



**ORANGE COUNTY SHERIFF'S OFFICE  
GENERAL ORDER  
STUDENT INTERN AND RIDE-ALONG PROGRAM**



DATE ISSUED	DATE EFFECTIVE	REVISION NUMBER	REVISION DATE	PAGE
<b>05/01/05</b>	<b>05/01/05</b>	<b>02- 2014</b>	<b>08/01/14</b>	<b>1 of 4</b>

To: All Deputy Sheriff's & Office Personnel  
 From: Sheriff Carl E. DuBois  
 Subject: General Order # 05-190- Student Intern and Ride-Along Program

**PURPOSE:** The purpose of this General Order is to establish the methods and practices by which student interns and eligible students take part in the Sheriff's Office Ride-Along Program.

**I. POLICY.**

A. A review process needs to be in place to evaluate those persons who desire to further their understanding of law enforcement activities. Students will be given the opportunity of accompanying employees of the Orange County Sheriff's Office during the patrol shift, training demos and jail tours. Students will be provided this unique practical learning experience. This program will help to enhance the public image of the Orange County Sheriff's Office and may in fact, avail itself as a useful recruitment tool.

**II. PROCEDURE.**

**A. MINIMUM REQUIREMENTS.**

1. In order to be eligible for consideration in the Internship Program, the student **MUST** be actively enrolled in an academic law enforcement program in an accredited college/university.
2. The student must be a resident of Orange County.
3. The student must possess a GPA of 3.0 or above.
4. The student must provide a resume with cover letter.
5. An official transcript must be provided by the college/university.

**B. METHOD OF REQUEST AND VERIFICATION.**

1. The college/university must on official letterhead and signed by a properly authorized representative furnish a list of the names of students requesting to participate in the Internship Program. The school will certify that each student is actively enrolled in their law enforcement program and eligible to participate as per their own in-house standards.
2. The college/university will furnish the amount of hours needed for the enrolled student to meet the established requirements, including a minimum and maximum.
3. The college/university will provide the specific dates as to the authorized commencement and expiration when a student would be participating in the

Internship Program.

4. The Sheriff's Office will also be supplied with the specific dates and times that the student is permitted, required or authorized to participate in the Internship and/or Ride-Along Program.
5. The Internship coordinator will be supplied with a syllabus or course requirement that details the requirements from the college/university.

### III. LIABILITY ACCEPTANCE, WAIVER AND RELEASE.

- A. The school must provide the Sheriff's Office with a copy of their liability insurance policy in force for the particular student wishing to participate in the Internship/Ride-Along Program. The participating school will co-insure the Orange County Sheriff's Office and the County of Orange.
  1. This co-insurance shall be at no expense to the Sheriff of Orange County or the County of Orange.
  2. The co-insurance shall be indicated in a rider supplied by the educational institution.
- B. Each intended participant must read, understand and sign a WAIVER AND RELEASE form, (*FORM GEN-43*). If the participant is a minor, then a parent or legal guardian will be required to co-sign this form. If approved, no person shall be permitted to participate in the Internship/Ride-Along Program unless a current WAIVER AND RELEASE form is on file with the Orange County Sheriff's Office.
- C. The signing of the WAIVER AND RELEASE form should be witnessed by a school official or an employee of the Orange County Sheriff's Office whenever possible. If not, then the signing should be witnessed before a Notary Public.

### IV. CONFIDENTIALITY NOTICE.

- A. Each intended participant must read, understand and sign a CONFIDENTIALITY NOTICE, (*FORM GEN-43B*), due to the potential that they have for access to sensitive, restricted and/or classified information or events simply by their presence. If the participant is a minor, then a parent or legal guardian will be required to co-sign this notice. If approved, no person shall be permitted to participate in the Internship/Ride-Along Program unless a current confidentiality notice is on file with this office.
- B. The signing of the CONFIDENTIALITY NOTICE should be witnessed by a school official or an employee of the Orange County Sheriff's Office whenever possible. If not, then the signing should be witnessed before a Notary Public.

