

# Owensboro Police Department

## Student Internship Program Overview

### **Mission Statement**

It is the mission of the Owensboro Police Department Intern Program to educate and involve students in police operations, to interest them in possible law enforcement careers, to build mutual understanding between the student population and the police department, and to develop Interns as well-rounded law-abiding individuals. The education aspect provides knowledge of law enforcement's function in the community of Owensboro whether entering the field of law enforcement or not. The Intern Program offers the exposure and training necessary to facilitate successful entry into the law enforcement profession; furthermore, Law Enforcement Interning seeks to instill a desire in its members to demonstrate law abiding habits, attitudes, and practices as contributing citizens of our community.

### **Overview**

The Owensboro Police Department is pleased to join efforts with the area universities and colleges to extend the privilege of internship experiences. Our internships offer students an opportunity to observe and work in all divisions of our Police Department. Typical experiences include: Crime Prevention, Criminal Investigation Division, Crime Scene Unit, Traffic Enforcement, Patrol (all shifts), Neighborhood Watch Program, Crime Prevention Unit, and the Street Crimes Unit.

It is hard to predict specific experiences that interns receive. Internships are typically composed of 80% observation and 20% actual work. Observation experiences for interns include a wide variety of police work. Some of our interns have joined detectives at autopsies, been with the first patrol units to arrive on major crime scenes, starred in Crime Stoppers reenactments, and have served as hostages in Emergency Response Team exercises. It is our intention to provide a comprehensive learning experience. However, we cannot guarantee the exact experiences you will receive due to the cyclical nature of police activities and the unpredictability of criminal activity.

An internship with the Owensboro Police Department should be very rich and rewarding and relate closely to experiencing the position of an officer's schedules and duties. We hope to provide students with an opportunity to be actual participants and observers in the day-to-day operations of a law enforcement agency. Interns will have the opportunity to compare and contrast academic teachings to real-life situations.

## **Intern Selection Criteria**

If multiple applicants apply for the position of Intern a selection process will take place. The intern selection process is highly competitive due to the limited number of positions available. The student must be in good standing and a minimum grade point average of 3.0/4.0 is required for each intern to be eligible to apply for our internship program. The student must have completed high school, and be enrolled in college. Selection criteria typically include six major areas: 1) application information, 2) education, 3) prior work experience, 4) oral interview performance, if required, 5) personal references, and 6) background check. Prior work experience, extracurricular activities, special skills, and military experience will be advantages to each intern. An oral interview may be conducted to evaluate personal appearance, communication skills, level of interest towards the position, and personal demeanor. References will help to verify an applicant's good moral character and temperate habits. A background check of each applicant will be conducted to review past criminal history and driving record.

## **Application Procedures**

Applicants must first contact their university, or college internship coordinators or counselors to insure all school requirements have been met and they are eligible for an internship program. Some schools require that all initial contact with agencies be coordinated through their internship coordinator. The Owensboro Police Department encourages students to strictly adhere to their school's procedures. An official document from your school must accompany the application stating your eligibility and the course this internship will be considered.

Each student will be required to submit an application to the Owensboro Police Department. Students should submit their completed applications (signed and dated) to the attention of Crime Prevention Unit Supervisor, Owensboro Police Department, 222 East 9<sup>th</sup> Street, Owensboro, KY 42303. Students may also include a resume and/or a cover letter with their application. To obtain an application packet, visit [www.owensboro.org/police](http://www.owensboro.org/police), and select "get involved-Intern program". You may call the Owensboro Police Department Public Information office at (270) 687-8867.

## **Payment/Wage**

Interns receive no monetary payment for participation. All students must incur their own tuition expenses.

## **Schedule**

Interns are required to participate on first shift, second shift, third shift, and some weekends. Interns will receive a tentative schedule describing work hours and assignments.

## **Owensboro Police Department Overview**

The Owensboro Police Department serves a 19 square mile community of about 58,000 and is authorized a staff of 103 sworn and 30 civilian members. In the winter of 1999, the Owensboro Police Department moved into its new police building. This facility has dramatically increased the physical space and resources of the Department. Through this modernization, all aspects of daily operations have continued to become more efficient and productive.

## **FIELD SERVICES DIVISION**

The Field Services Division of the Owensboro Police Department includes the following units: Patrol, Traffic Unit (Parking Enforcement and School Crossing Guards), Bike Unit, Canine Unit, and the Criminal Investigation Unit (General, Juvenile, and Street Crimes Unit).

