

4. Conditional offer of internship
5. Polygraph examination
6. Supervisor review: The Supervisor, Personnel Unit, will review the background investigation and make selection recommendations to the Commander Support Services Division.
7. Selection: The Chief of Police will give final approval of all candidates.

.20 PERSONAL HISTORY QUESTIONNAIRE (PHQ):

1. Each candidate will be required to turn in a completed PHQ. The Supervisor, Personnel Unit will review the PHQ for information that may disqualify the candidate from further consideration. Automatic disqualifiers from the selection and hiring process include:
 - A. False information supplied to or filed with the Department during any phase of the selection process (including making a false statement of material fact, intentionally omitting a material fact, or the practice or attempt to practice any form of deception or fraud);
 - B. Conviction of a felony;
 - C. Involvement in any felonious/violent criminal activity for which formal charges have not been brought;
 - D. Illegal drug use within three years of application for the position;
 - E. Any criminal activity that has occurred within three (3) years of application;
 - F. Any use of heroin, LSD, PCP, or hallucinogen including psilocybin, Methamphetamine, ecstasy, cocaine;
 - G. Being involuntary terminated from a previous law enforcement position whether sworn or civilian.
2. The Supervisor, Personnel Unit, will cause any individual who has been automatically disqualified from continuing in the selection process to be notified, in writing, of that fact. Documentation of this notification as well as the reason for the disqualification will be attached to the candidate's PHQ.
3. Other adverse information that is disclosed or revealed during the background investigation of any candidate will be considered in determining the suitability of the candidate for employment with the Department, and may serve to disqualify him/her from further consideration.
4. A waiver of any of the automatic disqualifiers may be granted at the discretion of the Chief of Police.

**.25 PERMANENT AND TEMPORARY BANS FROM APPLYING FOR INTERNSHIP WITH THE
FREDERICK POLICE DEPARTMENT:**

Individuals discovered, during the background investigation, to be involved in the following activities may be permanently eliminated from re-applying as an intern with the Frederick Police Department. The final decision of a permanent elimination/ban from applying with the Frederick Police Department will be made by the Commander of the Support Services Division.

1. Permanent Elimination:
 - A. Member of a criminal gang or a security threat group;
 - B. Significant reactions during polygraph examination or truth device as determined by the polygraph examiner;
 - C. One conviction, guilty plea, or probation before judgement (PBJ) for any felony;
 - D. Two or more convictions, guilty pleas, or PBJ for any misdemeanor;
 - E. Patterns or history of racial, religious or gender bias by an applicant discovered during any phase of the background process;
 - F. Patterns of violence or harassment towards another person is evidenced and discovered during any phase of the background process;
 - G. Two or more convictions, guilty pleas, or PBJ for driving while intoxicated or under the influence of alcohol, drugs or any combination thereof regardless of the timeframe;
 - H. Convictions of a crime involving a sexual act where the federal, state, or local laws require the applicant to be placed on the sexual offender Registry after they have served their criminal sentences or when they have been released on a parole or probation; and/or
 - I. Selling, producing, distributing, cultivating or transporting of a controlled dangerous substance by the applicant, even if not criminally charged.

2. May Eliminate: In lieu of a permanent ban a one year ban from the date of intern application may be imposed for the following:
 - A. Untruthfulness – cannot reapply for one year from the date of application. A permanent ban will be determined by the Commander of the Support Services Division;
 - B. Established propensity for the abuse of any prescribed drug, narcotic, medication or alcohol may be cause for permanent elimination;
 - C. Applicants driving record indicates a continual or serious driving history (i.e. insurance violations, 10-50 P/Is, fleeing and eluding);
 - D. Significant reaction during polygraph examination or truth device as determined by the polygraph examiner.

.30 DUTY TO OBEY:

College Interns must abide by all of the provisions in this Order and any other instructions or directions given to them by superiors.

.35 CONFIDENTIALITY:

College Interns are restricted from access to the Criminal History Records Information System (CHRIS), MILES, CJIS, NCIC, and any other external information databases. Access to the internal databases is allowed on a limited basis while assigned to the Records Section and only with authorization of the Records Supervisor. College Interns are also restricted from access to the property vault and/or any other storage facility housing narcotics or drug contraband. A Frederick Police Department "Volunteer Acceptance and Confidentiality Agreement" (HR-004) must be signed by the College Intern affirming the agreement.

.40 ROTATION OF ASSIGNMENTS:

1. In order to provide an overview of the Department, the College Interns will be assigned to as many different Divisions of the agency as possible. The Supervisor, Personnel Unit, will be responsible for seeing that the Interns are utilized effectively, and that they are given ample opportunity to see the many different aspects of the law enforcement profession.
2. In the event that another supervisor or division requires the College Intern's services on a short-term basis, for example copying and distributing an order, that supervisor must coordinate with the Intern's current supervisor to request the Intern's assistance with the assignment.

.45 START AND COMPLETION OF INTERNSHIP:

1. Upon acceptance of the internship the intern will meet with the Supervisor, Personnel Unit, to determine the hours they will be working to complete the internship. The Supervisor, Personnel Unit, will issue a Department ID and access card to the intern to be used only during the internship time-period.
2. Upon completion of the internship, the intern will meet with the Supervisor, Personnel Unit, on or prior to their last day. The intern will turn in any Department issued equipment as well as complete an exit interview.

.50 COLLEGE INTERN RIDE-ALONGS:

1. When a College Intern is assigned to the Patrol Division, there may be times when the on-duty supervisor assigns the Intern to a ride-along with an officer.
2. All College Interns must execute the Ride-Along Waiver, Indemnification and Hold Harmless Agreement (OSB-007) before being allowed to participate in this program. If the College Intern is under 18 years of age, the College Intern's parent or guardian must also sign this agreement.

.55 COLLEGE INTERN RESTRICTIONS:

College Interns will follow these rules, as well as all other rules for Ride-Alongs as outlined in G.O. 1330, which are designed to preserve their own safety and that of the officers with whom they are riding.

1. While participating in the Ride-Along Program, the College Intern will be under the direct supervision of the police officer with whom he is riding and the College Intern will unquestioningly and instantly obey all orders issued by that or any other police officer.
2. College Interns will remain in the police vehicle whenever the possibility of a suspect encounter exists (unless a chase situation) or whenever ordered to do so by a police officer. If the officer does not give the College Intern permission to exit the vehicle on a call or vehicle

stop, the College Intern will either remain in the vehicle or request permission to exit prior to doing so. A College Intern may not enter a private residence with a police officer unless the property owner has given his consent.

3. During a traffic stop, the College Intern may open the passenger door of the police vehicle and stand behind the open door during the stop if the officer grants permission. The College Intern will not approach the stopped vehicle for any reason.
4. In an emergency when the officer with whom the College Intern is riding requires assistance, the College Intern will do everything possible to provide/obtain that assistance. This may include use of the police radio, use of the telephone, shouting out, etc. **THIS DOES NOT ALLOW FOR THE COLLEGE INTERN TO BECOME ACTIVELY PHYSICALLY INVOLVED IN A CONFRONTATION.** College Interns **WILL NOT** expose themselves to additional danger in order to obtain or render assistance.
5. For insurance purposes, College Interns will not be permitted to operate any departmentally owned vehicle.
6. College Interns will not be left alone with any prisoner at any time.