



Sheridan Police Department
Policies and Procedures
22.2
Chapter 22 – Special Events & Programs
Section 2 – Student Programs

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Signature:

The Sheridan Police Department is dedicated to reaching out to the youth of our community, providing a positive image for them to follow, and to foster and encourage interest in law enforcement-related careers.

22.2.1 Job Shadowing

- A. Job shadowing pairs school students with department employees where they can get first-hand information about job skills and careers.
- B. Job shadowing will be arranged through the appropriate bureau commander.
- C. A parent of the student will be required to contact the bureau commander and/or shadowed employee prior to the shadowing.
- D. Job shadowing is typically a short term event while the mentorship program takes place over a longer period of time.
- E. Students and their parents will be required to sign a waiver form prior to the student being allowed to ride in any vehicles operated by the Sheridan Police Department. The release forms which the parents and student have signed will be kept on file with the Sheridan Police Department for four (4) years per the Wyoming record retention schedule.

22.2.2 High School Internship Program

- A. The Sheridan Police Department may participate in the Sheridan High School internship program for high school students wishing to know more about law enforcement in our community.
- B. Students will be instructed in various aspects of police work at the Sheridan Police Department.
- C. Each student will be assigned staff to assist them during the mentorship program. The mentors will work with the students to achieve the goals that they have set for themselves.
- D. The Sheridan Police Department may conduct the mentorship program during the normal school year. The police department will provide a maximum of one (1) internship each semester. The internship schedule and additional weekend ride alongs will be determined by class schedule and the administrative services bureau manager.
- E. Prior to the beginning of the internship program, a background check will be conducted. The administrative services manager will discuss with the students and their parents restrictions that the Sheridan Police Department will place on their participation during the program.
 - 1. The students will not be allowed to carry any weapons (guns/knives) while participating in the program.

2. The students will be instructed in the necessity for confidentiality in regards to any information they learn or hear about while participating in the program. Students and their parents will be required to sign a confidentiality agreement. Any violation of this confidentiality will result in immediate dismissal of the student from the mentorship program.
 3. Students and their parents will be required to sign a waiver form prior to the student being allowed to ride in any vehicles operated by the Sheridan Police Department. The release forms which the parents and students have signed will be kept on file with the Sheridan Police Department for four (4) years per the Wyoming record retention schedule.
 4. Students will not be allowed to operate any emergency equipment in any of the City of Sheridan vehicles nor will they be permitted to drive any City of Sheridan vehicles.
 5. If the students are riding with patrol officers who are dispatched to a call of serious potential danger, the students will be dropped off at the nearest safe spot (i.e. - convenience stores, open businesses, etc.) and will be required to immediately contact their parents to be picked up. The parents will then be required to contact the police dispatcher upon picking up their children to ensure the safety of the students.
 6. Students will be allowed to ride only with officers who have completed their trial service period. These officers will be determined by the shift supervisor or operations commander.
- F. Interns may be assigned non enforcement projects or duties as part of their internship.

22.2.3 College Internship Program

- A. The Sheridan Police Department may allow select students from recognized colleges and universities who are pursuing a degree in the field of criminal justice to experience and observe the operations and functions of the department.
- B. In order to participate in the internship program, the student must be attending an accredited college or university, be a student in good standing, and be enrolled in a criminal justice program. A curriculum of study will be agreed upon by the educational institution, intern and the appropriate bureau commander prior to the beginning date of the internship.
- C. Student interns are not employees of the Sheridan Police Department and will not receive any compensation or benefits.
- D. Students desiring to participate in the internship program should:
 1. Submit a letter of interest and resume to the chief of police;
 2. Have their college professor or department head make a written request to the chief of police requesting the named student be accepted for internship;
 3. Provide a name, address, and telephone number of the professor who is to receive comments and evaluations concerning the student;
 4. Agree to participate in an interview to determine the following:
 - a. Applicant's suitability for the program;
 - b. The applicant's interest in law enforcement; and
 - c. The applicant's capability to successfully complete the program.
 5. Agree to a background check and provide the information necessary to complete it.
- E. Acceptance into the internship program is based on successful completion of the application process, oral interview and background check.

- F. Upon notification of acceptance into the internship program, the applicant shall provide the police department with the following:
 - 1. Proof of student medical/health insurance;
 - 2. Written certification from the institution the intern attends which shows that the institution has a general liability policy that insures and indemnifies the City of Sheridan for bodily injury and property damage resulting from the actions of the student while participating in the program; and
 - 3. A rider waiver and release form.
- G. The chief of police shall designate a person to act as a liaison between the academic institution and the department. The intern will report to and be assigned duties through this intern coordinator.
- H. The intern coordinator shall:
 - 1. Coordinate all intern activities with the student's college or university internship coordinator;
 - 2. Assist the intern in enhancing his or her educational experience;
 - 3. Devise a schedule that provides the intern an opportunity to experience the activities and functions required of a law enforcement agency; and
 - 4. Provide supervision and assistance to the student, as required, throughout the internship.
- I. The college will dictate the minimum number of hours necessary for the intern to complete the course, either on a weekly or cumulative basis.
- J. Rules of Conduct
 - 1. During the course of the internship, the intern will be responsible to the intern coordinator and all department employees they are assigned to.
 - 2. The intern will wear an identification badge that will identify the person as a Sheridan Police Department intern at all times.
 - 3. Interns shall abide by the law enforcement code of ethics, the policies of the Sheridan Police Department and the policies of the City of Sheridan including but not limited to:
 - a. All student interns shall conduct their private and professional lives as to avoid bringing discredit upon the operation or efficiency of the department or any employee. No student intern shall conduct themselves in a manner that is unbecoming to their position.
 - b. Interns are prohibited from carrying any type of weapon. Any intern found to be in possession of any weapon will be immediately terminated from the program.
 - c. Student interns shall be truthful and complete in all written and oral reports and shall not knowingly report any inaccurate, improper, or false information.
 - d. Realizing the sensitivity of information received on a day-to-day basis by law enforcement officers, interns will not divulge to any person not affiliated with the Sheridan Police Department any official information learned while participating in the internship program.
 - e. No student intern shall report to duty with the odor of an alcoholic beverage on or about his or her person. No student intern shall, at any time while on duty be under the influence of any intoxicating beverage or substance. The use of illegal drugs is prohibited on or off duty. Prescription drugs may only be

- taken under a doctor's order. No student intern shall report to work if the prescription drug will impair his or her mental or physical abilities.
- f. Student interns shall be courteous, polite, and respectful in dealing with the public and employees of the police department. All conversations shall be conducted in a courteous and even-tempered manner.
 - g. Student interns shall promptly obey all lawful orders and directions by civilian employees, officers, and supervisors of the police department.
- 4. All student interns shall maintain a neat, clean, well-groomed, and professional appearance. Interns will be expected to dress in casual business attire. Exceptions to this rule will depend on the assignment that the intern is given.
 - 5. Interns will not undertake any type of investigation, unless specifically instructed to do so by the chief of police or his or her designee and then only under the direct supervision of a sworn officer appointed by the chief of police or his or her designee.
 - 6. The student intern is primarily an observer and will not become involved in any police enforcement action. Student interns will be allowed to observe as much of any situation as possible consistent with preserving their safety and protecting the rights of those involved.
- K. Interns may be assigned non enforcement projects or duties as part of their internship.