



**RAPID CITY POLICE DEPARTMENT
RULES AND PROCEDURES**



POLICY NO.: 234-02	SECTION: Civilians	PAGE NO.: 1 OF 3
ORDER NO.: 07-05	SUBJECT: Ride-Along and Law Enforcement Internship Programs	
SUPERSEDES: 06-03	EFFECTIVE: 08-02-07	APPROVED BY: Chief of Police Karl Jegeris
CALEA STANDARDS: 45.2.1		

POLICY:

The Rapid City Police Department encourages students interested in the law enforcement field to enroll in an education internship program established between the Department and recognized education institution. The Department encourages the citizens of Rapid City to avail themselves the opportunity to ride on patrol with an on-duty uniformed officer.

A. RIDE-ALONG PROCEDURES

1. All persons requesting to ride with an Officer/Civilian must have first completed and submitted a "RELEASE AND COVENANT NOT TO SUE" form prior to the scheduled Ride-Along. Release forms can be obtained from the Office of the Chief of Police, Monday through Friday, 8:00 AM to 5:00 PM. Exceptions to this procedure are extended to Police Chaplains and Police Auxiliary.
2. Ride-Alongs should be scheduled at least two days in advance by the division commander or their designee. Reservations may be made by telephone if desired.
3. The minimum age for the Ride-Along Program is 15 years of age. A parent or guardian of minors under 18 years of age must provide a signed release form for the minor. Release forms can be obtained from the division commander or their designee.
4. Riders are expected to be neat and clean in appearance. Clothing should be discreetly selected, as riders will be in full view of the public. Sweat shirts, shorts, or other type of leisure apparel will not be permitted. Riders will not be permitted to wear clothing that might give the impression they are in law enforcement (another agency uniform or similar clothing).
5. Rides may be terminated at any time for persons who are unruly, fail to obey instructions, distract an officer from their duties, or at the discretion of the Shift Supervisor.
6. In order to accommodate the greatest number of people, no one will be permitted to ride more than once every six months.
7. Exceptions may be made for special programs at the discretion of the Chief or designee.
8. Probationary officers will not be accompanied by a Ride-Along. Participant exceptions may be approved by the Shift Commander; however this practice is to be discouraged.

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9. Wives or husbands of officers may participate in the Ride-Along program subject to the provisions of this chapter. However, wives or husbands are not permitted to ride repeatedly with their spouse. This provision also applies to persons who have a close personal relationship with the officer.
10. No one will be permitted to participate in the Ride-Along program in order to further their personal business interests.
11. Riders are prohibited from carrying any weapon, unless they are a certified officer from another agency. The intention to carry a weapon must be noted on the rider release form at the time of application, and has to be approved by the Chief of Police or designee.

B. STUDENT INTERNSHIP PROGRAM

1. The Rapid City Police Department will sponsor a student internship program. The goal of the program is to provide undergraduate students, who are considering police work as a career, a structured program, which will present a practical look at a local law enforcement agency.
2. The Support Services Division Commander will be responsible for administering the education internship program.
3. The Department will inform select colleges and universities in South Dakota and other regional states about the student internship program, via the College Recruitment Program and the Department's website.
4. Students will comply with all procedures established for the Ride-Along program.
5. A curriculum of study will be agreed upon by the educational institution, intern and the Support Services Division Commander prior to the beginning date of the internship.
6. If an irreconcilable behavior or program problem occurs between the student and an employee, the Chief of Police and the educational institution are to be notified with an explanation.

C. APPLICATION FOR STUDENT INTERNSHIP PROGRAM

1. The applicant should preferably be a junior or senior level student in good standing, currently enrolled in a college or university, and not currently working as a police officer.
2. The student's course of study can be in any field.
3. The Support Services Division Commander or designee will review the qualifications of each internship applicant, including a criminal history check, and conduct an interview.
4. The Support Services Division Commander will review the candidate's qualifications, and any staff recommendations, and will determine if the candidate will be accepted into the internship program.
5. Each candidate who interviews for an internship will be notified of the department's decision to accept them into the internship program. Successful candidates will be advised of the dates of their internship.
6. The student intern may be required to complete a mutual "Internship Training Agreement."

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7. Student Internship Program criteria:
 - a. The student intern will generally receive no compensation from the Police Department during their internship.
 - b. Internships will generally be no more than four months in duration. Time spent with the Department will be the amount of time required by the intern's educational institution so minimum course requirements are met by the intern.
 - c. There will generally be no more than four undergraduate interns simultaneously enrolled in the internship program.
 - d. All student interns will be under the direction of the Support Services Division Commander.
 - e. Each intern will become familiar with Law Enforcement Code of Ethics and necessary Department polices and procedures.
8. The Department retains the right to terminate a student's internship for unacceptable behavior. The student's academic advisor will be notified by the Support Services Division Commander, or designee, about the termination of the internship and related circumstances justifying the student's dismissal.