

Raleigh/Wake City-County Bureau of Identification

Standard Operating Procedures

Issued Date: January 9, 2019

Issued By: Director

Chapter: CCBISOP7

Version 5

CHAPTER 7: Internship Program

1. Purpose:

To establish departmental procedures for the application process, selection process, guidance, and assignment of work for CCBI interns.

2. Policy:

2.1. In order to enhance the quality of those entering the law enforcement profession and to assist in CCBI recruitment efforts, CCBI will actively participate in an internship program for college students who are planning careers in the forensic or criminal justice field.

2.2. CCBI's internship program will be made available to students participating in a bachelor's or master's degree academic program established by a university or college. All fields of academic discipline that are applicable to the work done at CCBI will be considered. To be eligible for the internship program, a student must be enrolled in an accredited school at the time of the internship. Internship applicants requiring the internship as a requirement of graduation will be given priority for consideration during the selection process.

****CCBI is an Equal Opportunity Employer****

3. Application

3.1. Students will submit an application to CCBI for admission to the internship program.

3.1.1. Applications will be available on-line on the CCBI website and may be requested verbally or in writing.

3.1.2. The internship policy and requirements as well as details of the selection process will be maintained on the CCBI website.

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3.1.3. Deadline for applications will be May 15th for the Fall Semester, September 15th for the Spring Semester, and February 15 for the Summer Session.

3.1.4. Applications will be returned to the CCBI Internship Coordinator.

3.2. The internship program selection process will be conducted as follows:

3.2.1. The CCBI Internship Coordinator will review all submitted applications. The applicants will be evaluated on their availability to work, their field of study, if internship is a requirement of graduation, and the projected graduation date.

3.2.3. A preliminary background investigation to include criminal record checks, driving record checks, and a review of information on any social media sites hosted, used, or frequented by the applicant.

3.2.4. Applicants will be screened and selected applicants will be notified of an interview date and time. Applicants not selected will be notified. A panel interview will be conducted. (As several members will participate in the interview process, flexibility of interview dates and times will be extremely limited, if at all possible.) Applicants must successfully complete a reading and language skills comprehension test and achieve a minimum passing score pre-determined by CCBI to continue to be eligible for consideration.

3.2.5. Interview results will be presented to the CCBI Internship Coordinator and the Director for review. The number of applicants to be selected will be determined at the discretion of the CCBI Internship Coordinator and based largely on the required number of hours of the top candidates. All applicants not selected will be notified.

3.2.6. Selected intern applicants will be subject to the completion of a successful background investigation. The background investigation will include:

- i. Contact with current or former employers;
- ii. Contact with any listed references and any developed references;
- iii. Contact with family members, friends, relatives, or acquaintances;
- iv. Any other information determined to be necessary by the assigned background investigator, the CCBI Internship Coordinator, or the Director.

3.2.7. Background investigation summaries will be evaluated to the same extent as entry level CCBI employees for the purpose of successful completion. Applicants failing to comply with requests for background information as deemed necessary during the background investigation or providing such information in a timely manner will be excluded from further consideration for the program.

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3.2.8. Applicants successfully completing the background investigation will be notified and provided a CCBI Internship Program Memorandum of Understanding to be signed by the applicant, an authorized CCBI representative, and an authorized school official.

3.2.9 Upon receipt of the CCBI Internship Program Memorandum of Understanding, a start date will be coordinated.

4. Requirements

4.1. All applicants must be 18 years of age prior to beginning the internship program.

4.2. A criminal history check and a driving history check will be done prior to acceptance into the internship program. Felony convictions are an automatic disqualifier from the program. All intern applicants successfully completing the background investigation will be required to submit and successfully pass a pre-employment drug screening prior to placement in the program.

4.3. All interns accepted into the program will be fingerprinted and those fingerprints will be submitted for a State and Federal criminal background check.

4.4. Interns will be required to work a minimum of 120 hours to complete the program. The intern's school may require additional hours. The intern will complete a weekly time sheet and submit it to the CCBI Internship Coordinator.

4.5. Interns are required to work entire shifts as determined by the Division or Unit they are assigned to on a particular work day. Interns are required to work two (2) complete third shifts (7 p.m. – 7 a.m.) with the Criminal Identification Unit during their internship.

4.6. Interns represent CCBI during the internship and must abide by the policy and procedures and rules of conduct of CCBI to include on and off-duty conduct. Interns will receive an orientation regarding CCBI policy and procedures upon beginning the internship. Violations of CCBI policy and procedures and rules of conduct are grounds for dismissal from the internship program. The faculty intern coordinator for the educational institution attended by the intern will be notified of any dismissal from the internship program.

4.7. With the exception to those listed in the CCBI Internship Program Memorandum of Understanding, interns are afforded no additional rights or protections and may be dismissed for any violation of CCBI policies or procedures or law. Interns dismissed are afforded no grievance or appeal processes for a dismissal.

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4.8. Interns will not participate in any enforcement action or evidence analysis done by a CCBI employee. At no time will an intern become involved in the chain of custody of any evidence or allowed unsupervised access to areas where evidence is stored. Interns working at CCBI and assigned to Identification and Records Division functions may access CCBI records during the performance of their duties. Identification and Records Division personnel shall actively supervise any interns accessing CCBI records.

4.9. Interns are subject to the CCBI Dress Code and must maintain appropriate professional business attire. The following are examples of clothing not acceptable to wear:

- a. Jeggings
- b. Shorts
- c. T-shirts
- d. Flip-flops/Sandals
- e. Halter-tops
- f. Jewelry such as nose rings, tongue studs, large hoop earrings etc.
- g. Eccentric hair colors or styles
- h. Facial/hand tattoos or tattoos that are offensive in nature are not permitted to be visible and must be covered at all times during internship assignments

4.10. Interns will be exposed to criminal justice information by virtue of their respective assignments. Interns are required to adhere to all CCBI policies and all applicable laws regarding the confidentiality of information they may be exposed to during the internship. Any intern violating CCBI confidentiality policies or procedures will be immediately dismissed from the internship program.

4.11. Interns will notify the CCBI Internship Coordinator of any expectations or requirements that his/her school has of the internship prior to accepting admission.

4.12. Interns participating in ride-alongs with the Investigations Division or riding within marked CCBI vehicles must have first completed a liability waiver; and, when outside of a secure law enforcement facility, wear a provided ballistic vest.

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5. Responsibilities

5.1. The CCBI Internship Coordinator will schedule all intern work assignments. Work will be scheduled in all three Divisions of CCBI to ensure exposure to a variety of CCBI's functions.

5.2. A CCBI employee will be assigned to oversee each intern assignment.

5.3. CCBI will not be responsible for the assignment of grades or academic credit given to an intern. The CCBI Internship Coordinator shall maintain the responsibility for completing any intern evaluations required by the educational institution.

5.4. The intern and his/her academic faculty sponsor will be responsible for meeting the education objectives of the internship.

5.5. The CCBI Internship Coordinator will notify the Director upon the successful completion of the internship by the intern. A certificate of completion will be issued to the intern upon the completion of the program.

6. Records

6.1. All applications and records on interns will be kept on file in the office of the CCBI Internship Coordinator.

6.2. These files will be maintained for three years.

6.3. A permanent log will be maintained listing the intern's name, educational institution that the intern represents, dates of internship, number of hours completed, and if given, a certificate of completion.