



# Rhode Island State Police General Order - 30A

<i>Section:</i>	<b>Administration - Personnel</b>
<i>Article:</i>	<b>30 - Interns &amp; Volunteers</b>
<i>Title:</i>	<b>Internship Program</b>
<i>Special Instructions:</i>	

## I. PURPOSE

The purpose of the Division Internship Program is to provide an opportunity for students to learn and volunteer through first-hand participation in law enforcement or related criminal justice careers. The program fosters a better understanding of the challenges, hazards and rewards of a career within the Division of State Police.

## II. DEFINITIONS

**INTERN** - volunteer student authorized to work with the Division of State Police.

**RIDE-ALONG** - an arrangement for interns and volunteers to ride in the passenger seat of a police vehicle, observing the work day of a trooper.

**VOLUNTEER INTERN IDENTIFICATION CARD** - a required formal identification card providing proof of authorization.

## III. POLICY

The Division Internship Program provides eligible candidates the opportunity to experience working in a public safety organization.

The Program will be administered by the Planning, Research & Accreditation Unit and will correspond with the following school semester timelines: Spring (January-May), Summer (May-August), Fall (September-December).

All internship positions are unpaid and subject to availability. Travel costs are the sole responsibility of the intern. Internship hours should not exceed twelve hours per week. In exceptional cases, interns may be requested to perform extra hours.

Interns are not in any way considered personnel employed by the Division of State Police, and consequently are not entitled to the privileges, immunities, rights and/or benefits provided in Division of State Police Sworn and Civilian Rules and Regulations.

#### IV. PROCEDURES

##### A. Application

1. Information regarding the Internship Program and the Application for Internship Form shall be made available on the Rhode Island State Police web site.
2. A complete Internship application includes:  
  
Application for Internship Form  
Signed "Authorization for Release of Information" Form  
Signed "Agreement to Release, Defend, Hold Harmless and Indemnify" Form  
Current Resume  
An unofficial transcript  
Letter of referral from your school  
A copy of a Photo ID
3. Applicants who are minors are required to have their parents or legal guardian sign a "Agreement to Release, Defend, Hold Harmless and Indemnify" Form.
4. Interns must be a United States Citizen or have a student visa.
5. The deadlines for Internship Applications are as follows:  
  
Spring (January-May) - deadline October 15  
Summer (May-August) - deadline March 15  
Fall (September-December) - deadline July 15

##### B. Screening & Interview - Upon receipt of a complete application the Planning, Research & Accreditation Unit shall:

1. Stamp application with receive date.
2. Request NCIC/Control conduct a preliminary records screening to the extent necessary and consistent with the applicant exposure and involvement in police activities. The objective of this screening/investigation is to uncover any criminal or undesirable behavior patterns.
3. NCIC/Control shall forward the results to the OIC Planning, Research & Accreditation Unit who shall make this information part of the application file.
4. Conduct internship interviews which shall include the following:

- a. A review of the contents of this policy;
  - b. A review of the intern's career goals for the purpose of establishing a performance objective plan;
  - c. A review of the following topics:
    - Intern Procedures
    - Ride-Along waiver/release
    - Identification Badge
    - Dress Code
    - Evaluation
    - "Letter of Completion" requirement
    - Termination
    - Confidentiality and Non-Disclosure Agreement
    - Computer access/privileges
    - Emergency contact/notification
    - Harassment in the work place
    - Chain-of-Command
- C. Placement -Interns will be placed at a designated barracks or unit to work with identified Internship supervisor.

## V. INTERN RULES & GUIDELINES

### A. IDENTIFICATION

Interns are required to display a provided Identification Badge which identifies the participant as a Division of State Police Intern. This badge will be kept by the supervisor and is only to be in the possession of the intern during their actual time with the Division of State Police. At the completion of the internship, the badge shall be returned to the OIC Planning, Research & Accreditation Unit.

### B. DRESS CODE

Attire for Women: Authorized attire includes conservative suits, business like dresses or separates, such as skirts, slacks, blouses, sweaters, sweater sets, and jackets. Footwear should be conservative; no sandals or flip-flops are allowed. In addition, no piercings (other than ears), visible tattoos or excessive or outrageous jewelry is to be worn. Hair-styles should be conservative and of a natural color. Always look professional.

