

ILLINOIS STATE POLICE DIRECTIVE PER-104, INTERNS

RESCINDS: PER-104, 2022-178, revised 05-09-2022.	REVISED: 01-03-2023 2023-119
RELATED DOCUMENTS: SRV-009	RELATED CALEA STANDARDS (6th Edition): None

I. POLICY

The Illinois State Police (ISP) offers two types of internship programs: paid and unpaid.

- I.A. Paid Internship Programs – When funding is available and appropriated for such purposes, the ISP will accept qualified students who desire to participate in a practical work experience program that is mutually beneficial to the student and the Department.
- I.B. Unpaid Internship Programs – Whenever possible, the ISP will accept qualified students who desire to participate in a practical work experience program, and the ISP shall implement unpaid internships in such a way that the intern shall be the primary beneficiary of the internship experience.
- I.C. Illinois State Police (ISP) SkillBridge Program – A servicemember of the United States (U.S) Armed Forces, of any rank, enlisted or officer, and his/her spouse may apply for the ISP SkillBridge Internship Program. The U.S. Department of Defense (DOD) SkillBridge Program permits a servicemember to train and intern with experienced ISP sworn officers and/or civilian (code) employees during the last 180 days of military services to foster and further that servicemember’s opportunities for a career with the ISP. During DOD SkillBridge participation, the servicemember and/or spouse may continue to receive military compensation and military benefits from the DOD.

II. DEFINITIONS

Types of internships

II.A. General College

- II.A.1. Students earn college credits
- II.A.2. Generally offered to undergraduate junior and senior students and graduate students who are pursuing a career in:
 - II.A.2.a. Administration of justice
 - II.A.2.b. Anthropology
 - II.A.2.c. Biochemistry
 - II.A.2.d. Biology
 - II.A.2.e. Cell and structural biology
 - II.A.2.f. Chemistry
 - II.A.2.g. Criminal justice
 - II.A.2.h. Forensic science
 - II.A.2.i. Information technology
 - II.A.2.j. Law enforcement
 - II.A.2.k. Microbiology
 - II.A.2.l. Physics
 - II.A.2.m. Psychology
 - II.A.2.n. Related areas
- II.A.3. Students do not receive any salary
- II.A.4. May be completed in an available Troop/Zone/Lab/Command/Office

II.B. Michael J. Curry Internship Program

- II.B.1. Sponsored by the Office of the Governor

- II.B.2. Available to college juniors, seniors, and graduate students only
- II.B.3. Major courses of study preferred – Communications, Computer Science, Criminal Justice, Business, or Law
- II.B.4. Students receive a stipend
- II.B.5. Available for summer months only
- II.B.6. Students must apply through the Office of the Governor by visiting <https://www2.illinois.gov/sites/gov/about/opportunities/Pages/application1.aspx> on January 1st of each year.
- II.B.7. The application for the Michael J. Curry Internship is located at: <https://www2.illinois.gov/sites/gov/about/opportunities/Pages/default.aspx>
- II.C. University of Illinois at Springfield (UIS) Graduate Public Service Internship Program
 - II.C.1. Must have a bachelor's degree before acceptance, admission into a UIS Graduate program, and an interest in pursuing a career in public service
 - II.C.2. A commitment to the UIS and the ISP to begin mid-August, early-November, or early-February, and be completed upon the intern's graduation.
 - II.C.3. To work 20 hours per week during the school year and full-time during the summer
 - II.C.4. To carry eight semester hours of graduate work
 - II.C.5. Students will receive a stipend for the duration of the internship
 - II.C.5.a. The stipend will be paid through UIS from ISP funds
 - II.C.5.b. Each cost center is responsible for funding their internship
 - II.C.5.c. The stipend will depend upon the time period worked
 - II.C.6. The application for the UIS Graduate Public Service Internship Program is located at: <https://www.uis.edu/graduateinternprograms/gpsi/>
- II.D. ISP SkillBridge Program
 - II.D.1. Sponsored by the U.S. DOD
 - II.D.2. Available to active duty military servicemembers and their spouses
 - II.D.3. Servicemembers and spouses must apply for participation through the ISP Recruitment Section.
 - II.D.4. Intern participants will commit to the ISP SkillBridge Program for a period not to exceed six months.
 - II.D.5. Intern participants will commit to a minimum of 20 hours per week with the ISP SkillBridge Program, not to exceed 40 hours per week.
 - II.D.6. Intern participants will not receive any monetary or in-kind compensation from the ISP. However, they may receive compensation from the DOD in accordance with the DOD's policies and procedures.
 - II.D.7. ISP SkillBridge Program applicants must be accepted into the DOD SkillBridge Program in order to participate in the ISP SkillBridge Program. The application for the DOD SkillBridge Program is located online at <https://skillbridge.osd.mil/how-to-apply.htm>.

- II.D.8. Intern participants that are servicemembers will remain the responsibility of their assigned Unit/Command during their participation in the SkillBridge Program. The Program Manager may assist in monitoring servicemember participants but cannot replace or assume the administrative, ethical, or legal responsibilities of the servicemember's commander.

