

MEMORANDUM OF UNDERSTANDING BETWEEN THE RALEIGH/WAKE CITY-COUNTY BUREAU OF IDENTIFICATION, NAMED INTERN APPLICANT, AND UNIVERSITY

This Memorandum of Understanding (MOU) is made and entered into by and between the Raleigh/Wake City-County Bureau of Identification (CCBI), intern applicant (Student), and university (University).

I. Background and Purpose:

CCBI values an internship program to provide criminal justice students with first-hand experience in a law enforcement agency whereby enriching the academic educational experience and solidifying many of the ideology and principles that students have been exposed to during the educational process.

Additionally, CCBI considers the selection process and experience of interns instrumental in the recruitment process of future CCBI employees.

II. Term and Termination:

This Memorandum of Understanding shall be effective on the latest date shown on Page 4 of this document and shall continue in effect until the internship has been successfully completed or terminated by CCBI.

III. Mutual Responsibilities:

- A. The University and CCBI agree that all students and faculty assigned to CCBI will adhere to all rules, regulations, and standards applicable to the University and CCBI, including rules of ethical and professional conduct as set forth in University written directives, the written policies, procedures, and protocols of the agency.
- B. The University and CCBI shall each appoint a designated representative to coordinate the criminal justice education experience and to work with the University's instructors and students to facilitate a meaningful learning experience.
- C. Each party shall keep the other informed of changes in curriculum, program, and staff, which may affect the educational experience.
- D. There shall be no discrimination on the basis of race, religion, age, color, creed, gender, national origin, sexual orientation or physical disability in

any aspect of the internship program; provided, however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude the student's effective participation in the program.

- E. Students assigned to CCBI under this MOU shall not be deemed employees or agents of CCBI or the University by reason of such assignment. Neither CCBI nor the University shall be responsible for payment to students of any salary, wages, or employee-related benefits, including, but not limited to workers compensation benefits.
- F. The costs of first aid or emergency care to any of the University's students for illness or accidents occurring to those persons while performing duties of the internship shall not be the responsibility of CCBI or the University except as required by law.

IV. University Responsibilities:

- A. The University shall retain sole authority for the assignment of grades or academic credit given to an intern.
- B. The University agrees to prohibit the publication by the student or faculty members of any material relative to their internship experience that has not been approved for release for publication by CCBI and the University.
- C. The University agrees that the student is enrolled in an academic program requiring a successful completion of internship for graduation eligibility.

V. CCBI Responsibilities:

- A. CCBI shall provide the premises and equipment necessary for the student's internship experience.
- B. CCBI shall make available and review with the student appropriate written orientation materials and relevant Agency policies and procedures.
- C. The Agency agrees that all personally identifiable information about the students provided by the University under this MOU shall be treated as confidential, shall be used only in furtherance of this MOU, and shall not be further disclosed without the student's written consent except as required by law.
- D. CCBI shall minimize the zone of danger for students and take reasonable precautions to protect the personal safety of students selected as interns.

Additionally, CCBI will provide proper supervision at all times for the student.

- E. CCBI shall have the right to exclude a student or faculty member from the agency in the event that CCBI determines that individual is not performing satisfactorily or is interfering with CCBI operations; provided, however, that the person has been made aware of the intent to exclude him/her and has been given the opportunity to respond prior to the release. In the event CCBI elects to exclude a student, it shall immediately notify the University.

VI. Student Responsibilities

- A. The student agrees to abide by all policies, procedures, written directives, rules or protocols of both CCBI and the University.
- B. The student agrees that absent other mandates required by the enrolled educational institution, CCBI mandates the completion of a minimum of 120 hours of participation in the internship program to be eligible for successful completion.
- C. The student agrees to abide by any ethical, moral, and lawful orders or direction provided to them by any CCBI employee placed in a capacity of supervising them and from all CCBI supervisory staff members.
- D. The student maintains full responsibility for the completion of all assigned academic work required by the University. Additionally, the student must notify the CCBI Internship Coordinator of all evaluations required to be completed by CCBI staff with regards to the intern's performance at the beginning of the internship program.
- E. The student agrees to maintain regular attendance at the agency during hours arranged for his/her placement. Absences must be reported to the CCBI Internship Coordinator and lost time must be made up. Routine unexcused absences may be grounds for the termination of the internship.
- F. The student agrees to fulfill in a professional manner all of the duties and responsibilities assigned to him/her during the internship. Special emphasis is placed on absolute commitment to the principle of confidentiality regarding sensitive information gained during the internship.

VIII. Effective Date:

This Memorandum of Understanding is executed only after such time as all parties have signed and executed the same.

EDUCATIONAL INSTITUTION/FACILITY

By: _____
Authorized Faculty Member

Date: _____

INTERN APPLICANT

By: _____
Name

Date: _____

RALEIGH/WAKE CITY-COUNTY BUREAU OF IDENTIFICATION

By: _____
Assistant Director

Date: _____