



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

590 – INTERNSHIP PROGRAM

GENERAL ORDER: 2024-17
ISSUED: March 21, 2024

EFFECTIVE: March 21, 2024

REVIEWED/APPROVED BY:
Assistant Chief Craig Sarnow
DATE: February 19, 2024

ACTION: Amends General Order 2018-27 (September 19, 2018)

WILEAG STANDARD(S): NONE

ROLL CALL VERSION

Contains only changes to current policy.
For complete version of SOP, see SharePoint.

590.05 PROGRAM MANAGEMENT

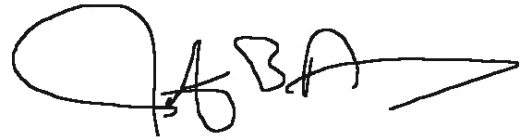
B. APPLICATION PROCESS

4. Once the application is returned, the internship coordinator shall review the application to make sure it was properly completed and coordinate dates and times for an interview. After the interviews are completed and a determination has been made on possible candidates, the internship coordinator shall initiate the *Sponsorship Request for Non-Department Personnel* (form PL8-E) in accordance with SOP 785 Sponsorship of Non-Department Members.
 1. The filing of form PL-8E is a required multi-purpose form that authorizes the department to conduct a CJIS background check of the intern.
 2. A properly completed form is required to issue the intern an ID card with the proper level of security for police facility access and/or access rights to the department's computer network.
 3. For student approvals, the college program coordinator will be notified of the student's acceptance into the internship program.

590.15 DISTRICT/DIVISION RESPONSIBILITIES

- A. It shall be the responsibility of the district/division commander to assign a supervisor to monitor the activities of the assigned intern. District/division supervisors shall ensure that all interns are involved in meaningful work. District/division commanders supervisors shall consult with the internship coordinator to determine the intern's specific duties.
- C. At the conclusion of the intern's assignment, the internship coordinator shall forward an evaluation report to the intern's commanding officer supervisor for completion. The evaluation report shall then be sent to the internship coordinator for review, who shall then forward it to the college program coordinator, for non-students it will be forwarded directly

to the intern.

A handwritten signature in black ink, appearing to read 'JBN', with a long horizontal line extending to the right.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk