



BALTIMORE COUNTY POLICE DEPARTMENT

INTERN AND VOLUNTEER HANDBOOK

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Intern/Volunteer's Name: _____

Assignment: _____

Supervisor: _____

Phone Number: _____

A Message from Chief James W. Johnson

Volunteers laid the foundation for America's freedom 200 years ago by leading the fight for independence. Today, volunteers remain vitally important. They are the building blocks of progress in our local communities.

The mission of the volunteers in the Police Department is to enhance and support the delivery of police services to the community. They do this through a wide variety of contributions to public safety in Baltimore County. They answer phones at station houses, freeing up our officers for essential law enforcement activities. Volunteers work with our professional staff helping to manage the constant flow of information that moves through this agency. Volunteers get directly involved in our communities by working at PAL centers, and patrolling our streets.

This manual is designed to help our volunteers make the most of their experience in the Police Department. It explains for you the organization of the Department, and what you can expect from the people with whom you work. It also outlines our expectations of you. We think it is a very important document for you to read, and to keep.

The men and women who volunteer in this Department display a spirit of commitment and generosity, and we are deeply grateful for your contributions. You help our neighborhoods and the county feel safe and be safe.

Sincerely,
James W. Johnson
Chief of Police

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BALTIMORE COUNTY POLICE DEPARTMENT

INTERN AND VOLUNTEER HANDBOOK

WELCOME

The Baltimore County Police Department would like to welcome you as an Intern and/or Volunteer in the Program and offer our best wishes as you begin your work with us. The information in this handbook is intended to answer some of your questions. It should help you get to know the department, understand the importance of your work, and serve as a guide during your internship/volunteer work.

Your intern or volunteer work will be a good “hands on” look at the way a police department operates. We are confident that your experience with us will be interesting.

As a new intern or volunteer you may feel a little uncomfortable in your new surroundings. This is a normal feeling and is expected. We want to help you get off to a good start, so please feel free to ask questions concerning anything you do not understand.

One of the first things you should do is carefully read this handbook. It is designed to answer many of your questions about the practices and policies of the Baltimore County Police Department’s Intern Program and Volunteer Program.

MISSION STATEMENT AND VALUES

The Mission of the Baltimore County Police Department is to enforce the laws and ordinances of the state and county, safeguard life and property, prevent and detect crime, preserve the peace, and protect the rights of all citizens.

Organizational Values

Integrity

We uphold the public trust by being honest. We maintain the highest standards of ethical and moral character.

Fairness

We treat everyone with respect and dignity in an unbiased manner. We protect constitutional rights through impartial enforcement of the law.

Service

We provide dedicated and compassionate assistance by promoting leadership, cooperation, and creativity. We aspire to improve the quality of life in partnership with the community.

CHAIN OF COMMAND

The Baltimore County Police Department is a para-military structured organization. The rank structure of the uniformed and non-uniformed sworn officer is as follows:

Chief of Police
Colonels
Majors
Captains
Lieutenants
Sergeants
Corporals
Police Officer First Class
Police Officer

Interns/Volunteers should address all employees respectfully. When addressing uniformed members it is appropriate to address them by their rank or their rank and last name.

Example: "Good Morning Sergeant" *or* "Good Morning Sergeant Smith".
If you are unsure of a member's rank, please use *Sir* or *Ma'am* to address them.

Support staff members shall always follow the chain-of-command within an employee's designated work area. If you have a civilian supervisor, please report to them first with any problems or concerns you may be experiencing. If they are unable to answer your questions and you have a uniformed officer or another civilian supervisor over your immediate supervisor, you may go to the next highest supervisor with your concerns. Civilian (non-sworn) members may be dispensed throughout the chain-of-command at all levels. Always advise your immediate supervisor that you wish to talk to the next highest supervisor. Hopefully that will alleviate any concerns you may be having.

THE INTERNSHIP PROGRAM

The Baltimore County Police Department is committed to developing partnerships within its community. One endeavor to work as community partners with colleges and universities is the Student Intern Program where students and the Baltimore County Police Department will benefit from shared experiences.

The Baltimore County Police Department has established the Student Intern Program and is available to university and college students who meet the requirements for participation. The objective of the Student Intern Program is to provide a positive learning environment for interested college students to experience the various aspects and responsibilities of law enforcement while completing a project as part of their studies.

THE VOLUNTEER PROGRAM

The mission of the Volunteers in Policing (VIP) Program is to enhance and support the delivery of police services to the community through a wide variety of volunteer services that will contribute to the public safety of the citizens of Baltimore County.

Volunteers are an important asset to the Baltimore County Police Department. When citizens who receive police services are helping to design, prioritize and even deliver services, a closer connection is made between the Police Department and the public.

