

Intern Selection Criteria

The intern selection process is competitive due to the limited number of available positions. The student must be in good standing and a minimum grade point average of 3.0/4.0 is required for each intern to be eligible to apply for our internship program. Selection criteria typically includes six major areas:

- 1) application information
- 2) education
- 3) prior work experience
- 4) oral interview performance
- 5) personal references
- 6) background check

Prior work experience, extracurricular activities, special skills, and military experience will be advantages to each intern. The oral interview will be conducted to evaluate personal appearance, communication skills, level of interest towards the position, and personal demeanor. References will help to verify an applicant's good moral character and temperate habits. A background check of each applicant will be conducted to review past criminal history and driving record.

Payment / Wage

Interns receive no monetary payment for participation. All students must incur their own tuition expenses.

Schedule

Interns are required to participate on first shift, second shift, third shift, fourth shift, and some weekends. Interns will receive a tentative schedule describing work hours and assignments. An example of a typical Spring/Fall Semester Schedule for a 600-hour experience is shown in the following table. Summer semester schedules are abbreviated.

Peoria Police Department Overview

The Peoria Police Department serves a 45 square mile community of about 113,000 and is authorized a staffed of 242 sworn and 40 civilian members. In the Spring of 1994, the Peoria Police Department moved to its new headquarters building. This facility has dramatically

increased the physical space and resources of the Department. Through this modernization, all aspects of daily operations have continued to become more efficient and productive.

The major divisions of Peoria Police Department are as follows:

Uniform Division

Patrol

Patrol officers are the first line of response in the Department's crime-fighting operations, answering calls 24 hours each day, everyday of the year. Thousands of miles are logged each year as more than 100 officers patrol neighborhood streets, working to enhance the quality of life for residents. This grass roots law enforcement activity reduces fear, improves cooperation and fosters mutual respect. Patrol officers are highly trained professionals responsible for the apprehension of criminal offenders, the maintenance of order, peacekeeping, protection of life and property, and emergency intervention. Patrol officers serve as a direct liaison between the Department and the community on quality of life issues.

Canine Unit

Skilled handlers along with the specially trained dogs, perform routine patrol functions, drug and explosive searches, tracking of suspects, and crowd control.

The Street Crimes Unit

Patrol's newest strategy in addressing gang activity, prostitution, illegal drug distribution, shoplifting, curfew violators, etc. The Street Crimes Unit is a highly trained and versatile group of officers whose duties can be shifted instantly to respond to the changing needs of the community.

Neighborhood Patrol Officer

Knowledgeable in city code enforcement and neighborhood communications skills affecting the people and business in an assigned area. They team up with other enforcement units of the city to improve life in the neighborhoods.

Criminal Investigations Division

The Criminal Investigations Division (CID) is responsible for follow-up investigation, identifying and apprehending criminal offenders, and for preparing criminal cases for prosecution. Cases involve robbery, theft, rape, fraud, murder, drugs, arson, and other serious crimes. Investigators (Detectives) work closely with victims, witnesses, and suspects respecting their rights to equal justice under the law.

CID's Adult Unit

Cases involving adult offenders are assigned for follow up by investigators according to the type of crime; crimes against property, crimes against person, auto theft, fraud, and computer crimes.

CID's Juvenile Unit

These investigators are committed to the development and implementation of programs to prevent and control delinquency and criminal behavior among youths. In addition to investigating, coordinating, and preparing court cases for youthful offenders, the Juvenile Unit acts as liaison to area schools.

Property and Evidence Room

Civilian employees are responsible for all property that comes into the custody of the Department, whether it be evidence, non-evidence or found, is maintained in the Property and Evidence Room under tight security until it is needed by the crime lab, requested for a criminal trial, or ready for release. Some items associated with unsolved or violent crimes are stored indefinitely, while items that are no longer needed for criminal processing are returned to the original owner, destroyed, or sold at public auction.

Crime Scene Unit

Our crime lab officers work with state and federal facilities to apply the latest scientific techniques to the gathering and interpretation of physical evidence. Lab staff possess certification in the analysis of footprints, blood splatter patterns, bite marks, tool marks, and in fingerprint classification.

Special Investigations Division

Special Investigations is the first line of defense against vice and drug offenders. Through overt and covert operations, the division investigates liquor license violations, sale and/or use of controlled substances, prostitution, adult use permits and organized crime. The division also manages the drug asset forfeiture program.

Support Services

This Division is responsible for the formulation and administration of the budget, crime analysis, strategic planning, and policy/procedures. Also, this division is responsible for the supervision of internal building security, city building security, and management of the fleet and facilities.

Records Unit

Responsible for maintaining all criminal histories, arrest records, and related information on a highly efficient computerized database. These records allow staff the ability to efficiently query the system. Examples of queries may include the following: past criminal activity for a given person or location, search for suspects with certain characteristics, analyze trends in criminal activity.

Information Office

Supervised by a commissioned officer the civilian staff coordinates walk-in and telephone requests for information and assistance. The staff provides a wide variety of services and functions that may include: assisting citizens with making reports of accidents or crimes, facilitating the release of impounded vehicles, inspecting vehicles that have received equipment failure citations, coordinating the House-Check Program for citizens on vacation, processing gun

registrations, assisting with building security, processing arrest booking forms, and coordinating inter-agency referrals.