Attire for Men: Authorized attire includes conservative sport coat worn with dress trousers, business suits, dress shirts, and ties. Wear all-leather belts and dress shoes. In addition, no facial hair, piercings, visible tattoos or excessive or outrageous jewelry is to

be worn. Hair should be short and well-groomed and of a natural color. Always look professional.

C. RIDE-ALONG

No intern shall be allowed to participate in a ride-along without prior approval from the District/Detective Commander pursuant to Section, IV, E, 2 of General Order 59A1, entitled "*Use of Division Vehicles*". Any intern approved for a ride-along is required to sign the appropriate waiver and release form prior to the ride-along, with the following conditions:

1. A high school intern is not eligible for a ride-along and shall not be allowed in any Division vehicle at any time for any reason.
2. The intern must be 18 years of age or over.
3. The intern must wear a provided bullet-proof vest.
4. The intern shall not be in the vehicle with any prisoners, suspects, victims or witness nor shall he/she participate in any police activity.
5. The intern must not leave the patrol vehicle unless instructed to do so by the supervising member.
6. The intern will not become involved in any investigation, handling of evidence, discussions with victims or suspects or handling any police equipment.

D. CONFIDENTIALITY

1. Supervisors shall ensure that interns shall not discuss events or information about their work or work environment with any person unless specifically authorized to do so.
2. Interns must keep confidential all investigations, information, and other incidents of a sensitive nature to which he/she becomes aware of during his/her volunteer duty.
3. Interns are prohibited from publishing or disclosing Division business, procedures, and information to any third party, even after the end of the internship.
4. No social media posts, sketches, photographs, audio, or video recordings are to be taken by the intern, unless expressed permission is granted by the Superintendent of the Division of State Police.

5. Interns are required to execute the attached Rhode Island State Police Confidentiality and Non-Disclosure Agreement at the time of or prior to his/her first day of volunteer duty. The original copy of the executed Agreement shall be returned to the OIC Planning, Research & Accreditation Unit.

E. EVALUATION

At the completion of the internship, the Division of State Police shall provide a basic Intern Performance Appraisal of the intern's performance.

F. INJURY ON VOLUNTEER DUTY

Supervisors shall report any injury to any intern which occurs while on volunteer duty to the respective District or Detective Commander. Contact shall be made with the emergency contact provided to the Planning, Research & Accreditation Unit at the time of application. The Division of State Police shall not be liable for any injury, disability, or death suffered by any intern, or for any medical or hospital expenses which may be incurred in the execution of his/her volunteer duty. All interns shall execute a Waiver/Release agreeing to release, defend, hold harmless and indemnify the Division against expenses, debts, claims, demands, actions and causes of action whatsoever resulting from his/her participation in the Rhode Island State Police Internship Program, at the time of or prior to his/her first day of volunteer duty.

G. EARLY TERMINATION

Internships may be terminated at any time. Notice shall be given in writing, stating relevant reasons. This notice shall be maintained on file by the OIC Planning, Research & Accreditation Unit. Failure to comply with all Internship Procedures is grounds for termination.

VI. RESTRICTIONS

- A. Interns shall not assume any police powers or perform any police duties except as directed by his/her supervisor. All interns must understand that he/she is in no way an agent of the Division of State Police, that he/she is not a trooper/trooper trainee, and that he/she has no powers of arrest.
- B. Interns shall not be in the presence of criminal suspects, persons in custody or hostile persons. Supervisors will ensure that interns are not placed in a position where he/she would be unduly exposed to possible dangerous incidents.
- C. Interns shall not carry weapons of any kind. This prohibition includes, but is not limited to, firearms, bladed weapons, and impact weapons.