By offering volunteer opportunities to the community, we hope to encourage citizen involvement and community empowerment.

RSVP/ VIPS

The RSVP program is a nationwide volunteer program, RSVP invites adults age 55 and over to use their life experiences and skills to help their neighbors in need. Please contact the Intern/Volunteer Coordinator for more information on enrolling in this program. Please call the RSVP coordinator for Baltimore County at 410-887-3101.

GUIDELINES

What Law Enforcement Expects of You:

- Enthusiasm Imagination and Creativity,
- Dedication Tact,
- Reliability Sense of Humor,
- Confidentiality Initiative,
- Punctuality Concern for the Community,

- Patience Sensitivity to Others' Needs,
- Loyalty Positive Attitude and
- Businesslike Attitude Friendliness

What You Can Expect of Law Enforcement.

- Consideration,
- Patience,
- Appreciation and Acknowledgment,
- Clear Instructions,
- Cooperative Attitude,
- Feedback on Progress,
- Treated as Professional Assistants,
- Friendly and Welcoming Atmosphere,
- Enthusiasm for Creative Ideas and Suggestions and
- An Expanded Knowledge of Law Enforcement Procedures and Policies

Confidentiality

Any services performed for the Baltimore County Police Department are considered confidential. You may speak in generalities about what you do for our organization but not in specifics. If you are aware of any criminal or intelligence information, none of it can be discussed. What you see and hear at the Department must remain here when you leave for the day. Any breach of confidentiality could result in termination of your intern or volunteer services.

APPLICATION AND ACCOMPANYING PAPERWORK

Prior to your acceptance as a volunteer or intern you were required to complete a Volunteer Application or an Intern Application, a Volunteer/Intern Agreement and a Volunteer/Intern Statement of Confidentiality and Waiver forms. You may acquire copies of these forms by contacting Officer Tabitha Weinstein in Personnel at 410-887-6278.

RIGHTS AND RESPONSIBILITIES

Rights

- A job description should be provided but an opportunity for individual design could be negotiated.
- Sufficient, ongoing training should be made available and you should be given an opportunity to discuss that training.
- You should be fully aware of who your supervisor is and be provided with strong, ongoing supervision.
- You should feel that your skills are needed and wanted in the organization.
- Records will be maintained and references will be provided to other Baltimore County Police Department Units when needed.
- Accomplishments should be recognized in both formal and informal ways.

- A variety of opportunities for involvement should be offered as experience and capabilities warrant. Lateral mobility should be provided where appropriate.
- You should be given the assurance that any special skills you possess will be fully considered in placement.
- You should be able to expect honesty from your supervisors.
- You have the right to offer and receive feedback and suggestions from your supervisors on a one-to-one basis.
- You should be included in as many staff activities as possible and are entitled to know as much as possible about the organization for which you are working.
- Clear and specific directions should be given at all times.
- You have the right to know the length of time commitment expected of you.
- If terminated; you have the right to be told promptly.

Responsibilities

You agree to:

- Consider your internship or volunteer assignment a serious commitment.
- Be supportive of the organization you are part of and represent it in an appropriate and responsible way.
- Observe the same rules and policies of the organization as paid staff and use constructive channels for change.
- Maintain confidentiality in all issues pertaining to clients.
- Offer feedback and suggestions to staff personnel.
- Take part in training, which is required or pertinent to your job.
- Be on time for work and follow through on any commitments.
- Follow your job description and accept supervision.
- Inform the paid staff of any skills you feel should be known for the placement process before taking an assignment.

INTRODUCTORY PERIOD

The first 10 days of your internship and the first 30 days of your volunteer assignment are considered an introductory period. This is a probationary time for both you and the police department. During this time, the Baltimore County Police Department will evaluate your suitability for completing your internship or volunteering and you can evaluate us as well. At any time during these 30 days, you may resign with no detriment to your record. If, during this period, your performance does not measure up to our standards, we may release you.

STANDARDS OF CONDUCT

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. Generally speaking, we expect every person to act in a mature and responsible way at all times.

However, to avoid any possible confusion, some of the more obvious unacceptable activities are listed below. Violation of any of these regulations may result in dismissal. If you have any questions concerning any of the activities listed below, please see your supervisor or the Intern/Volunteer Coordinator.

