

# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

<b>Effective Date:</b> 04/20/2018	<b>Supersedes Policy Dated:</b> 03/29/2016	<b>Rescinds:</b>	<b>SOG Number:</b>
<b>Accreditation Index:</b> 16.4.2, 26.1.1 <sup>1</sup>			<b>302.2</b>
<b>Part Title:</b> Support Services		<b>Chapter Title:</b> Community Relations	
<b>Chief of Police:</b>			

## Auxiliary Employees

### I Policy

It is the policy of the Springfield Police Department to actively utilize the special skills and general desire to contribute to the community that may be found in civilian volunteers. The primary function of volunteers is to contribute to the overall mission of the Department, by augmenting the existing personnel resources. Volunteers, in any capacity, are not sworn officers and have no arrest powers or legal authority.

### II Definitions

**Auxiliaries** – A non-sworn, unarmed, uniformed or non-uniformed affiliate whose duties contribute to the mission of the Springfield Police Department in a support capacity.

**Cadet** – Part-time, non-sworn youths between the ages of 16 and 21 years of age, serving without compensation for the purpose of supplementing the resources of the Police Department while, at the same time, preparing for a career in law enforcement.

**Chaplain** – Members of the clergy within the community who volunteer their time to assist in serving the community and Police Department personnel in matters that require spiritual support.

**Intern** – Part-time, non-sworn student employees serving without compensation to provide support to the Police Department while gaining job experience.

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<sup>1</sup> *5<sup>th</sup> Edition* reference removed from Accreditation Index, per Policy Change Order 18-008.

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## **III Procedure**

### **1 AUXILIARIES**

- 1.1 Police auxiliaries are community volunteers who perform a wide variety of support-related functions within the Police Department.
- 1.2 Auxiliary programs will be coordinated and managed by the Volunteer Coordinator, unless otherwise specified in policy.
- 1.3 Functions performed by auxiliaries include: <sup>2</sup>
  - 1.3.1 Specific clerical functions throughout the Department;
  - 1.3.2 Other duties that can be performed by volunteers to the benefit of the Department.
- 1.4 New functions for auxiliaries will be sought by department personnel to expand the volunteer services program and more effectively utilize our paid employees. <sup>3</sup>
  - 1.4.1 Each department function identified as a function that can be performed by auxiliaries shall be evaluated by the appropriate supervisor or commander for that function, in conjunction with the Training Section Commander.
    - 1.4.1(a) The evaluation will include defining the following factors for the position:
      - 1.4.1(a.1) Basic job description;
      - 1.4.1(a.2) Training requirements;
      - 1.4.1(a.3) Selection criteria and process;
      - 1.4.1(a.4) Recruiting methods;
      - 1.4.1(a.5) Uniform or dress code requirements;
      - 1.4.1(a.6) Supervision authority;
      - 1.4.1(a.7) Any other factors pertinent to that particular job function;
      - 1.4.1(a.8) Background investigation requirements.
- 1.5 The Volunteer Coordinator, unless otherwise specified within policy, will be responsible for recruiting, selecting, and training qualified auxiliaries for each position. The selection of auxiliaries shall be subject to the approval of the Training Section Commander. (CALEA 16.4.2)
  - 1.5.1 Once the training is completed, the auxiliary will be assigned to the appropriate Department supervisor.
    - 1.5.1(a) This supervisor will be responsible for orienting the auxiliary to the assignment, scheduling the auxiliary, providing additional on-the-job training, proper supervision and performance evaluations.
  - 1.5.2 If additional auxiliaries are required for any job assignment, it will be the responsibility of the appropriate Division Commander to contact the Training

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<sup>2</sup> Section 1.3 revised, unnecessary wording removed, per Policy Change Order 18-008.

<sup>3</sup> Section 1.4 revised, unnecessary wording removed, per Policy Change Order 18-008.

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Section Commander, who shall then notify the Volunteer Coordinator to begin the recruitment, selection, and training process.

