

Hidalgo County Sheriff's Office Law Enforcement Internship Program

Purpose

The Hidalgo County Sheriff's Office (HCSO) Internship Program is a valuable learning experience for educators, college and/or university students and graduates seeking a career in Criminal Justice or other related fields. The program introduces Interns to various aspects of Law Enforcement which will enhance their understanding of the criminal justice system. The length of the Internship is determined by the Intern's educational institution curriculum or a predetermined time frame as agreed to by the HCSO. The HCSO's internships are a non paid position.

Eligibility

Applicants must meet the following criteria:

1. 18 years of age.
2. In good academic standing at the school they are attending (if applicable).
3. Legally authorized to work in the United States.
4. Must not have any convictions of a misdemeanor above a Class B, and/or a crime of moral, or a felony.
5. Subject to a criminal history check.
6. Memorandum of Understanding with the education institution must be on file with the Sheriff's Office (if applicable).

Guidelines and Restrictions

Interns will conform to the dress code of business casual wear and are not permitted to wear any type of clothing that could be construed as a law enforcement uniform. Interns shall be provided a copy of the Hidalgo County Personnel Policy Manual, must complete the pre-employment training and enrollment requirements prior to commencing, and will sign all relevant forms and acknowledgments as applicable, including but not limited to, personnel policy acknowledgement, harassment, nondiscrimination, and waiver of liability release form (as applicable).

The Intern must abide by all existing Federal, State, County, District laws, rules and/or regulations. The participating office/department will be responsible for

orienting students to the organization. Orientation should include, but is not limited to the following:

- A clear list of expectations, duties and goals;
- Section-specific policies and procedures;
- A list of the resources available to the Intern (i.e., a workstation that has been set up for the Intern, supplies and items needed by the Intern); and
- Any other relevant information for the Intern to be successful during the course of the Internship.

All Interns are considered at-will placements, and the placement can be terminated at any time at the discretion of the HCSO.

Upon completion of the Internship period, Interns are not automatically entitled to a paid position within the County, and/or the HCSO.

Standards of Conduct

All Interns must abide by the standards of conduct as outlined in the Hidalgo County Personnel Policy Manual and The HCSO (as applicable), and are responsible for complying with the required standards of conduct.

At a minimum, all Interns are required to conduct themselves in a professional manner at all times and to use discretion when dealing with sensitive matters and confidential information. Interns will conform to the dress code of business casual wear and are not permitted to wear any type of clothing that could be construed as a law enforcement uniform. Interns must maintain hygiene and grooming in a business-like manner that is appropriate to the section placement and which reflects positively on the HCSO.

If any policy or standard of conduct is violated by the Intern during the Internship period, the Intern will be terminated at the discretion of the HCSO.

Internship Assignment Duties and Responsibilities

Interns may be assigned to a structured schedule within various sections within the four major divisions of the HCSO, to include the following:

1. **Internal Affairs:** The Intern will experience the various aspects of the hiring process. Duties may include accompanying the background Investigator on home visits, reviewing and validating information given by applicants with respect to criminal charges, finances, references, employment, as well as any other information discovered during the background investigation.
2. **Academy Training Facility** and observe the different types of training law enforcement officers are required to attend.
3. **Communications:** The Intern may spend a day in the Sheriff's Office Communication Unit and experience first hand the responsibilities of a dispatcher. They will learn the 911 call taking process and review how each call is categorized according to its priority, and then disseminated to the responding deputies. The Intern may assist with the process involved obtaining vital information for reports such as runaways, and welfare concerns. They will also see how Hidalgo County is divided into sectors and evaluate the response time by deputies is handled.
4. **Patrol Deputy:** The Intern will accompany a Patrol Deputy during their tour of duty. The Intern will have a better understanding of patrol operations. He/She may experience an arrest or subdue resisting subjects while employing defensive tactic maneuvers. The Intern may be a part of a situation involving a pursuit involving speeds that are in excess of posted limits while exercising due care and caution. The Intern will be exposed to the paperwork involved with each contact made.
5. **Civil Process:** The Intern will see first hand how civil citations, subpoenas, and protective orders are assigned to civil deputies. The Intern will experience riding along with the deputy in his daily service of serving legal documents. They may assist a transport deputy in transporting inmates or patients to various destinations. They will gather files and receive identifiers to facilitate the transportation of a wanted subject from other counties or out of state.
6. **Investigations:** The Intern will sit through CID briefing in the morning and shadow the experiences of an Investigator. The Intern will begin with an **Intake Investigator** and experience the beginning process of arrest cases that were completed during the night. The Intern will experience the arraignment process and would assist the Intake Investigator in handling misdemeanor cases such as Harassment, Unauthorized Use of Motor Vehicle, and Assaults. Later, the Intern will learn the tasks of a **Juvenile Investigator**. The Intern will experience first hand the various cases involving youth offenders. When a

