



**CITY OF MADISON POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE**



Interns Application and Acceptance Process

Eff. Date 01/31/2023

Purpose

The Madison Police Department (MPD) recognizes the value of utilizing interns to assist with MPD projects and functions. The Intern program is designed to be mutually beneficial, and as such, MPD Intern Supervisors are to provide Interns with a broad range of experiences by exposing them to the varied units and systems that make up the MPD. MPD Internships are unpaid. Interns who perform at a high level will be encouraged to apply with the MPD.

Procedure

- All MPD internships are to be coordinated by the MPD's Intern Coordinator (currently the Academy Sergeant).
- The Intern Coordinator has the responsibility to seek interest from internal staff on becoming an Intern Supervisor when a request for an internship is received.
- The most common time of year that MPD has Interns working at MPD is during the summer. Applicants interested in competing for summer internships send resumes and applications to the MPD Intern Coordinator by the month of March. Intern applicants can compete for fall and spring internships based on the needs of the department. Those applications will be considered by the Academy Sergeant and processed the month preceding each semester.
- MPD staff conduct background checks of applicants in March.
- The MPD Intern Coordinator uses results, coupled with resume and application analysis, to develop a pool of potential candidates to be offered MPD internships.
- Each potential intern candidate is invited to participate in an in-person interview, conducted in March.
- The Intern Coordinator will contact potential MPD supervisors to determine the number of available internship positions.
- Internship offers will be made in late March or early April. The Intern Coordinator corresponds with all applicants letting each know their status in the process.
- A waiting list is developed for viable candidates who were not extended initial offers.
- Successful candidates, those extended offers, and those waitlisted will be ranked by the Intern Coordinator.
- If an additional internship position becomes available, or if an invited candidate declines an offer, the Intern Coordinator will offer an internship to the person ranked highest on the waiting list. The Intern Coordinator matches interns with supervisors based on the candidates' skills, knowledge, and/or interests.
- Those candidates who accept internships will attend an orientation meeting in May. At that time, interns are provided supervisor contact information. It is up to the intern and supervisor to determine a mutually convenient weekly schedule. At the orientation, interns are given rules, expectations, dress code information, and other general information they need to be successful. They also receive an intern manual, an identification badge, building access cards, and computer access codes.
- The Intern Coordinator will keep a file on each intern and will provide information contained therein to prospective future employers.
- The Intern Coordinator will be responsible for purging old intern files in accordance to the MPD records retention schedule approved by the State Records Board.
- The Intern Coordinator will be responsible for adjusting this review and acceptance process as necessary when internships are requested for times other than during the summer.

Original SOP: 02/25/2015
(Reviewed Only: 02/04/2016, 12/20/2016, 12/26/2017, 01/31/2020, 01/31/2026))
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