1. The Commission of a felony or misdemeanor under the laws of the State of Maryland
2. Reporting for duty with the odor of an alcoholic beverage on breath or drinking any kind of intoxicating liquor while on duty.
3. Reporting for duty or being on duty following the use of "controlled substance" or any drug (whether legally prescribed or otherwise) where such use may impair the person's ability to perform assigned duties.
4. Refusal, failure, or delay in performing and/or carrying out proper orders, work assignments, or instructions of supervisors without a reasonable excuse.
5. Insubordination to constituted authorities in the course of conducting lawful department business.
6. Criminal, dishonest, infamous or notoriously disgraceful conduct unbecoming an intern/volunteer which might be detrimental to the service on or off duty.
7. Unexcused or unauthorized absence on scheduled days of work.
8. The unauthorized use of any badge, uniform or identification card belonging to the Baltimore County Police Department for the purpose of personal gain.
9. Work-related dishonesty, including attempted or actual theft or unauthorized appropriation of County property, services, or the property of others.
10. Falsifying records by diligently entering or causing to be entered, any inaccurate, misleading, or incorrect information in the preparation of official reports, recordings, records, logs, time cards or other documents.
11. Knowingly making false or malicious statements with intent to harm or destroy the reputation, authority, or official standing of the Department or individual members thereof.
12. The willful and unauthorized destruction, damage and/or mutilation of any Department or County record, book, paper, document, equipment or property.
13. Engaging in political activities while on duty, when in uniform, or in any manner prohibited by law.
14. Engaging in any act of unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that could constitute sexual harassment.
15. Making slighting comments regarding the nationality, color, creed or beliefs of any person.
16. Improper release of confidential information.

DISCIPLINARY ACTION

Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner:

1. Verbal Warning
2. Written Warning

3. Disciplinary Suspension

A written warning will include the reasons for the supervisor's dissatisfaction and any supporting evidence. You will have the opportunity to defend your actions and rebut the opinion of the supervisor at the time the warning is issued. All pertinent facts will be carefully reviewed, and the intern/volunteer will be given a full opportunity to explain his or her conduct before any decision is reached.

DISMISSAL

Interns/Volunteers may be dismissed without warning. This agency has the right to request that an intern or volunteer leave immediately.

EVALUATIONS

Your assignment as an intern in the Police Department will be evaluated by your Unit Supervisor.

Volunteers will be evaluated annually on their anniversary date by their Unit Supervisor. Interns and volunteers are asked to complete an exit evaluation.

SECURITY

Maintaining the security of the Department's buildings and vehicles is everyone's responsibility. Develop habits that are security conscious. For example:

1. Wear your Identification badge at all times while on duty!
2. Keep your identification badge in a secure location when you are off duty. Immediately report if this badge is lost or stolen.
3. Always know the location of all alarms, fire extinguishers, and familiarize yourself with the proper procedure for using them should the need arise.
4. Make sure all secured doors lock behind you.

SMOKING

No smoking is allowed in County buildings.

TELEPHONES

County telephones are not to be used for personal calls. If a personal call is necessary you must limit your time on the line. Long distance personal calls are prohibited. Cell phone use should be avoided while on duty.

Telephone Courtesy: Communication is a two way process. You can set the tone right from the start by the tone of your voice. Prompt yourself to put a smile in your voice just before you answer the phone. When a citizen calls and you answer the phone, you are the Police Department as far as the caller is concerned. What you say, and how you say it, establishes the caller's opinion of our Department. Remember, you can expect phone calls of almost any nature and the caller is relying on you to provide quick and accurate information. Experience, though, will be your best teacher.

General Guidelines for Calls: We all know how frustrating it is to call an office for information only to be given the runaround and passed from person to person. You should avoid doing this to callers.

- a) Make certain you understand what the caller is asking for. Taking notes may help you remember the information given to you by the caller.
- b) If you are not sure of the answer, ask the caller to hold while you seek advice.
- c) Once you know the correct answer or where to refer the caller, give the caller the advice, including the phone number he or she should use for further information. Be mindful not to give the caller restricted departmental numbers.
- d) If you take messages for others, get complete information.

Helpful Phone Hints:

- a) Talk with confidence
- b) Be polite; it conveys sincerity
- c) Moderate the tone and volume of your voice
- d) Enunciate words so that they are spoken clearly
- e) Don't rush; it conveys impatience
- f) Don't interrupt the caller; wait for a natural break

SCHEDULES

Most units work Monday through Friday 0700 hours (7 am) to 2100 hours (9 pm) and many administrative functions are staffed between 0800 (8 am) and 1700 (5 pm). Usually interns and/or volunteers will work during those times unless other arrangements are made with your supervisor. You will be required to make a monthly schedule so your supervisor will know when to expect you. You will not be allowed to "show-up" without prior approval from your supervisor.

ATTENDANCE

In the event you must miss a scheduled work time, contact your supervisor or leave a message on his or her voice mail as soon as possible. Regular attendance and punctuality are necessary for the efficient operation of the Department. If it is necessary for you to be late or absent, please notify your supervisor ahead of time so arrangements can be made for a replacement until you arrive or return to work.

ANNIVERSARY DATE

The first day you report to volunteer is your anniversary date.

DRESS CODE

Interns and Volunteers, with a few exceptions, are expected to wear attire suitable to be worn in an office. Men should wear a shirt or sweater and dress pants. Women should wear a shirt or sweater with a skirt or dress pants. No JEANS will be permitted. The public will see you as a representative of the Baltimore County Police Department while you are with us. If you have any questions about proper dress, ask your supervisor. General good personal hygiene will be practiced while working in the Department.

CHANGE OF ADDRESS

Your personnel file must be kept current and correct. In the event you change your address, phone number, or name, you must notify your supervisor and the volunteer services coordinator.

RECOGNITION

Every year the Baltimore County Police Department hosts a Volunteer Appreciation Dinner and awards ceremony. Please speak with Officer T.L. Weinstein if you would like to get more information. This dinner is for volunteers ONLY.

We are pleased to announce our participation in the **PRESIDENT'S VOLUNTEER SERVICE AWARD** program as a Certifying Organization.

This new AWARD is a Presidential honor that recognizes the valuable contributions of volunteers nationwide who are answering President George W. Bush's call to serve others through their current volunteer activities or lifetime service. As a Certifying

Organization, we will identify eligible recipients, verify their service hours, and distribute the AWARD to outstanding volunteers.

The only requirement is that the hours be completed within 12 months; recipients can qualify for a new AWARD each year. It is the responsibility of each participant to ensure their hours are received and credited by Officer Tabitha Weinstein. This is accomplished by completing and submitting monthly volunteer time sheets.

| | |
|--|---|
| <p>To be eligible to receive the PRESIDENT'S VOLUNTEER SERVICE AWARD, Applicants' service hours must be confirmed by a registered Certifying Organization.</p> <p>There are three levels of the AWARD varying by hours of service completed within a 12-month period:</p> | |
| <p>Kids - 14 and younger</p> <ul style="list-style-type: none"> • Bronze Award 50 - 74 hours • Silver Award 75 - 99 hours • Gold Award 100 or more hours | <p>Adults - Ages 26 and up</p> <ul style="list-style-type: none"> Bronze Award 100 - 249 hours Silver Award 250 - 499 hours Gold Award 500 or more hours |
| <p>Young Adults - Ages 15 - 25</p> <ul style="list-style-type: none"> • Bronze Award 100-174 hours • Silver Award 175 - 249 hours • Gold Award 250 or more hours | <p>Families and Groups (two or more people)*</p> <ul style="list-style-type: none"> Bronze Award 200 - 499 hours Silver Award 500 - 999 hours Gold Award 1,000 or more hours <p>*Each member contributing at least 25 hours towards the total</p> |
| <p>PRESIDENT'S CALL TO SERVICE AWARD</p> <p>Individuals who have completed 4,000 or more volunteer service hours over the course of their lifetime are eligible to receive the PRESIDENT'S CALL TO SERVICE AWARD.</p> | |

ENDING VOLUNTEER SERVICE

We believe your position is as important as any other job in the Department and feel it should be treated as such. Please give us two weeks notice that you are leaving so we may find and train someone to replace you. When you leave, you may have an exit interview with the Coordinator of Volunteers. When you leave, **all police equipment and property, including your identification card, will be returned to your supervisor.**

BALTIMORE COUNTY POLICE DEPARTMENT APPRECIATION

Thank you for the time you have committed to our Intern and/or Volunteer Program. As an intern and/or volunteer, you play a very important role in the law enforcement process. We hope that your time here will meet your expectations. Please let the Coordinator of Volunteers, Officer T.L. Weinstein or your supervisor know if you have any concerns, questions, or suggestions.

TIME SHEET INSTRUCTIONS

INSTRUCTIONS FOR INTERN AND/OR VOLUNTEER DAILY TIME SHEET

Below are step-by-step instructions for Interns and/or Volunteers to complete the Interns and/or Volunteer Time Sheet. Accurate time sheets are needed in order to minimize errors and provide the information for time keeping and the Coordinator of Volunteers' records.

1. **MONTH/YEAR** - The month and year that is being reported. Use the month name: January, February etc. Abbreviations are acceptable. Please make legible.
 2. **INTERN OR VOLUNTEER CHECK BOX** – Please ensure the correct box is marked.
 3. **NAME** - Print the intern or volunteer's name as it appears on the application and roster.
 4. **ASSIGNMENT** - Use the unit name and location: example: Outreach/JOINS, Precinct 2 Woodlawn.
 5. **PHONE** – Enter the extension where you are assigned.
 6. **JOB TITLE** – Enter *Volunteer* or *Intern*
 7. **DATE** – Enter the date you work.
 8. **TIME IN** – Insert when work begins for the day.
 9. **TIME OUT** – Insert when work ends for the day.
 10. **# HOURS** - A total of hours worked on each line for the day.
 11. **ACTIVITY** – Enter the work you performed, i.e.: filing, data entry, etc.
 12. **LOCATION** – Enter the location where you performed your duties if other than your assigned location.
 13. **TOTAL HOURS** – Enter the total number of hours for the month.
 14. **VOLUNTEER/INTERN'S SIGNATURE** - Please sign your name.
 15. **SUPERVISOR'S SIGNATURE** - The unit supervisor needs to sign this form verifying the hours.
- NOTE:** If an intern or volunteer is working over a 4-hour shift, flexible discretion should be given with regards to lunch breaks.
16. **COMMENTS** – Please list any comments you would like the Coordinator to be aware of.

ALL DAILY TIME SHEETS ARE DUE AT THE END OF EACH MONTH. TIME SHEETS ARE DUE TO OFFICER T.L. WEINSTEIN BY THE 5TH OF THE FOLLOWING MONTH. TIME SHEETS CAN BE MAILED OR FAXED TO 410-825-5991.

BALTIMORE COUNTY POLICE VOLUNTEER/ INTERN ATTENDANCE MONTHLY TIME RECORD

Month/Year: _____

Intern

Volunteer

Please submit a separate sheet for each month

- Please fill in this timesheet every time you work for the Police Department, including any hours spent on police business at home and/or away from your assigned station.
- You may include training or special events.
- Time spent should be rounded off to the nearest hour to facilitate record keeping.
- Time contribution is tracked per volunteer.
- Be specific when describing your activity.
- Total the number of hours and submit to the Volunteer Coordinator in the Personnel Section every month.
- You are encouraged to submit any comments, suggestions or requests at the bottom of this sheet.
- Please submit a time sheet regardless of whether or not you worked a particular month. Place "0" in the TOTAL HOURS block.

| NAME: | | | ASSIGNMENT: | | |
|---------------------|---------|----------|--------------------|----------|----------|
| PHONE: | | | JOB TITLE: | | |
| Date | Time-In | Time-Out | #Hours | Activity | Location |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL HOURS: | | | | | |

Volunteer / Intern's Signature

Supervisor's Signature

Comments:

Submit all Volunteer Attendance Records to Officer Tabitha Weinstein, Personnel Section, for each month. Due the 5th of the following month.

INTERN AND/OR VOLUNTEER PROGRAM EXIT EVALUATION

The Baltimore County Police Department is committed to developing partnerships within the community. At the end of your assignment an exit interview with the Coordinator of Volunteers will be conducted. From this evaluation, we can continue that commitment. The Volunteer Exit Evaluation form used is on the following pages and should be completed and submitted to the Coordinator of Volunteers, Officer T.L. Weinstein, by the volunteer. Likewise, the Internship Program Evaluation form is on the following pages and should be completed and submitted to the Coordinator of Volunteers, Officer T.L. Weinstein, by the intern. The Intern Evaluation Form used for evaluation of an intern for the university or college is on the following pages.

BALTIMORE COUNTY POLICE DEPARTMENT

VOLUNTEER EXIT EVALUATION

DATE: _____

In the interest of program development, we ask your assistance in helping us to define ways in which we can improve the Volunteer Program.

How long did you volunteer with us? _____

Did your position provide you with a feeling of accomplishment?

Yes No Explain: _____

Did the department adequately prepare you for the duties of your position?

Yes No Explain: _____

Did you feel a part of a team? Yes No Explain: _____

Do you feel the Police Department valued your contribution? Yes No

Explain: _____

Were your expectations of what you would like to be doing met? Yes No

Explain: _____

Why are you leaving? (Check all that apply)

- _____ Job accomplished
- _____ Did not like the job I was given
- _____ Moving to a new location
- _____ Did not feel well utilized
- _____ Need a change
- _____ Other time commitments
- _____ Other _____

Do you see areas or ways in which the Volunteer program could be improved?

Yes No Explain: _____

Do you feel the supervision given was effective? Yes No Explain: _____

Overall, how would you rate your experience as a volunteer?
Below Average Average Above Average

ADDITIONAL COMMENTS _____

Signature (optional): _____ Date: _____

BALTIMORE COUNTY POLICE DEPARTMENT

INTERNSHIP PROGRAM EVALUATION

TO BE COMPLETED FOR EXIT INTERVIEW WITH COORDINATOR OF VOLUNTEERS

Check One: ___ Fall ___ Winter ___ Spring ___ Summer Year: _____

Name: _____

Supervisor: _____

Assignment: _____

Bureau/Unit: _____

Please evaluate the Baltimore County Police Department Internship Program in the specified areas given the following scale and make any additional comments in the space provided:

- 1. Strongly Agree 3. Neutral 5. Strongly Disagree
- 2. Agree 4. Disagree 6. No Basis for Evaluation

My college training made me feel prepared for the internship.

