.

Runaway reports

Walk-a-way/missing reports (rest homes); assist in searches

Welfare checks/assists

Parking complaints

Assist at crime scenes; perimeter guards; search for evidence; scribes; provide supplies at scene

Log evidence (not a part of the chain of custody)

Assist at traffic accident scenes; traffic and crowd control; assist with the investigation as needed

Standby for tow trucks; impound/inventory; provide supplies at the scene (flares, rope, cones)

Assist at fire scenes; crowd control; traffic control

Deliver messages to residents

Handle any non-hazardous response as needed and directed by communications

Juvenile in custody

In-service activity; abandon vehicle referrals; special police problems; follow-up requests

To observe and report any circumstances requiring police response

Special events; parades; running races

Events in which Student Intern Officer personnel may be of assistance

Special detail: K-9 Unit Training, Academy patrol procedures; SWAT team training



SHIFT ASSIGNMENT

Students will be assigned to a commissioned law enforcement officer in patrol. Shifts available for Student Intern Officer personnel are in 5 hour blocks. Students may work no more than a ten hour shift in one day. Students are required to work 20 hours a month if the students are not utilizing the intern program for credit. Students are NOT PERMITTED to take the SIO internship for more than 3 credit hours.

Supervisors will assign a mentor to each SIO. The officer assigned will coincide with the schedule the student is desiring to work. All students wishing to ride after 10pm must be with a sworn officer.

UNIFORMS

Uniforms will be issued to all Student Intern Officers at the beginning of the academy. The department will cover the cost of two uniform shirts, one pair of pants, and a department jacket. The uniform is the property of the Longmont Police Department and must be returned at the time the student terminates from the program.

PERSONAL CONDUCT

Student Intern Officers are identified as volunteer civilian members of the Longmont Police Department and shall conduct themselves at all times, on and off duty, in a manner that reflects credibility on themselves, the Student Intern Officer program, the police department, and the city.

REGULATIONS

Student Intern Officers are governed, where applicable, by the same rules, regulations, policies and procedures set forth in the Longmont Police Department and the city.

It is the responsibility of each Student Intern Officer to be familiar with the contents of the Student Intern Officer manual and the LPD manual and/or directives appropriate for their duties.

ORDERS OF SUPERIORS

Student Intern Officers, while on duty, will obey all orders of the immediate field supervisor or any other supervisor to who they are assigned.

While assisting sworn officers in the field, students will follow directions and instruction from those officers.

In the event that an order conflicts with a previous order or policy, the Student Intern Officer will call it to the attention of the supervisor providing the last order.

VEHICLES

Each student is responsible for checking his/her assigned vehicles prior to shift. The vehicle check includes an inventory of all equipment assigned to the vehicle, and to wash, vacuum (as needed), and remove any refuse or trash before securing.

WEAPONS

Student Intern Officers will be unarmed in the performance of their duties. While on duty, Student Intern Officers will not be allowed to carry a weapon of any type. Student Interns will be trained to carry pepper mace.

INTOXICATING BEVERAGES, NARCOTICS AND DANGEROUS DRUGS

Any Student Intern Officer found under the influence of alcoholic beverages or drugs; or having alcohol or drugs in their possession at any time while on duty, will be subject to possible arrest and dismissal from the program.

DISCLOSURE AND WARNINGS HAZARDS AND RISKS

Some of the many hazards and risks involved in participating in the Longmont Police Department Student Intern Officer program include:

Risks and hazards commonly associated with physically demanding activities

Acts of violence and unlawfulness by other persons with whom participants may come in contact during the volunteer service activity

Various and diverse negligent acts of other students, instructors, staff or supervisors.

Deficiencies in planning, monitoring, supervision, or procedures.

All Student Intern Officer's are covered under the City of Longmont's Accidental Death and Dismemberment policy.



For further information contact the Longmont Police Department at 303.651.8533.