- D. No Intern shall operate any department equipment, including but not limited to, vehicles, weapons, specialized weapons or other equipment used in the execution of the law enforcement function.
- E. Interns shall not have access to or operate any equipment providing NCIC, RILETS, and BCI information or data unless occurring under the direct control and supervision of applicable division personnel who shall exercise all reasonable safeguards to prevent misuse and ensure confidentiality, and where the task is directly related to the intern's duty or assignment.
- F. Interns shall not have unsupervised access to confidential investigations, documents, files, keys, passwords, security codes or sensitive information. Access to such documentation and information shall only occur under the direct control and supervision of applicable division personnel who shall exercise all reasonable safeguards to prevent misuse and ensure confidentiality and where the task is directly related to the intern's duty or assignment. Prior to the commencement of an assignment, intern supervisors shall conduct reasonable inquiry to determine if the nature of the documentation or information anticipated to be accessed is strictly prohibited or may require prior approval by the case agent, unit/barracks supervisor or other relevant personnel.
- G. Interns shall not be allowed to participate in any Division of State Police training activity during his/her internship.
- H. Interns shall not perform personnel functions, nor represent the Division of State Police externally.
- I. An intern shall not consume intoxicating beverages during his/her volunteer duty with the Division of State Police, nor shall an intern appear under the influence of intoxicants to any degree.
- J. No Intern shall use or possess any narcotic, dangerous drug, or controlled substance, except for medical purposes as prescribed by a physician, dentist or other medical authority.
- K. Interns shall not park in the lot designated for employees.

## VII. PROVISIONS

- A. This policy is to be reviewed with all interns at the time of or prior to their assignment for volunteer duty.
- B. Exceptions to the guidelines and procedures may be authorized by the Superintendent.



By Order of Colonel Manni

A handwritten signature in dark ink, appearing to read "J. Manni", with a large, stylized flourish at the end.

Colonel James M. Manni  
Superintendent

**Rhode Island State Police  
CONFIDENTIALITY and NON-DISCLOSURE AGREEMENT**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_  
by and between the Rhode Island State Police (“RISP”) and  
\_\_\_\_\_, student intern.

**WHEREAS**, the Rhode Island State Police desires to ensure that all confidential information and other non-public information will remain confidential and non-public, during and after the period of internship at the Rhode Island State Police;

**NOW THEREFORE**, as a condition of internship with the Rhode Island State Police the parties hereto agreed as follows:

**NONDISCLOSURE OF INFORMATION**

- 1. As a student intern with the Rhode Island State Police, student intern understands the importance of treating certain types of information as confidential.**
- 2. Student intern agrees not to disclose any confidential information, non-public information, sensitive information, potentially embarrassing or discrediting information, or confidential “know-how” concerning the business, affairs, or operations of the Rhode Island State Police which student intern may acquire during the course of his or her relationship with the Rhode Island State Police.**
- 3. Student intern shall not, either during his or her relationship with the RISP or thereafter, except as authorized in writing by the Rhode Island State Police, disclose to any third party or use in any way for any purpose any confidential information, non-public information, sensitive or potentially embarrassing or discrediting information, or confidential information relating to the business, activities, or operations, investigations of the RISP, its users, consultants, or partners, including but not limited to, confidential information pertaining to particular victims, suspects or witnesses, laboratory techniques, technology or processes, methodology, procedures, laboratory results, information pertaining to RISP personnel, formulas, “know-how” and analyses.**



**DEFINITIONS**

**For the purposes of the Agreement, the term “know-how” shall mean the RISP’s present and future specialized, and novel and unique techniques, inventions, practices, knowledge, skill, formulations, experience, and other proprietary information relating to the Rhode Island State Police.**

**GENERAL TERMS**

- 4. This Agreement will transfer to the benefit of and be binding upon the successors and assigns of the Rhode Island State Police, including but not limited to, affiliates, divisions, or subsidiaries of the Rhode Island State Police.**
  
- 5. Student Intern expressly recognizes that any breach of this Agreement by the student intern could result in irreparable injury to the Rhode Island State Police and the student intern agrees that the Rhode Island State Police shall in the event of such a breach be entitled to seek injunctive relief, specific performance and other relief in addition to and not in limitation of its rights and damages.**
  
- 6. This Agreement will be governed by and construed in accordance with the laws of The State of Rhode Island. In case any one or more of the provisions contained in this Agreement are left for any reason are held to be excessively broad with regard to time, duration, geographic scope, or activity, such provision will be construed in a manner to enable it to be enforced to the maximum extent compatible with applicable law.**
  
- 7. The terms of this Agreement shall be unlimited in time, as such shall continue indefinitely, and shall bind the parties during and after the termination of the internship.**

**WHEREFORE, the parties acknowledge that they have read and understand this agreement and voluntarily accept the duties and obligations set forth herein.**

**INTERN** \_\_\_\_\_  
**(print name)**

**WITNESS** \_\_\_\_\_  
**(print name)**

**Signature** \_\_\_\_\_

**Signature** \_\_\_\_\_