Community Service Unit

Officers offer crime prevention by means of information and education programs that include: organization of neighborhood watch programs, Citizen Police Academy, a variety of local school programs, public speaking engagements, and college internship. The Community Service Unit is actively involved in child identification programs, Neighborhood Watch Program, and Operations Identification. It is also responsible for departmental tours and special programs. Community Service officers serve as liaison between the department and other community service agencies. The Community Services officers also are active in recruiting. The department conducts a variety of activities at colleges and universities. Police representatives attend job fairs, make special presentations to classes, and develop relationships with institutions offering police-related fields of study.

Traffic Unit

These investigators are principally responsible for investigating major vehicle collisions, issuing traffic citations, and coordinating the security, and traffic of special events (e.g. parades and races). Officers assigned to this unit are highly trained in accident reconstruction.

Parking Enforcement

Supervised by a commissioned officer civilian personnel serve to regulate the use of parking on the streets of Peoria. Rain or shine, they ticket vehicles for violating city ordinances and thus facilitate the flow of traffic and insure the availability of parking spaces. The school crossing guards are assigned to this unit.

Training Unit

Responsible for recruit training, specialized officer training, and career development activities. Staff is routinely introduced to the latest law enforcement information and techniques from agencies and institutions throughout the country. In-house classroom instruction is conducted in our 50-seat tiered classroom with high-tech audio/visual equipment. Physical instruction is presented in our training gym or weight room. Our officers experience firearms field instruction on an outdoor range and shoot-don't shoot instruction is provided indoors with the Firearms Training Systems (FATS) interactive video program.

Crime Stoppers Coordinator

An Officer serving Crime Stoppers has proven to be a very successful strategy in solving crimes. Each year many crimes are solved resulting in the recovery of hundreds of thousands of dollars of property, all through the joint efforts of area media, tri-county law enforcement agencies, Crime Stopper's volunteer board members, and involved citizens.

Public Information Officer

The Public Information Officer is organized within the office of the superintendent, and serves as the coordinator of information to insure proper continuity, liaison, and cooperation between the department and the news media. The Public Information Officer is responsible for providing

factual information to the media and for channeling/coordinating requests for such information between the media and department personnel.

Internship Rules

Interns shall be required to learn and obey the following rules. Interns violating these rules shall be subject to disciplinary action and/or dismissal.

Parking

Intern parking is available only in the large parking lot behind the old police building (542 S. W. Adams). Do not park behind the new building, in the visitor slots on Walnut Street, or in the small lot immediately behind the old police building, 542 SW Adams Street.

I.D. Badges

Interns must have their Identification Badge clearly displayed when entering the building and during scheduled work hours (except when impractical or harmful to the progress of criminal investigations). Lost or stolen I.D. badges should be immediately reported to the Internship Coordinator for the Police Department. Interns are required to return I.D. Badges at the time of separation.

Intern Entrance

During assigned hours of work, interns may use the rear entrance by using their city issued ID badge. Interns should use the front entrance during non-working hours and after semester internship period is complete.

Punctuality and Attendance

Interns are required to punctually report for work and assigned duties. Time off from work should be coordinated with the Internship Coordinator for the Police Department at least three days (if possible) in advance. If an illness or emergency arises that prevents attendance, contact the Internship Coordinator and a supervisor in your assigned unit prior to the shift.

Reports

Interns shall turn in a weekly report summarizing their internship experience to the Internship Coordinator for the Police Department, as well as a final report. Most college intern advisors require a midterm and final term paper, and a copy of these reports shall also be submitted to the Coordinator. All reports must be submitted in a timely fashion to complete the intern requirements.

Driving City Vehicles

Interns driving city vehicles shall pay strict adherence to traffic laws and shall wear seat belts when driving or riding.

Appearance

Interns shall maintain a neat, well-groomed appearance, with attire that is appropriate for and acceptable for the conditions of their work environment. Jeans, t-shirts, sweats, or warm-ups are

prohibited, only casual business attire is to be worn. Supervisors may allow some casual attire during certain situations. General appearance shall be in compliance with the standards of a police officer.

Conduct

Interns shall not engage in unbecoming conduct which tends to bring discredit on the Department or their school.

Courtesy

Interns shall not use profane or intentionally insulting or degrading language or actions toward any other member of the Department or to any citizen. Interns shall be courteous and tactful in the performance of their duties and shall promptly respond to all reasonable requests for assistance. Interns shall refer to sworn staff members by their appropriate rank and last name.

Schedules

All interns shall receive a schedule indicating their assigned units and work hours. Just prior to proceeding to a new unit (usually on Fridays), interns shall contact the highest ranking supervisor in their new assigned unit and receive instructions as to when, where, and to whom to report to. The schedule shall be adhered to and only changed with the prior permission of the coordinator.

Confidentiality

Interns shall treat the official business of the Department as confidential and shall disseminate information regarding departmental business or operations only as permitted by supervisory staff.

Weapons

Interns shall not carry any weapons or handcuffs.