Comments: _____

1 2 3 4 5 6

This internship fulfilled my expectations.

Comments: _____

1 2 3 4 5 6

The work performed during the internship was worthwhile.

Comments: _____

1 2 3 4 5 6

The work performed during the internship was challenging.

Comments: _____

1 2 3 4 5 6

My supervisor was easily accessible to me when I needed him/her.

Comments: _____

1 2 3 4 5 6

My supervisor made me feel like a professional during the internship.

Comments: _____

1 2 3 4 5 6

I developed skills that will be helpful in the future.

Comments: _____

1 2 3 4 5 6

I feel that my ability to professionally interact with others have increased.

Comments: _____

1 2 3 4 5 6

I feel the knowledge gained through this internship could not have been learned in a comparable time period in the classroom.

Comments: _____

1 2 3 4 5 6

I would say that the benefits of this internship outweigh the costs (time, money, etc.).

Comments: _____

1 2 3 4 5 6

This internship has been a positive educational experience.

Comments: _____

1 2 3 4 5 6

I would recommend this internship program to another student.

Comments: _____

1 2 3 4 5 6

What I liked MOST about the internship:

1. _____
2. _____
3. _____

What I liked LEAST about the internship:

1. _____
2. _____
3. _____

Please make any additional comments about the internship program and any suggestions for improvement:

BALTIMORE COUNTY POLICE DEPARTMENT

INTERN EVALUATION FORM

Circle Semester & Complete Year: Fall Winter Spring Summer Year _____

Intern's Name _____

Supervisor _____

Assignment _____

Bureau/Unit _____

Faculty Advisor _____

School _____

Please use the following scale to interpret the student's performance in each of the following areas listed below. In addition, please make any comments in the space provided.

(5) **EXCELLENT:** Performance of this trait is well above the normal expectations for an intern in this unit/bureau.

(4) **VERY GOOD:** Performance of this trait is consistently above the normal expected level of competence.

(3) **AVERAGE:** Performance of this trait is at the normal expected level of competence.

(2) **NEEDS IMPROVEMENT:** Performance of this trait needs additional development and attention to become consistently satisfactory.

(1) **POOR:** Performance is below the minimum acceptable level on this unit/bureau's job standard.

A. _____ Ability to learn responsibilities and job duties.

Comments _____

B. _____ Ability to be dependable with respect to the schedule, training, etc.

Comments _____

C. _____ Quality of work (phones, public contacts, other professionals, etc.).

Comments _____

D. _____ Quality of written work (documentation, reports, meeting notes, etc.)

Comments _____

E. _____ Professionalism (with peers, supervisors, other volunteers/interns, others).

Comments _____

F. _____ Integration of educational knowledge with practical application of the internship.

Comments _____

G. _____ Attitude and initiative.

Comments _____

H. _____ Ability to make decisions and judgments when problems arise.

Comments _____

Completed Internship: **Satisfactorily** **Unsatisfactorily**

If you were to write a job recommendation for this student, what strengths would you mention?
In what areas could this student improve?

Signature of Supervisor _____ Date _____

**BALTIMORE COUNTY POLICE DEPARTMENT
VOLUNTEERS IN POLICING**

CONFIDENTIALITY AGREEMENT

"I agree to treat the official business of the Baltimore County Police Department as **confidential**. I will not disseminate information regarding official business unless instructed to do so by a member of the department. I will not remove or copy official records or reports unless directed to do so as part of my duties. I understand that departmental activities are restricted and should not be discussed with anyone outside of the department."

I understand that any violation of this agreement may result in immediate dismissal from the intern program and may result in criminal prosecution.

Printed Full Name

Signature

Date

Witness Signature

Date

**BALTIMORE COUNTY POLICE DEPARTMENT
VOLUNTEERS IN POLICING**

Computer Use Agreement

All computer resources, including devices, programs, and data; electronic or hard copy, owned by the Baltimore County Police Department, shall be used solely for legitimate department purposes. The use of computer resources for personal or commercial use not related to the Baltimore County Police Department business is prohibited.

Computers belonging to the department, or computers used by a department member in the course of their duties while assigned by the department to another agency, may only be used for law enforcement purposes. These computers shall not be used for:

Transmitting, viewing, copying or installing information that contains obscene, indecent, lewd or lascivious material or other materials which contain information that explicitly or implicitly refers to sexual conduct.