juvenile is apprehended for the first time after violating the law, the process is very different compared to an adult offender. The Intern will learn several aspects of the Juvenile Justice system ranging from processing of juveniles through the legal system to the acceptance into the Juvenile Detention Center.

7. The Intern will spend a day with a **Criminal Investigator** and experience the caseload assigned to each specialty Investigator on a daily basis. They may experience an interview with the complainant and the process necessary to pursue criminal charges. The Intern may also experience the interview or interrogation process, review cases, and prepare the presentation of facts for a detailed DA case for court. They will learn the process of safeguarding and submitting any property recovered.
 8. **Crime Scene Specialist:** The Intern will spend time with a Crime Scene Specialist and experience first hand the recovery of DNA, how to process and secure evidence and how to submit evidence to the proper crime laboratory. They may also attend an autopsy that did not occur involving a criminal offense. They will experience the execution of a search warrant of a vehicle or residence. They will become familiarized with the Mobile Crime Scene Unit and learn the procedure utilized in handling, and processing weapons recovered at a crime scene. If court is in session, and a Crime Scene Specialist is testifying, the Intern may experience first hand court testimony. The Intern will tour the **Evidence/ Property Room** and learn the procedures involved in the safekeeping of evidence.
 9. The Intern will spend a day at the **Detention Facility** and will experience first hand the responsibilities and demands of a Detention Officer. They will learn the fingerprinting and booking process. They will experience the methods used for classifying housing assignments and the required skills necessary for the monitoring of inmates. The Intern will observe the process utilized in order for an inmate to receive a meal, medical attention, or recreational time. They will also get a review of the responsibilities needed to safely transport inmates to the courtroom. They will experience first hand the responsibilities and demands of a Detention Officer. The Intern will spend a day at the Detention Facility in the courtroom setting as they experience the process of being arraigned.
 10. **Intel:** The Research and Analysis Division is a civilian unit reporting to the Sheriff. This Unit is responsible for providing preliminary crime data, arrest data, calls for service data, to both the public and other divisions within the Sheriff's Office, conducting program evaluations, gathering statistics, and
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conducting other operational support research projects including the mapping of crime statistics. The Intern may include case review for data extraction and logging a homicide study, data entry for a sex abuse study, weekly and monthly statistical reports, sorting, copying, and filing.

11. **Crime Prevention:** The Intern will work closely with Deputies in the Crime Prevention Unit. They may assist with design, creation, or updating content of pamphlets, power points or face book posts. The Intern may assist or interact in communication with stakeholders, or other agencies. The Intern may also support special projects like advancing neighborhood partnerships, or special events, presentations to schools, health fairs, or other crime prevention activities. The Intern will have the opportunity to partake directly in the community to identify issues that need to be addressed, obtain information regarding crime occurring in that area and increase the citizen's awareness through a continuous information program.

Evaluation / Summary Report

All Interns should be provided with ongoing feedback on how well they are meeting the goals and expectations of their Internship. At the conclusion of the internship, the intern will provide a written evaluation of the field experience emphasizing all aspects of the program, to include any recommendations.

If applicable, participating sections/divisions shall be responsible for abiding by any formal requirements that an educational institution may requires of a participating Intern.

It is our goal to enhance the Intern's understanding of the criminal justice system and every effort will be made to keep the Intern out of life threatening situations.

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Internship Program**

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Internship Program Participation Assignment:

- Internal Affairs
- Academy Training Facility
- Communications
- Patrol
- Civil Process
- Investigations
- Crime Scene Specialist & Evidence/Property
- Detention Facility
- Intel. Research & Analysis
- Crime Prevention

Internship Duration: _____

Signature