MSTC Criminal Justice Internship Handbook

LAW ENFORCEMENT OBJECTIVE CHECKLIST

Intern Name: __________________________  Agency: __________________________

INSTRUCTIONS: Each of the following sections describes specific objectives that must be met during the internship. Any objectives not met must be explained and discussed with both the agency supervisor and the internship advisor. The agency personnel must initial each area upon completion.

1. PATROL (Recommended time to complete: 40 - 54 hours)

   ____ A. REVIEW AND DISCUSS DUTIES AND ASSIGNMENTS.
   ____ B. REVIEW POLICY AND PROCEDURE.
   ____ C. DISCUSS PERSONAL EQUIPMENT (RADIO, WEAPON, BATON, OC, TC.).
   ____ D. DISCUSS SQUAD EQUIPMENT (RADIO, FIRST AID KIT, LOCKOUT TOOLS, etc.).
   ____ E. DISCUSS COMMON PRACTICES (BEATS, REVIEW OPEN CASES AND TTYS...)
   ____ F. OBSERVE GENERAL PATROL DUTIES.
   ____ G. REVIEW FORMS USED BY THE PATROL DIVISION (REPORTS, DOGS, ETC.).
   ____ H. OBSERVE TRAFFIC ENFORCEMENT.
   ____ J. DISCUSS EMERGENCIES, HOW TO RESPOND, WHAT CONSTITUTES AN
          EMERGENCY-PRECAUTIONS TO BE OBSERVED.
   ____ K. DISCUSS PATROL TECHNIQUES: DAY VS. EVENING.
   ____ L. DISCUSS RESPONSE TO HIGHER RISK CALLS (DOMESTIC CALLS, ALARMS), NEED
          FOR BACKUP-POSITIONING OR SQUAD/OFFICER.
   ____ M. DISCUSS AMBULANCE ASSISTANCE.
   ____ N. DISCUSS RESPONSE TO TRAFFIC CRASHES, PROCEDURES, POSITIONING UPON
          ARRIVAL.
   ____ O. DISCUSS HAZARDS TO RESPONDING TO 10-33.
   ____ P. DISCUSS CHAIN OF COMMAND.
   ____ Q. RADAR/LIDAR
   ____ R. MDC/TRACS
   ____ S. (OTHER)________________________________________________________
2. **DISPATCH:** (Recommended time to complete: 8 hours)

   A. OBSERVE AND DISCUSS PROCEDURES FOR RADIO COMMUNICATION.
   B. REVIEW RADIO CAPABILITIES (SCANNING, PRIORITY, PATCHING, ETC.)
   C. REVIEW TELEPHONE PROCEDURES (NON-EMERGENCY AND 911).
   D. REVIEW AND DISCUSS DISPATCH PROCEDURES (LOGS, PUNCH CARDS, SQUAD ASSIGNMENTS, PURSUIT PROCEDURES, ETC.)
   E. REVIEW AND OBSERVE TTY PROCEDURES.
   F. OTHER DISPATCH DUTIES (RECEIVING FINE PAYMENTS, RECORDS, ETC.)
   G. OBSERVE HANDLING OF INCOMING CALLS.
   H. DISCUSS HOW TO DISPATCH POLICE, FIRE, EMS CALLS.
   I. DISCUSS RESPONSIBILITIES OF DISPATCH.
   J. DISCUSS RESPONSIBILITIES OF DISPATCH OTHER THAN RECEIVING CALLS/DISPATCH.
   K. DISCUSS JURISDICTION, LOCATION ORIENTATION.
   L. DISCUSS CHAIN OF COMMAND.
   M. (OTHER)
   N. (OTHER)
   O. (OTHER)
   P. (OTHER)

3. **JAIL:** (Recommended time to complete: 16 hours)