Downloading, storing, transporting, distributing, relocating or displaying sexually explicit material in any form. For the purpose of this policy, sexually explicit is defined as:

- (a) Any depiction of the nude human body, whether in the form of a digitized picture, cartoon, altered, retouched, or "morphed" picture, or other characterization of the human body in which it is not fully clothed. This includes any depiction in any form, which displays the individual in "bikini" type clothing, or in garments that are designed or intended to be worn under other clothing.
- (b) Any depiction, description, representation or discussion of sexual conduct. Also, for the purpose of this policy, the term "download" means through electronic or physical means. This includes but is not limited to direct Internet connection, telephone dial-up connection to private, commercial Internet service providers, bulletin board systems or by copying or moving from floppy disk or other removable transportable electromagnetic media.

Transmitting, viewing or installing information that contains profane language or panders to bigotry, sexism, racism or other forms of discrimination.

Making unauthorized copies of software that is licensed to the Baltimore County Police Department or the installation of unauthorized software.

I understand that failure to abide by the contents of this agreement may result in my separation from the
Volunteers in Policing program.

Volunteer's Signature

_____, 200____
Date

Please print full name: _____

BALTIMORE COUNTY POLICE DEPARTMENT VOLUNTEERS IN POLICING

Gender or Sexual Orientation and Racial National Origin Discrimination and Intimidation Policy

Policy and Declaration: The Baltimore County Police Department recognizes and declares that it is the right of every employee to work in a professional environment, free from any form of discrimination, harassment, retaliation, or intimidation based on actual or perceived race, color, national origin, religion, age, gender, or sexual orientation. Any allegation of conduct in violation of this policy will be thoroughly investigated and violators will be disciplined accordingly. The Department is committed to zero tolerance of violations of this policy, and therefore, all employees are subject to discipline for a single violation of any portion of this policy. Nothing in this policy is intended to limit a victim's right to pursue additional remedies outside the Baltimore County Police Department.

Conduct Prohibited: Discrimination, harassment, retaliation, and intimidation based on actual or perceived race, color, national origin, religion, age, gender, or sexual orientation, includes but is not limited to:

- a. verbal conduct such as epithets, derogatory comments, slurs, jokes, sexual remarks, or audio recordings containing any such verbal conduct;
- b. visual conduct such as derogatory posters, photographs, writings, cartoons, drawings, gestures, or video recordings containing such conduct;
- c. physical conduct such as assault, unwelcome or inappropriate touching, blocking normal movement, or interfering with an employee's work because of the employee's sex or race or any status protected by this policy;
- d. threats or demands to submit to sexual requests in order to keep a job or avoid some other loss, and offers of job benefits in return for sexual favors;
- e. any act of retaliation against an employee for reporting or threatening to report a violation of this policy; and
- f. any act of intimidation against any employee to prevent or deter that employee from reporting any violation of this policy.

Reporting Procedures:

- a. Any employee who believes that he/she has knowledge of any violation of this policy shall report the incident to his/her supervisor immediately.
 1. A report may be made verbally or in writing.
 2. Anonymous complaints will also be accepted and evaluated for further investigation.
- b. All allegations of violations of this policy will be thoroughly and promptly investigated.

Volunteer's Signature

_____, 200__
Date

Copy received by applicant: _____ (applicant's initials)

Baltimore County Police Department Volunteers in Policing

ID Card Guidelines

ID cards are issued to all Baltimore County Police volunteers and interns. The ID cards help clarify your role by providing a visible way for citizens and other employees to recognize you as an official volunteer or intern. You are expected to wear your badge at all times while on duty as a volunteer or intern in Baltimore County Police Department facilities.

The badge is not to be used for general identification purposes, such as check cashing, or to gain favorable treatment or gratuities. The only legitimate and approved use of the badge is to identify yourself as a volunteer or intern with the Baltimore County Police Department while on duty.

Misuse of your ID card would be considered a serious violation of Baltimore County Police Department ethics and could be grounds for dismissal from the Volunteers in Policing Program or the Department's Internship Program.

Upon completion of your assignment, you are required to return your ID card to the Program Coordinator, Officer Tabitha Weinstein, who can be reached at 410-887-6278.

If you lose your ID card, please report the loss to your supervisor immediately.

I have read the above information, and understand the circumstances under which I may and may not display my volunteer/intern ID card.

I agree to return my ID card to the Program Coordinator upon completion of my volunteer/internship assignment with the Baltimore County Police Department.

Signature _____ Date _____

Copy received by applicant: _____ (applicant's initials)

Baltimore County Police Department
Volunteers in Policing

WEAPON POLICY

I, _____, fully understand that being accepted into volunteer/intern services with the Baltimore County Police Department does not bestow upon me any police powers or authority. This position with the Baltimore County Police Department gives me no authority to carry any type of weapon including, but not limited to, a hand gun or any other type of firearm. I fully understand that if I have been granted permission, by license, through the Maryland State Police, to own and or carry a handgun in the State of Maryland, I am not to carry a weapon into any police facility while working for the department in my volunteer/intern status, nor am I to bear arms during volunteering/interning work hours.