### **Patrol Division**

Patrol officers are the first line of response in the Department's crime-fighting operations, answering calls 24 hours each day, everyday of the year. Thousands of miles are logged each year as more than 60 officers patrol neighborhood streets, working to enhance the quality of life for residents. This grass roots law enforcement activity reduces fear, improves cooperation and fosters mutual respect. Patrol officers are highly trained professionals responsible for the apprehension of criminal offenders, the maintenance of order, peacekeeping, protection of life and property, and emergency intervention. Patrol officers serve as a direct liaison between the Department and the community on quality life issues.

### **Traffic Unit**

The Traffic Unit focuses on the protection of life and property from criminal and traffic related activities through city-wide enforcement. Goals of the Traffic Unit include: impaired driving detection and apprehension, focusing enforcement activities at high accident locations, improving safety for school children by enforcing school speed zones and many more traffic related duties. Parking Enforcement Officers and School Crossing Guards are assigned to this unit.

### **Bike Unit**

The Bike Unit is utilized to enhance the image and resources of the Police Department through increased accessibility of the officer to the public and to reduce crime by enforcement of state laws and city ordinances through proactive policing. In addition, The Bike Unit is utilized in residential areas, commercial areas, and the Greenbelt trail. The officers assigned to the Bike Unit attend city wide special events such as parades, walk-a-thons, and perform demonstrations throughout the City of Owensboro.

### **Canine Unit**

Skilled handlers along with the specially trained dogs, perform routine patrol functions, drug and explosive searches, tracking of suspects, and crowd control.

## **Criminal Investigation Division**

The Criminal Investigation Division (CID) is responsible for follow-up investigation, identifying and apprehending criminal offenders, and for preparing criminal cases for prosecution. Cases involve robbery, theft, rape, fraud, murder, drugs, arson, and other serious crimes. Detectives work closely with victims, witnesses, and suspects respecting their rights to equal justice under the law.

### **CID (General)**

The General CID's responsibility includes initiating and supporting jurisdictional, criminal investigations. Such activities include, but are not limited to homicides, assaults, sex crimes, fraud, theft, and fugitive related cases.

### **CID (Juvenile Unit)**

Cases involving Juvenile offenders are assigned for follow-up work by Juvenile Detectives. These detectives are committed to the development and implementation of programs to prevent and control delinquency and criminal behavior among youths. In addition to investigating, coordinating, and preparing court cases for youthful offenders, the Juvenile Unit acts as a liaison to area schools.

### **Street Crimes Unit**

The Street Crimes Unit is a highly trained and versatile group of officers whose duties can be shifted instantly to respond instantly to the changing needs of the community. Street Crimes Detectives are the first line of defense against vice and drug offenders. Through overt and covert operations, this unit investigates illegal drug distribution, prostitution, gang activity, liquor license violations, and many other illegal activities. This unit also manages the drug asset forfeiture program.

## **SUPPORT SERVICES DIVISION**

The Support Services division is responsible for several units throughout the Police Department. They are as follows: Building Maintenance, Crime Prevention Unit, Training Unit, Public Information Officer, Crime Stoppers Coordinator, Records Unit, Public Safety Communications Unit and the Evidence Collection Unit.

### **Crime Prevention Unit**

Officers offer crime prevention by means of information and education programs that include: organization of neighborhood watch programs, Citizen's Police Academy, Explorer Program, and a variety of local school programs (D.A.R.E.). The Crime Prevention Unit is actively involved in child identification programs and Neighborhood Watch Programs. The Crime Prevention Unit is responsible for the Internship program. It is also responsible for departmental tours and special programs. Crime Prevention officers serve as liaison between the department and other community service agencies. The department conducts a variety of activities at colleges and universities. Police representatives attend job fairs, make special presentations to classes, and develop relationships with institutions offering police-related fields of study.

### **Training Unit**

The Training Unit is responsible for recruit training, specialized officer training, and career development activities. The Training Unit is also active in recruiting. The Training Unit is routinely introduced to the latest law enforcement information and techniques from agencies and institutions throughout the country. In-house classroom instruction is conducted in either the training classroom or the community room with high-tech audio/visual equipment. Physical instruction is presented in our training room or weight room. Our officers experience firearms field instruction on an outdoor range and shoot-don't shoot instruction is provided indoors with the Firearms Training Systems (FATS) interactive video program.

