



# OMAHA POLICE DEPARTMENT

## STUDENT INTERN PROGRAM

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Prospective Intern,

The Omaha Police Department is committed to developing partnerships within our community. One endeavor to work as community partners with colleges and universities is the Student Intern Program where students and the Omaha Police Department will benefit from shared experiences. The Omaha Police Department has established the Student Intern Program under the C. O. P. S. (Citizens in Omaha Police Service) Program and is available to university and college students who meet the requirements for participation.

The objective of the Omaha Police Department Student Intern Program is to provide a positive learning environment for interested college students to experience the various aspects and responsibilities of municipal law enforcement. The interns, while working on operational, administrative, and support functions, will be provided an atmosphere for learning. Coordination of the Internship Program rests with the Coordinator of Volunteers Office. This office will ensure communication is made directing the intern to his or her initial job assignment and supervisor.

The criteria for participation in the Omaha Police Department's Student Internship Program is as follows:

- The student enrolled in a four-year degree program will have a Junior or Senior standing at an accredited four-year university or college. The student enrolled in a two-year degree program will have completed two thirds (2/3) of required credits toward a degree at an accredited two-year university or college.
- The student must be currently enrolled, through his or her respective college or university, in an internship or independent study class.
- The student must currently have a 2.5 or higher grade point average on a 4.0 scale.
- The student must, prior to acceptance into the Internship Program, submit a cover letter, a completed application form, a Volunteer/Intern Agreement, a Volunteer/Intern Statement of Confidentiality and Waiver Form, Ride-Along Release, Emergency Data Sheet, Security Pass Application, Personal History Statement, a professional resume, at least one letter of recommendation from a faculty advisor or professor, and an official transcript of *all* college work. Reference and criminal background checks will then be conducted.
- The student must, upon completion of the Internship Program, take part in an exit interview with a representative from the Coordinator of Volunteers Office. Prior to the exit interview, each intern will complete an evaluation of the Internship Program.

## **Omaha Police Department Student Intern Program**

Any felony arrest may preclude an intern from participation in the Internship Program. All misdemeanor arrests will be reviewed on a case-by-case basis by the Office of the Coordinator of Volunteers and may be a cause for exclusion from the program. Misdemeanor arrests include, but are not limited to:

- Theft
- Fraud
- Drug-Related Offenses
- Resisting Arrest
- Obstructing a Peace Officer
- Sex-Related Offenses

**NOTE:** Failure to complete the program due to an arrest for any of the above-listed offenses during participation in the Student Intern Program will result in dismissal, with notification to the college or university for a failing grade.

Upon acceptance, **the intern will be required to schedule contact hours mandated by the intern's college degree requirements.** As examples, this may be:

- At least 12 hours per week during regular semester sessions of 15 weeks.
- Sixteen hours per week during the Summer Internship Program of a 10-week duration.
- Both the intern and supervisor can adjust hours of work.

The Omaha Police Department Dress Code for Interns is as follows:

- Male interns shall wear appropriate attire for an office environment, in good repair, clean, and neatly pressed at all times. This may include: a dress shirt buttoned at the neck, a conservative business-type necktie, normal business-type trousers, and polished business or dress-type shoes.
- Female interns shall wear appropriate attire for an office environment, in good repair, clean, and neatly pressed at all times. This may include: business suits, dresses, blouses, skirts, hosiery, shoes, pant suits, or dress slacks.
- The respective supervisor shall determine what clothing is appropriate for interns on occasions when certain job assignments mandate variation from normal business-type clothing.

## **Omaha Police Department Student Intern Program**

Upon assignment to Omaha Police Headquarters, the intern will need an identification card to enter the building. The intern will wear the identification card at all times while in contact with police personnel. This would include working within Police Headquarters, attending any ride-along sessions, or while touring any police facility.

Upon completion of your internship, the identification card will be returned the Coordinator of Volunteers. Interns MAY be assigned to the following areas:

1. Auto Theft Unit
2. Burglary/Fraud Unit
3. Domestic Violence Squad
4. Crime Prevention Center
5. Crime Lab Unit
6. Crime Victim Assistance Squad
7. Homicide/Robbery Unit
8. Air Support Unit
9. Public Information Office
10. Training Academy
11. Child Victim/Sexual Assault Squad
12. Any other Unit or Function  
authorized by the Chief of Police

While interns will be assigned to various areas of responsibility, exposure to patrol and traffic operations is essential. Student interns may be scheduled to participate in ride-alongs with a member of the Uniform Patrol Bureau or Traffic Unit. During ride-along participation, the intern will be considered the same as any other civilian participant and will not enter the Detention area with the host officer. If the host officer is processing an arrest or has any reason for entering the Detention area, the ride-along will wait for the host officer in an area separate from the Detention facility.

While interns will be exposed to many areas of Police work, there are some restrictions. The following restrictions conform to interns:

- Covert police functions.
- Police gun ranges while engaged in "live fire" operations.
- Police Detention Facility.
- Interns assigned to areas other than the Crime Lab may request a Detention Facility tour by coordinating with their immediate supervisor and the Detention Manager.
- The interns assigned to work in the Crime Lab will be allowed to assist technicians in their work within the Detention area only if they are, at all times, in the direct company of a Crime Lab Technician.
- Interns will not be allowed to operate any Department vehicles.

**Omaha Police Department  
Student Intern Program**

- Interns will not park in any area designated for police or volunteer vehicles. The interns at their own expense will use meter parking or public lots.
- Supervisors will ensure that interns are not placed in a position where they would be exposed to possible dangerous incidents.
- Interns will not be allowed to carry any firearm.

If there are any questions or concerns, please contact The Coordinator of Volunteers at the following address:

Coordinator of Volunteers and Student Interns  
Omaha Police Department  
505 South 15<sup>th</sup> Street  
Omaha, NE 68102  
(402) 444-3598  
e-mail: [mnagel@ci.omaha.ne.us](mailto:mnagel@ci.omaha.ne.us)