



**Las Cruces Police Department  
GENERAL ORDERS  
ADMINISTRATION VOLUME 1  
GO-112 STUDENT INTERN PROGRAM (Daily)  
Revised 12/02/2013**

**112 STUDENT INTERN PROGRAM**

**PURPOSE**

The purpose of this General Order is to establish guidelines and procedures for the Student Intern Program. The Student Intern Program of the Las Cruces Police Department is designed to allow qualified high school or college students the opportunity to study police principles in an on-the-job training environment. The goal is to give students exposure to law enforcement duties and responsibilities.

**POLICY**

It is the policy of the Las Cruces Police Department (LCPD) to accept qualified students into the department's Student Intern Program (SIP). SIP shall be managed by an employee appointed by the Chief of Police to schedule and assign students for practical on-the-job learning opportunities during the course of the student's internship.

**APPLICABILITY**

This General Order applies to all participants in SIP. This General Order supersedes all previous versions.

**REFERENCES**

N/A

**DEFINITIONS**

**Student** – Any person enrolled in high school or an accredited university.

**112.01 ELIGIBILITY**

- A. Students must be 16 years of age or older and be enrolled for school credit to participate in SIP.
- B. In order to be eligible for SIP students must qualify with their schools for placement as a student intern. The Chief of Police shall determine how many students may participate in SIP. If there are more eligible candidates than positions available the Chief shall coordinate with the SIP liaison to determine how students shall be rated for participation.



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The Chief may select a written exam, oral interview, etc. to rank students for participation in SIP.

- C. The department shall conduct a background check prior to authorizing any proposed student to participate in SIP. A background check shall include at a minimum:
  - 1. Prior criminal history
  - 2. Pending criminal action
  - 3. Pending lawsuit(s) against the department
- D. Once selected, students are required to have a signed hold harmless agreement on file and must have private health insurance to cover any injury that may occur while participating in SIP. Minors are required to have parent or guardian permission to participate and a parent or guardian must sign the hold harmless agreement for a student to participate.
- E. Students participating in SIP are not eligible for compensation.
- F. Students may be removed from participating in SIP upon request of the department or student's school. Reasons for removal include, but is not limited to:
  - 1. Unexcused absences and/or tardiness
  - 2. Misconduct
  - 3. Failure to perform the duties assigned
  - 4. Any reason that may bring discredit to the department, SIP, or the student's school.

**112.02 PROCEDURES**

- A. The Chief of Police shall appoint an employee as the SIP liaison responsible for setting schedules and coordinating with supervisors where an intern will be assigned to facilitate the intern's learning opportunities. The SIP liaison is also responsible for:
  - 1. Reviewing this General Order with the student.
  - 2. Coordinating the student's schedule with the student's school representative.



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3. Reporting the student's progress and assignments to the student's school representative on a weekly basis.
  4. Coordinating the student's assignment(s) with the department.
  5. Maintaining records of the student's participation and assignments.
  6. Maintaining the integrity of SIP by ensuring assignments are completed and the student is working toward his/her learning objectives.
  7. Any other related duties assigned.
- B. Once assigned to a section, the supervisor shall ensure that the employee is prepared to accept the intern and that the employee understands the Student Intern Program and the student's learning objectives. Supervisors are encouraged to expose students to different areas of his/her section so the student receives as much exposure as possible to different functions of the department.
- C. Employees assigned an intern are responsible for maintaining:
1. Focus on the student's learning goals
  2. Meaningful work assignments
  3. Protective clothing as needed
  4. Safety from suspects/prisoners
- D. Employees who encounter problems with student interns or know of circumstances making it unadvisable to allow the student's participation, shall immediately notify his/her supervisor and the SIP liaison.
- E. Supervisors and employees are responsible for maintaining a professional working environment free from explicit language and behavior. Students shall be removed from encounters with a subject who is vulgar, rude, abusive, or otherwise behaving in a way not conducive to learning.



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**112.03 ATTIRE**

Students accepted as interns are required to be suitably dressed in professional casual clothing. Sandals, t-shirts, tank tops, shorts, and ripped or torn jeans are not permitted.

**112.04 WEAPON RESTRICTIONS**

Students are prohibited from possessing weapons.

**112.05 STUDENT RIDE ALONGS**

- A. Students may ride with an on-duty officer or support personnel during his/her internship with authorization from the Chief of Police. Minors require parental consent.
- B. All intern ride alongs shall start and end at the station.
- C. Employees assigned a student shall advise dispatch that a student ride along is present in the vehicle before going into service. Employees shall consider the safety of the student at all times. Employees shall use sound discretion when encountering potentially dangerous situations (i.e. vehicle pursuits, felony stops, etc) and if feasible, let the student out of the vehicle in a well lighted place of safety. Dispatch shall be advised of the situation and as soon as practical have the student picked up. The ride along may be continued or terminated at this time.
- D. The assigned employee shall supervise the student at all times and instruct the student of the conditions that limit their participation. These instructions should include, but are not limited to:
  1. The student shall follow all lawful directions given by the employee with whom they are riding.
  2. The student shall not become involved in any investigation, handling of evidence, discussions with victims or suspects, or manipulate, interfere or handle any equipment; absent emergency circumstances.
  3. The employee may terminate the ride along at any time and return the student to the station if the student interferes with the performance of the employee's duties. The employee and the student shall be interviewed by the employee's supervisor to determine what the circumstances were that led to termination of the ride along. The supervisor shall report the incident to the Chief of Police and the SIP liaison.



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4. Students may be allowed to observe the prisoner booking process provided this does not jeopardize their safety or expose the student to rude and abusive language or behavior.
5. Employees shall not allow any student to be present in any residences or situations that would jeopardize the student's safety or cause undue stress or embarrassment to a victim or any other citizen.
6. Under no circumstance shall a student be permitted to enter a private residence with an employee without the consent of the resident or other authorized person.
7. For security and safety reasons, participants are not allowed to handle or use any of the employee's equipment or the equipment in the patrol vehicle unless emergency circumstances exist.
8. Students should be able to effectively communicate with others, understand instructions, and be able to use the radio to summon assistance in an emergency situation.

**112.06 REPORTING MISCONDUCT**

- A. Employees participating in SIP are expected to abide by the department's standards and values.
- B. Students shall report any observations of misconduct by employees to the section supervisor or the SIP liaison. Students who feel uncomfortable making a report of misconduct to a supervisor should report the misconduct to a parent and/or teacher who can report the misconduct to the department. The department takes all allegations seriously and is committed to providing a positive and safe learning environment for all participants in the Student Intern Program.