### **Public Information Officer**

The Public Information Officer serves as the coordinator of information to insure proper continuity, liaison, and cooperation between the department and the news media. The Public Information Officer is responsible for providing factual information to the media and for coordinating requests for such information between the media and department personnel.

### **Records Unit**

The records unit is responsible for maintaining all criminal histories, arrest records, and related information on a highly efficient computerized database. These records allow members of the Owensboro Police Department to efficiently query the system. Examples of queries may include the following: past criminal activity for a given person or location, search for suspects with certain characteristics, analyze trends in criminal activity.

### **Public Safety Communications Unit**

The OPD Public Safety Communications Unit serves as a support unit handling all initial calls requesting police, fire and/or medical assistance. Calls for medical assistance are transferred to the Ambulance Service for dispatching of ambulance personnel.

The PSC unit utilizes three eight hour shifts to provide public assistance 24 hours a day seven days per week requiring a minimum of four employees per shift and maximum of six employees. The primary work assignments are police radio, fire radio, telephones and information which are assigned on a rotating basis.

### **Evidence Collection Unit**

The Evidence Collection Unit (ECU) is charged with the processing of crime scenes and for providing expert court testimony. ECU photographs, collects, and examines evidence discovered, and collected at crime scenes. ECU Officers are trained to photograph, prepare and collect footprint, tool, and tire impressions. The ECU tracks, maintains custody, and disposes of items found, confiscated, forfeited or held as evidence. The ECU is responsible for auctioning unclaimed property and for the destruction of drugs and weapons.

## **Internship Rules**

Interns shall be required to learn and obey the following rules. Interns violating these rules shall be subject to disciplinary action and/or dismissal from the Intern program.

### **Punctuality and Attendance**

Interns are required to punctually report for work and assigned duties. Time off from work should be coordinated with the Internship Coordinator for the Police Department at least three days (if possible) in advance. If an illness or emergency arises that prevents attendance, contact the Internship Coordinator and/or a supervisor in your assigned unit prior to the shift.

### **Appearance**

Interns shall maintain a neat, well-groomed appearance, with attire that is appropriate for and acceptable for the conditions of their work environment. Jeans, t-shirts, sweats, or warm-ups are prohibited. Casual business attire is to be worn. Supervisors may allow some casual attire during certain situations. General appearance shall be in compliance with the standards of a police officer.

### **Conduct**

Interns shall not engage in unbecoming conduct which tends to bring discredit on the Department or their school.

### **Courtesy**

Interns shall not use profane or intentionally insulting or degrading language or actions toward any other member of the Department or to any citizen. Interns shall be courteous and tactful in the performance of their duties and shall promptly respond to all reasonable requests for assistance. Interns shall refer to sworn personnel members by their appropriate rank and last name.

### **Weapons**

Interns shall not carry any weapons or handcuffs.

### **Reports**

Interns shall turn in a weekly report summarizing their internship experience to the Internship Coordinator for the Police Department, as well as a final report. All reports must be submitted in a timely fashion to complete the intern requirements.

### **Schedules**

All Interns shall receive a schedule indicating their assigned units and work hours. Just prior to proceeding to a new unit, interns shall contact the highest ranking supervisor in the new assigned unit and receive instructions as to when, where, and to whom to report to. The schedule shall be adhered to and only changed with the prior permission of the Intern Coordinator.

**Confidentiality**

Interns shall treat the official business of the Police Department as confidential and shall disseminate information regarding departmental business or operations only as permitted by supervisory personnel.

**Intern Parking**

Intern parking is available only in the large parking lot west of the Police Department off of Daviess Street. Do not park in the Police Department's front or rear parking lots.

**Intern Entrance**

Interns should only use the main entrance of the Police Department when reporting for their assignment. At that point the intern will pick up their I.D. badge.

**Intern I.D. Badges**

Interns will pick up an I.D. badge when they report to the front desk of the Police Department. Interns must have their Identification Badge clearly displayed at all times (except when impractical or harmful to the progress of criminal investigations). Lost or stolen I.D. badges should be immediately reported to the Internship Coordinator for the Police Department. Interns are required to return I.D. badges when their daily assignments are completed.