Violation of this condition may result in separation from the volunteer/intern program and possible prosecution for any violation of Maryland and/or Federal Law.

Applicant's Signature

Date

**Baltimore County Police Department
Volunteer/ Intern Agreement & Release of Liability**



"INTEGRITY...FAIRNESS...SERVICE"

I seek the opportunity to become a volunteer/intern for the Baltimore County Police Department. I understand I will not be paid for my time or services, I am not an employee of the Baltimore County Police Department and I may not represent myself as anything other than a volunteer/intern for the Baltimore County Police Department.

I understand that in the course of my volunteer/internship work I may obtain or be presented with confidential information, particularly during any work within the Department. I agree to keep confidential any knowledge I may have relating to any cases, prisoners, victims, or other confidential information of any kind. I understand that violation of this agreement could jeopardize an investigation or the safety of others. I will not discuss any aspect of the Department's work with anyone other than authorized Department personnel.

I understand that only official representatives of the Baltimore County Police Department are authorized to make statements to the media, and I agree not to make any statements to the media concerning information I have obtained during, or as a result of my volunteer/internship work.

In consideration of this opportunity, I acknowledge, understand and accept all risks which I may be exposed to during the course of my volunteer/internship work, and I agree, on behalf of myself, my family and my heirs, to waive any and all claims, causes of action, or damages of any kind or nature, including, but not limited to any foreseen or unforeseen personal injury (including death), animal bite or any transportation of animals, to and from any location, or other losses or damages, against the Baltimore County Police Department, its employees, agents, or Officers, which may arise out of or in connection with any aspect of my volunteer/internship work for the Baltimore County Police Department.

I am seeking the opportunity to become a volunteer/intern for the Baltimore County Police Department voluntarily, and no promises, agreements, or other inducements have been made. I understand that the Department will rely on this statement by me, and that the terms of this agreement are contractual in nature, and specifically designed to protect the Baltimore County Police Department, its employees, agents, and Officers. I understand that I may terminate my agreement to volunteer/intern for the Department, at any time, and that the Baltimore County Police Department may also terminate this agreement at any time.

I have read the above statement and I understand it and I sign this document freely and voluntarily.

Signed this ____ day of _____, 20__ .

Volunteer's Signature

Volunteer's Name Printed

Copy received by applicant: _____ (applicant's initials)

**Baltimore County Police Department
VOLUNTEER/INTERN EMERGENCY DATA SHEET**

Date : _____

Name: _____
(Last/First/MI)

Job Classification Volunteer/Student Intern: _____

DOB: _____

Address: _____

Telephone: _____

City State Zip Code: _____

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

Name: _____

Relationship: _____

Address: _____

Telephone: (HM) _____ (CELL) _____

Bus. Telephone No: _____

Secondary Contact: _____

Name: _____

Relationship: _____

Address: _____

Telephone: (HM) _____ (CELL) _____

Bus. Telephone No: _____

Cellular No. Pager No. Other

YOUR PHYSICIAN INFORMATION

Name: _____

Address City State: _____

Phone Number: _____

Do you have any allergies? No Yes
(specify) _____

ANY ADDITIONAL INFORMATION YOU WISH TO SUPPLY SO EMERGENCY CARE
CAN BE OBTAINED FOR YOU QUICKLY, IF NEEDED, PLEASE MAKE NOTATION IN
THIS SPACE: _____

**Baltimore County Police Department
Receipt & Acknowledgement of Inter/Volunteer Handbook**



This Intern/Volunteer Handbook is an important document intended to help you become acquainted with the Baltimore County Police Department. This Handbook is designed to serve as a guide and is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements and sign below to indicate your receipt and acknowledgement of the Baltimore County Police Department's Intern/Volunteer Handbook.

- _____ I have received and read a copy of the Baltimore County Police Department's Intern/Volunteer Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Baltimore County Police Department.
- _____ I further understand my position is at will. I can be terminated at any time regardless of length of service or position with no appeal process.
- _____ I am aware that during the course of my internship/volunteering, confidential information may be made available to me. I understand that this information is critical to the Baltimore County Police Department and **must not** be disseminated within or outside of the Baltimore County Police Department.
- _____ I understand that my signature below indicates I have read and understand the above statements and have received a copy of the Baltimore County Police Department's Volunteer Handbook.

Signed this _____ day of _____, 20_____.

Volunteer's Signature

Volunteer's Name Printed

Copy received by applicant: _____ (applicant's initials)