



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATIVE REGULATIONS AND OPERATING PROCEDURES

Subject: *Investigative Division Intern Training Program* **Number:** *121*

Effective Date: *May 1, 2011*

Revised Date:

Rescinds:

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Approved By:

PURPOSE

The purpose of this regulation is to establish general guidelines for an Investigative Division Intern Training Program in order to expose selected officers to the job responsibilities and demands associated with that of being assigned to the Investigative Division at the Myrtle Beach Police Department and to prepare them for future advancement. In addition, it will provide officers with a new knowledge base that they can take back to their current position to assist other officers as well as making them a well-rounded police officer.

PROCEDURE

1. ELIGIBILITY

In order for an Officer to be eligible for consideration for this internship, they must:

- 1) Have reached the rank of Patrolman First Class (ranking Officers above PFC will not be eligible for this internship program);
- 2) Write a formal statement of interest and submit it to their immediate supervisor;
- 3) Special consideration will be given to those that have expressed an interest and are currently identified as being in the top ten of the Corporal Promotional Process for the year in which the internship is to be held.

2. LENGTH OF INTERNSHIP

The length of the internship will be for a time period of no less than 12 weeks or as directed by the Chief of Police.

3. DATE FOR INTERNSHIP

The specific date for the internship will be flexible in order to meet the needs of the Department and will be based on recommendations to the Chief of Police from the Intern's Captain and the Investigative Captain.

4. SELECTION OF QUALIFIED CANDIDATE

Qualified candidates for the internship will be selected by the following criteria:

- 1) Written statements of interest will be accepted annually for a two week period, which will be published within MBPD only.
- 2) The immediate shift supervisors (Sergeant, Investigator and Corporal) shall inform officers on their shifts of this internship and the eligibility requirements.
- 3) Supervisors shall then ask for written statements of interest from interested and qualified Candidates.
- 4) Once statements of interest have been submitted the interested Candidate's supervisors will meet to discuss who they wish to recommend based on the overall needs of their particular shift. All requests will be forwarded.
- 5) The shift Sergeant will then forward recommendations to the Candidate's Lieutenant.
- 6) The Candidate's Lieutenant will then forward and discuss the recommendations with the Candidate's Captain.
- 7) The Candidate's Captain will then forward the selected recommendations to the Investigative Division Captain who will in turn meet and discuss those recommendations with the Investigative Division Supervisors (Lieutenants and Sergeants).
- 8) The Investigative Division Captain and the Candidate's Captain will then choose a specific candidate or candidates and forward their recommendation to the Chief of Police.

5. MENTORING

Those that are selected will be assigned to a specific Detective or Detectives for mentoring based on the value of what they can learn from a particular Detective. Generally, an Officer being mentored is expected to learn the process in which a criminal investigation is handled and by the end of the internship should be able to successfully investigate most crimes assigned to a Detective with minimal assistance.

- A. The Intern will learn from the initial report to distinguish the exact type of crime by the elements.
- B. The Intern will then have active participation in the investigation into that crime to include but not limited to the following:
 - 1) Evaluate the incident report then contact with the victim to determine any details not provided in the initial report.
 - 2) Determine investigative leads, if any.
 - 3) Prioritize and time-management of their case load.
 - 4) Assist in conducting interviews with victims, witnesses, suspects, and defendants,
 - 5) Preparation of investigative reports, arrests warrants, search warrants, Horry County Solicitor Report/Transmittal paperwork, Grand Jury Summaries, and other relevant paperwork.
 - 6) Process for arranging for composite drawings if needed.
 - 7) The incorporation of Coplink and Sciex into an investigation.
- C. The Intern will spend time in both the Property Crimes Section and the Crimes against Persons Section of the Investigative Division to gain the most during the time period for which they are assigned. They will learn internal procedures and as well as the formalities associated with the process of prosecuting a High Court case. i.e. Preliminary Hearings, viewing of actual trials/court proceedings, Denno Hearing, Giglio and interaction with Solicitor's and Defense Attorney's etc.
 - 1) Property Crimes – Week 1 thru 5
 - a. Burglary
 - b. Residential
 - c. Business

- d. Auto
- 2) Financial
 - a. Forgery
 - b. Financial Transaction Card
 - c. Counterfeit Merchandise
 - d. General Fraud
- 3) Larceny
 - a. Breach of Trust
 - b. Grand
 - c. Auto Theft
- 4) Crimes Against Persons – Week 6 thru 10
 - a. Assaults
 - b. Assault & Battery 2nd Degree
 - c. Assault & Battery 1st Degree
 - d. Assault & Battery High & Aggravated Nature
 - e. Attempted Murder
 - f. Murder
 - g. Criminal Domestic Violence
- 5) Robbery
 - a. Armed
 - b. Strong-armed
- 6) Sex Crimes
 - a. Lewd Act on Minor
 - b. Criminal Sexual Conduct – Various Degrees
- 7) Missing Persons

During the time assigned to Crimes against Persons the Intern will be subject to call out per the discretion of either Lieutenant in the Investigative Division. This will be on a very limited and specific basis, if at all. Factors that will be considered are the type of crime, the potential experience gained and learned from the incident, the necessity for more manpower, and the projected duration of the call. An Intern will not be assigned a take home vehicle and is not to take or use their personal vehicle for any job related function. Should a call out be necessary, the intern can meet the Detective at the Annex or Police Department and begin their duties. The intern will not use their personal vehicle to go to scenes, follow-ups, etc.

- 8) Crime Scene - Weeks 11 thru 12

The Intern will also spend part of their time being mentored by Officers in the Crime Scene Unit. While assigned to this section of the Investigative Division the Intern will tour the lab and learn the uses of equipment used in processing crime scenes, assist in actual crime scene processing, learn how to properly document evidence and then store evidence collected from a crime scene,

and shadow Crime Scene Officers throughout processing crime scenes.

During the time assigned to the Crime Scene Unit the Intern may be subject to call out, based on the discretion of either Lieutenant in the Investigative Division. This will be on a very specific and limited basis, if at all. Once again, many factors will be weighed and considered before calling the Intern out, such as the severity of the case, the learning experience of the situation, the ability of the intern to provide assistance, etc. As with the Detective call out portion in #3 above, the Intern (if called out) will meet the Crime Scene Officer at the Annex or Police Department and begin their duties. The Intern will not drive their personal vehicles to scenes or use their personal vehicles in an official police capacity.

6. DRESS REQUIREMENTS

Those assigned to an internship will be required to adhere to Myrtle Beach Police Department Administrative Regulations and Operating Procedures 201-E related to Uniform and Plainclothes Clothing requirements. An Intern will not be given a prorated clothing allowance for the time assigned to the Investigative Division.

7. METRICS

- A. The true benefits from this internship will be measured by what the Intern takes with them and how they utilize what they have learned once they return to their respective shift. Detectives, specifically involved with an officer participating in the internship, shall:
 - 1) Write a brief synopsis of what areas of the investigative process they covered with the Intern when they were assigned to the Intern. In addition, a standard City of Myrtle Beach evaluation form with space for comments would be completed at the end of the internship. The primary Property Crimes Detective, Crimes against Persons Detective, and Crime Scene Specialist will each contribute to the evaluation form at the end of the internship program. The evaluation form will be forwarded to the Investigative Division Captain within two weeks of the end of the internship program
 - 2) The Intern's Supervisor will then incorporate this information into the Intern's annual evaluation.
 - 3) At the conclusion of the 12 week program, the Intern will write a critique of the Investigative Intern Program and will include what was learned and how it will help them in their career.