### V. ELIGIBILITY AND AVAILABILITY REVIEW.

- A. The Internship Coordinator will evaluate all submitted documents, including the authorization and request from the college/university, a copy of the in-force insurance

policy and rider listing the Sheriff of Orange County and the County of Orange as being co-insured, the completed WAIVER AND RELEASE and the completed CONFIDENTIALITY NOTICE for each intended participant.

- B. Absence of all required documents will render the participant ineligible until such time as all documents are produced as directed and within the particular program period.

#### VI. SCHEDULING INTERNS FOR THE RIDE-ALONG PROGRAM.

- A. On days that we do not need to fulfill our own training obligations and depending on the evaluation of all factors, there should be at maximum, no more than the following number of interns permitted to participate in the Ride-Along Program on the given date and shift:
  1. No more than three (3) interns for any Monday through Friday 7AM to 3PM Shift.
  2. No more than one (1) intern for each Saturday and Sunday 7AM to 3PM Shift.
  3. No more than two (2) interns for any Tuesday, Wednesday or Thursday 3PM to 11PM Shift.
  4. No more than one (1) intern for each Friday, Saturday, Sunday and Monday 3PM to 11PM.
  5. There will be no participation in the Ride-Along Program conducted during any 11PM-7AM Shift.
- B. The Shift supervisor may at any time assign an intern to a Deputy for Ride-Along or may assign an intern to the station house depending on the circumstances of events that are surrounding the shift.

#### VII. NOTICE OF ACCEPTANCE.

- A. Any person authorized to participate in the Internship/Ride-Along Program will be known as a "Intern" and will be under the supervision of the Internship coordinator or Lieutenant.
- B. The authorized representative of the school or college making the request will be notified as to the names of the intended participants that completed the Eligibility and Availability Review of this office.
- C. The Orange County Sheriff's Office can elect not to participate in the program, on a case by case basis, due to manpower restraints and other considerations where it has been determined that such participation would present an undue hardship on the Sheriff's Office and interfere with the performance of our official duties.
- D. The Internship Coordinator may specify to the school representative a particular student intern or interns to report on a certain day or days and at a specific time or times for their participation in the program, provided such times and days are within the perimeters initially indicated by the school or college.

## VIII. UNIFORM STANDARDS & ATTIRE.

- A. Student interns of the Orange-Ulster B.O.C.E.S. law enforcement program shall wear the uniform as prescribed by the school whenever they are participating in the Ride-Along Program.
- B. Student interns who are not subject to uniform standards shall wear appropriate attire while participating in the program.
- C. Whenever a participant in the Ride-Along Program is to occupy an Orange County Sheriff's Office vehicle, they shall be provided a bulletproof vest, if available, to wear during the practical exercise.

## IX. REPORTING REQUIREMENTS AND RESTRICTIONS.

- A. An intern may be assigned as an observer to the Road Division, Pistol Permit, JAB unit, S.O.G. Unit, CNT Unit, K-9 Academy and Jail tours. Ideally, an intern should spend time in each of these Divisions during their overall observation period.
- B. The intern will report only on the days and times as specified and agreed upon by the Orange County Sheriff's Office and the respective college/university. Any other occasion must have the explicit authorization of the Internship Coordinator or Lieutenant.
- C. The first line supervisor of where the intern is scheduled to report shall be notified of the intern's appearance and restrictions. This shall include the intern's reporting time and time they are due to depart.
- D. An intern shall not at any time handle a prisoner. They shall not perform any sort of task, as they are present as observers only. They may accompany the Deputy throughout the course of his or her official business unless otherwise restricted.
- E. The Internship Coordinator shall oversee the filing of any required forms upon completion of the intern's participation in the program. A copy of any such paperwork shall be retained by this office and included in the file pertaining to the intern.
  - 1. This file should contain the intern's WAIVER AND RELEASE, CONFIDENTIALITY NOTICE, and the school or college's letter of request. Furthermore, whenever possible, the file should contain a copy of the employee's DEPUTY SHERIFF'S DAILY ACTIVITY REPORT of whom the intern was assigned for the particular day, if available.
  - 2. The file should also contain any other information as deemed appropriate.