III. RESPONSIBILITIES

- III.A. The Recruitment Section Manager will appoint Regional Internship Coordinators.
- III.B. The Recruitment Section is staffed by three Regional Internship Coordinators. The responsibilities are divided into three regions covering the North, Central, and South.
- III.C. Each Troop/Zone/Lab/Command/Office will assign a site representative responsible for:
 - III.C.1. Coordinating information regarding internships.
 - III.C.2. Requesting interns in writing, as required, through the chain-of-command to the Recruitment Section outlining the parameters of the position.
 - III.C.3. Ensuring a particular Troop/Zone/Lab/Command/Office does not host a number of interns that would exceed its ability to meet the interns' needs.
 - III.C.4. Ensuring an orientation is provided to each division intern that should include information on the following:
 - III.C.4.a. Discussion of the student's goals and objectives for the internship
 - III.C.4.b. Anticipated work assignments
 - III.C.4.c. Appropriate dress
 - III.C.4.d. Conduct
 - III.C.4.e. Confidentiality of information
 - III.C.4.f. Office protocol
 - III.C.4.g. Procedures and routines
 - III.C.4.h. Procedure for requesting short notice changes to a work schedule
 - III.C.4.i. Working hours, including breaks, lunches, and possible absences needed due to sickness, appointments, etc.
 - III.C.4.j. Review the State of Illinois Ethics handout
 - III.C.4.k. Review ISP Sexual Harassment Policies
 - III.C.5. Notifying the Department Internship Coordinator of disciplinary problems or other matters of mutual concern affecting an intern.
 - III.C.6. Reviewing and evaluating all reports completed by the intern prior to submission to the intern's educational institution (ensuring they are accurate and do not contain confidential information).
- III.D. The Regional Internship Coordinators will:
 - III.D.1. Coordinate and administer the Department's internship program.
 - III.D.2. Notify the Troop/Zone/Lab/Command/Office representative of any student's request for an internship in their area, including anticipated time frame.
 - III.D.3. Request a background investigation for all interns and, for lab interns, a drug test and polygraph examination when necessary. Following the background investigation and results of the polygraph, if applicable, notify the Troop/Zone/Lab/Command/Office representative of final acceptance.
 - III.D.4. Maintain a central personnel file on each intern.

- III.D.5. Notify the college, university, or DOD of any changes, disciplinary problems, unavailability of requested intern site, unacceptable students, unacceptable servicemember participants, unacceptable servicemember spouse participants, or matters of mutual concern that would affect an intern in the program.
- III.D.6. For unpaid internships only:
 - III.D.6.a. Inform the intern in writing that the intern is not entitled to a job at the conclusion of the internship.
 - III.D.6.b. Inform the intern in writing that the intern is not entitled to wages for the time spent in the internship.
- III.D.7. For paid internships:
 - III.D.7.a. Inform the intern in writing that the intern is not entitled to a job at the conclusion of the internship.
 - III.D.7.b. Submit candidate names and assignment to the Office of Labor Relations and Special Projects (OLR) 15 days prior to the internship start date.
- III.D.8. For SkillBridge Internships:

Inform the intern in writing that the intern is not entitled to a job at the conclusion of the internship program.
- III.D.9. Complete Application 16-64, State Records Disposal Certificate, adhering to the State Records Act requirements:
 - III.D.9.a. The individual retention period is complete; two-year retention period for interns not accepted into the internship program and 10-year retention period for interns accepted into the internship program;
 - III.D.9.b. All audits have been completed under the supervision of the Auditor General and no litigation is pending or anticipated;
 - III.D.9.c. The items are correctly listed on a State Records Disposal Certificate submitted to and approved by the State Records Commission 30 days prior to disposal.

IV. PROCEDURES

IV.A. Participation in the Department’s Internship Program

- IV.A.1. Priority for participation will be to college/university students who are enrolled in a structured intern program facilitated by a university internship coordinator.
- IV.A.2. Resident and non-resident students are eligible to be accepted for an internship program, providing the students meet the following requirements. Students must:
 - IV.A.2.a. Ensure college or university internship coordinators notify the Department Intern Coordinator in writing of their intention to place a student intern with the Department.
 - IV.A.2.a.1) Deadlines for applications are:
 - IV.A.2.a.1)a) September 30 for the spring semester
 - IV.A.2.a.1)b) January 31 for the summer semester
 - IV.A.2.a.1)c) April 30 for the fall semester
 - IV.A.2.a.2) The initial letter must state where within the Department (Troop/Zone/Lab/Command/Office) the intern wishes to complete the internship, specific time frames such as beginning and ending dates, and number of hours to be worked each week.

