



CITY OF MADISON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE



Interns Application and Acceptance Process

Eff. Date 02/25/2015

Purpose

The Madison Police Department (MPD) recognizes the worth of utilizing interns to assist with MPD projects and functions. The intern program is designed to be mutually beneficial, and as such, MPD Intern Supervisors are to provide students with a broad range of experiences by exposing them to the varied units and systems that make up the MPD. Interns who perform at a high level will be encouraged to apply with the MPD.

Procedure

- All MPD internships are to be coordinated by the MPD's Intern Coordinator (currently the PIO).
- The Intern Coordinator has the responsibility to seek interest from internal staff on becoming an Intern Supervisor when a request for an internship comes in.
- The most common time of year that MPD has interns working for the MPD is during the summer. Applicants interested in competing for summer internships send resumes and cover letters to the MPD Intern Coordinator in the month of January.
- MPD Records staff background applicants in February.
- The MPD Intern Coordinator uses results, coupled with resume and cover letter analysis, to develop a pool of potential candidates.
- Each candidate is invited to participate in an in-person interview, conducted in March.
- The Intern Coordinator will contact potential MPD supervisors to determine the number of available positions.
- Internship offers will be made in late March or early April. The Intern Coordinator corresponds with all applicants letting each know his/her status in the process.
- A waiting list is developed for viable candidates not extended initial offers.
- Successful candidates, those extended offers, and those waitlisted, will be ranked by the Intern Coordinator.
- If an additional internship position becomes available, or if an invited candidate turns down an offer, the Intern Coordinator will offer an internship to the person ranked highest on the waiting list. The Intern Coordinator matches interns with supervisors based on the candidates' skills, knowledge and/or interests.
- Those accepting internships attend an orientation meeting in May. At that time, interns are provided supervisor contact information. It is up to the intern and supervisor to determine a weekly schedule. At the orientation, interns are given rules, expectations, dress code information, and other general information needed to be successful. They also receive an intern manual, an identification badge, building access cards, and computer access codes.
- The Intern Coordinator will keep a file on each intern, and provide information contained therein to prospective future employers.
- The Intern Coordinator will be responsible for purging old intern files in accordance to the MPD retention schedule approved by the State Records Board.
- The Intern Coordinator will be responsible for adjusting this review and acceptance process as necessary when internships are requested for time periods other than during the summer.

(Reviewed Only: 02/04/2016, 12/20/2016, 12/26/2017)