   A. REVIEW GENERAL POLICY
   B. REVIEW AND OBSERVE SALLY PORT AND INTAKE PROCEDURES.
   C. REVIEW SECURITY.
   D. REVIEW FORMS USED.
   E. REVIEW LOCK-DOWN AND EMERGENCY PROCEDURES.
   F. REVIEW PRISONER TRANSFER (COURT AND OTHER JURISDICTIONS).
   G. (OTHER)
   H. (OTHER)
   I. (OTHER)
   J. (OTHER)

4. **RECORDS BUREAU:** (Recommended time to complete: 4 hours)

   A. REVIEW OPEN CASE RECORD STORAGE.
   B. REVIEW OPEN RECORD LAW APPLICATIONS.
   C. REVIEW JUVENILE RECORDS PROCEDURE.
   D. REVIEW COMPUTER RECORD SYSTEM AND USES.
   E. DISCUSS ROLE OF BUREAU.
   F. DISCUSS HOW RECORDS ARE ORGANIZED.
   G. DISCUSS RECORDS RETENTION (HOW LONG).
   H. (OTHER)
   I. (OTHER)
   J. (OTHER)
5. PROPERTY/INVENTORY: (Recommended time to complete: 2 hours)
   A. REVIEW EVIDENCE PROCEDURE (EVIDENCE MARKING AND PACKAGING).
   B. REVIEW EVIDENCE STORAGE PROCEDURES.
   C. REVIEW RECOVERED PROPERTY PROCEDURES (STOLEN/RECOVERED).
   D. REVIEW FORMS AND TAGS USED TO MAINTAIN CHAIN OF CUSTODY.

6. COURT: (Recommended time to complete: 2-8 hours)
   A. REVIEW COURT OFFICER DUTIES AND RESPONSIBILITIES.
   B. OBSERVE COURT (CRIMINAL AND/OR MUNICIPAL COURT). **NOTE: THIS IS MANDATORY!**

7. INVESTIGATION BUREAU: (Recommended time to complete: 8-16 hours)
   A. REVIEW GENERAL INVESTIGATIVE DUTIES AND RESPONSIBILITIES.
   B. DISCUSS SPECIAL TRAINING REQUIRED FOR DETECTIVES.
   C. EXPLAIN COORDINATED ACTIVITIES WITH OTHER LAW ENFORCEMENT AGENCIES, DISTRICT ATTORNEYS AND OTHER AGENCY DIVISIONS.
   D. EXPLAIN AND DEMONSTRATE (IF POSSIBLE) SPECIAL INVESTIGATIVE TECHNIQUES SUCH AS POLYGRAPH, PHOTOGRAPHY, INTERVIEW AND INTERROGATION, FINGERPRINT DEVELOPMENT, FIELD DRUG TESTING...
   E. DISCUSS ROLE OF BUREAU.
   F. (OTHER) ______________________________________________________________
   H. (OTHER) ______________________________________________________________
   I. (OTHER) ______________________________________________________________
   J. (OTHER) ______________________________________________________________
8. **INTERNSHIP EXCHANGE PROGRAM:**
(Recommended time to complete: 8-16 hours)

**Purpose:** The purpose of this exchange program is to expose the intern to a department that is different from the host agency in function and/or size. The Mid-State Technical College Criminal Justice - Law Enforcement Advisory Committee believes that an exchange with a different agency is a valuable learning experience.

**Instructions:** Items from the master checklist may be completed through the exchange period, but it is not required. Jail and/or dispatch competencies may have to be addressed by the *Agency of Exchange* (most likely at the Sheriff’s Department) if no jail or dispatch center exists within the host agency.

**Student’s Host Agency:** ________________________________  
**Agency of Exchange:** ________________________________  
**Number of Hours Exchanged:** ________

Please document the areas that the intern was exposed to during the exchange. Areas that should be covered are:

___ A. Patrol Duties. All students should (if possible) patrol for a minimum of 8 hours.  
___ B. Investigations.  
___ C. Dispatch.  
___ D. Jail.  
___ H. (OTHER)______________________________________________________  
___ I. (OTHER)______________________________________________________  
___ J. (OTHER)______________________________________________________