**The Pittsburgh Bureau of Police Student Intern Program**

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**OBJECTIVES OF THE PROGRAM**

"To educate and inspire student interns so that each one leaves with a commitment to the values of Accountability, Integrity and Respect and fosters within each a sense of selfless service to the community such that each seeks a career in public service and specifically within the law enforcement profession.”

The program should serve as the springboard in the intern’s decision making process when confronted with the question: “Is the law enforcement profession for me?” In that respect, the program is designed to put forth all of the positives and negatives that a career in law enforcement offers.

The program will provide support for students interested in the law enforcement profession such that they are provided opportunities to experience all facets of policing. At the same time, the Bureau of Police will take advantage of the intern’s talents and abilities to advance projects or relieve workload within the Bureau.

**OVERVIEW OF THE PROGRAM**

Internships with the Pittsburgh Bureau of Police are limited to college students who have completed at least 45 credit hours at an accredited educational institution and maintain at least a 2.5 QPA.

Prospective interns must complete and pass a background investigation.

Interns that will be working with children will be required to obtain Acts 33 and 34 clearances from the state.

Interns are expected to observe the Policy and Procedures of the Pittsburgh Bureau of Police. Interns are expected to dress casually but professionally. Neither blue jeans nor tee shirts are unless approved by the intern coordinator.

During the program, the student should expect to experience the following areas of law enforcement or affecting law enforcement:

* Administration of policing
* Office of the Medical Examiner
* Police Investigations overview
* Police Training Academy overview
* Specialty units overview
* Administrative Services overview
* Operations overview
* Operations Branch ride-along with Police Officer
* Command Staff overview

All interns are expected to keep a log of their activities within the Bureau of Police and provide a written paper at the completion of their internship addressing the strengths and weaknesses of the program to the Chief of Police.

**ROLE OF THE INTERN**

The role of the intern is to assist the Bureau of Police in a variety of assignments. Under the direct supervision of a supervisor, an intern will perform such duties an active police officer would encounter during the course of his/her daily activities.

Students may be assigned to conduct an occasional ride-along with a Police Officer.

The intern is expected and required to adhere to a confidentiality agreement.

The student is expected to conduct all of his/her work at the office he/she is assigned during their assigned/agreed to work hours. No work will be taken out of the office.

Interns will not provide gifts to their assigned supervisor or any other member of the Bureau of Police.

Interns are not allowed to work with other family members within the Bureau of Police.

Interns will be assigned their positions by the Internship Coordinator and may be rotated at the discretion of the Internship Coordinator.

Interns will discuss any problems, concerns, questions, etc. with their assigned supervisor. Any problem, concern or question that cannot be answered by the assigned supervisor should be addressed through the chain-of-command. If the problem, concern or question is with the intern’s supervisor, the Bureau Chief of Staff will be notified immediately. If the problem, concern or question is related to sexual harassment, the City’s Policy on Sexual Harassment will be followed and the Bureau Executive Officer notified.

**COMPENSATION AND BENEFITS**

The intern will receive neither compensation nor benefits.

Interns are responsible for providing their own means of transportation and parking while working in their assigned areas.

Interns are responsible for providing their own meals. Interns will not accept free meals or discounted meals offered by owners, managers or employees of eating establishments.

**ROLE OF THE UNIT OF ASSIGNMENT**

The intern’s assigned supervisor is responsible for overall. If problems are noted, the assigned supervisor will immediately notify his/her chain of command and the Internship Coordinator. Completed evaluations, time sheets and the original intern folder will be sent to the Internship Coordinator upon completion of the internship.

Brief the intern on the Bureau’s Mission and Values statements.

Assigned supervisors will answer/address the intern’s questions, concerns or problems. The assigned supervisor will ensure that the chain of command and the Internship Coordinator are made aware of questions, problems or concerns that cannot be resolved. All sexual harassment problems, questions and concerns will be addressed in accordance with the City’s Policy on Sexual Harassment.

The assigned supervisor will complete an Intern Evaluation at the completion of the internship.

**ORIENTATION**

All interns will process through the Chief of Staff. During processing, the intern will:

* Receive an identification tag
* Receive a copy of the City’s Policy on Sexual harassment
* Sign a confidentiality agreement
* Sign a release from indemnity
* Complete and sign an application for a ride-along with a Police Officer
* Complete and return academic institution internship agreement
* Complete work schedule
* Sign and acknowledge that they understand the contents of this intern program information packet

**NEXT STEPS**

If you’re interested in applying to become an intern at the Pittsburgh Bureau of Police, please complete the online application under College Intern here:

<https://www.city.pittsburgh.pa.us/employmentcenter/JobListings.aspx>

Upon receipt, we will tell you which step to complete next.

The application process will include a second application, then a background check.