- IV.A.2.b. Be in good academic standing with the college/university.
- IV.A.2.c. Submit a resume:
 - IV.A.2.c.1) An ISP internship application, ISP 1-189. Included with the application is:
 - IV.A.2.c.1a) An Intern Participation Agreement, including two current passport-sized photographs
 - IV.A.2.c.1b) An Authorization for Release of Personal Information
 - IV.A.2.c.1c) An Authorization Form for Employment Credit Report
 - IV.A.2.c.1d) A Disclosure Statement for Employment Credit
 - IV.A.2.c.2) Any other forms required by the Department
- IV.A.2.d. Agree to comply with all Department rules, regulations, and policies to ensure the intern's safety as well as the Department's security and integrity.
 - IV.A.2.d.1) The Troop/Zone/Lab will issue the intern an identification badge upon arrival at the internship location which clearly identifies the intern as such. The intern will wear the identification badge at all times when performing internship duties. The identification badge will be returned to the Troop/Zone/Lab upon completion of the internship.
 - IV.A.2.d.2) The intern will not wear any article of clothing which displays the seal, logo, patch, or lettering of the ISP or any law enforcement agency, specific or generic, while performing internship duties, with the exception of the ISP issued identification card.
 - IV.A.2.d.3) The intern is to report to their assignment each day in appropriate business attire or as directed by the Troop/Zone/Lab/Command/Office internship site coordinator. The intern must wear department-owned body armor when observing an operational or tactical situation.
 - IV.A.2.d.4) The Troop/Zone/Lab/Command/Office internship site coordinator is responsible for ensuring the intern returns all department-issued equipment at the completion or termination of the internship.
- IV.A.2.e. Pass a drug test and possibly a polygraph examination if necessary (for lab interns only) and a background investigation (for all interns) that includes an interview, employment checks, credit inquiries, character references, and criminal and driving record checks. Information found to be unacceptable will be grounds for denial of the student into the internship program.

IV.A.3. The Regional Internship Coordinator, with input from the requesting division and/or the Background Unit of the Division of Internal Investigation, will make the final determination regarding acceptance.

IV.B. Assignment

- IV.B.1. The Department will endeavor to place the intern in an area of their interest; however, the Troop/Zone/Lab/Command/Office representative will be afforded the opportunity to interview the intern to determine if the intern is acceptable for the position.
- IV.B.2. Prior to starting the Internship Program, students will attend a mandatory internship orientation at the beginning of the respective semester at a designated location. Internship site coordinators are not mandated to attend but are strongly encouraged. This mandatory training will be conducted by the Regional Internship Coordinators. Failure to attend may result in termination from the Internship Program.

- IV.B.3. The Troop/Zone/Lab/Command/Office internship site coordinator should provide the intern with activities to enhance knowledge and understanding of the Department. Examples are:
 - IV.B.3.a. Ride-alongs, to include aircraft
 - IV.B.3.b. Observing crime scenes
 - IV.B.3.c. Assisting with research on reports and studies
 - IV.B.3.d. Observing forensic laboratory techniques or performing other laboratory assignments
 - IV.B.3.e. Observing court proceedings
 - IV.B.3.f. Interacting with staff members
- IV.B.4. Interns may request modifications to their training plans by submitting a written request to the Troop/Zone/Lab/Command/Office internship site coordinator or other appropriate authority who may approve or disapprove the request.
- IV.B.5. Interns will be expected to complete courses required by the college or university.
- IV.C. Housing
 - IV.C.1. Provided space is available, the Regional Internship Coordinator will arrange for housing at the Academy for interns serving in the Springfield area.
 - IV.C.2. Housing at the Academy will be subject to the Academy Commander's review and approval.
 - IV.C.3. The ISP will not provide free meals or linens for interns housed at the Academy.
- IV.D. Participation on the ISP SkillBridge Program
 - IV.D.1. Priority for participation will be given to servicemembers and/or their spouses who reside in the state of Illinois and are within 4 months of his/her last 180 days of service. Assignments will be given as specified in Section IV.B. of this directive.
 - IV.D.2. Resident and non-resident servicemembers and/or their spouses are eligible to be accepted into the ISP SkillBridge Program, provided they meet the following requirements:
 - IV.D.2.a. Attained the age of 18 years or older.
 - IV.D.2.b. Enrollment in the DOD SkillBridge Program.
 - IV.D.2.c. Successfully submit an ISP SkillBridge Internship Program application.
 - IV.D.2.d. Successfully pass a background investigation, which includes an interview, employment check, credit inquiries, character references, as well as criminal and driving records checks. Information found to be unacceptable will be grounds for denial into the ISP SkillBridge Internship Program.
 - IV.D.2.e. Pass a drug test and possibly a polygraph examination if necessary (for lab interns only).
 - IV.D.2.f. Agree to comply with all ISP and internship program rules, regulations, and policies to ensure the intern's safety as well as the ISP's security and integrity (see Section IV.A.2.d. of this directive).
 - IV.D.3. The ISP reserves the right to deny acceptance of any person into the ISP SkillBridge Internship Program.
 - IV.D.4. The ISP reserves the right to terminate any person from the ISP SkillBridge Internship Program at any time, with or without cause.

| Indicates new or revised items.

-End of Directive-