- 1.5.3 The Volunteer Coordinator, unless otherwise specified within policy, will be responsible for maintaining employment records for each auxiliary.
- 1.5.4 Any auxiliary that wears a uniform, identifying them as a Police Volunteer, shall be readily distinguishable from a sworn officer. The uniform shall in no way be designed so as to be confused with that of a sworn officer.
- 1.5.5 Auxiliaries shall comply with the same Standard Operating Guidelines as other members of the Department.
- 1.5.6 Auxiliaries may not appeal a disciplinary decision made by the Chief of Police.

## **2 AUXILIARY POSITIONS**

### **2.1 Cadets**

2.1.1 The Springfield Police Cadets (SPC) are supplemental resources to be utilized by the Department for activities that do not require a sworn officer. Cadets have no police authority or arrest powers. With the understanding that police work is inherently dangerous, police employees shall not knowingly expose cadets to high risk or dangerous situations.

2.1.1(a) Duties of a Cadet may include:

2.1.1(a.1) Volunteer work to assist anyone in any division of the department with their duties, with prior approval from the cadet advisor.

2.1.1(a.2) Conducting tours of police facilities, taking department-owned vehicles to the car wash, assisting Crime Prevention with McGruff appearances, Transportation Security Administration (TSA) training scenarios, Underage Alcohol Compliance Checks, and Aluminum Recycling collection for the department.<sup>4</sup>

2.1.2 The Springfield Police Cadet Unit is assigned to the Training Section.

2.1.2(a) The Volunteer Coordinator shall be assigned as the Cadet Advisor.

2.1.2(b) The advisor shall be responsible for direction, coordination, control, and overall management of the unit.

2.1.3 Selection criteria and qualifications

2.1.3(a) An applicant shall be automatically disqualified and ineligible if they have pled guilty or nolo contendere to, or has been found guilty of, or has a pending indictment of any felony or serious misdemeanor charge.

2.1.3(b) Cadets may remain in the organization until the end of the calendar year in which they turn 21.

2.1.3(c) Applicants shall possess a high school diploma or a G.E.D., or be enrolled in high school or attending G.E.D. classes.

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<sup>4</sup> Section 2.1.1(a.2) revised, punctuation correction, per Policy Change Order 18-008.

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- 2.1.3(d) Applicants must possess, or obtain prior to appointment, a valid Missouri Driver's License.
  - 2.1.3(d.1) Unless an exemption is made by the Cadet Advisor.
- 2.1.3(e) Applicants shall pass a testing process as outlined in the Cadet Procedural Manual.
- 2.1.4 Training - Cadets shall, prior to appointment, complete all phases of the Cadet Training Academy, as outlined in the Cadet Procedures Manual. (CALEA 16.4.2)
- 2.1.5 The Cadet Unit shall be organized in a structure consistent with the Police Department organization.
- 2.1.6 Cadet Uniform (CALEA 26.1.1)
  - 2.1.6(a) Cadets shall maintain a uniform in accordance with styles and standards set by the Chief of Police.
  - 2.1.6(b) Cadets shall wear their uniforms only at department-sanctioned events and in travel to and from those events.<sup>5</sup>
  - 2.1.6(c) Cadets shall maintain the appearance of their uniforms to the same degree of accountability as sworn uniformed officers.
  - 2.1.6(d) The Cadet uniform shall be purchased from an approved uniform supplier.
  - 2.1.6(e) Cadets shall stand to a uniform inspection at the first meeting of the month.
  - 2.1.6(f) Regular Duty Uniform will consist of the following articles:
    - 2.1.6(f.1) Shirt - Slate blue, 100% polyester long or short-sleeve shirt, with the following features:
      - 2.1.6(f.1.1) The uniform shirt shall be worn with a navy blue crew neck T-shirt showing behind the open collar. The T-shirt shall not be visible below the sleeves of the uniform shirt.
      - 2.1.6(f.1.2) A navy blue mock turtleneck shirt may be worn beneath the long sleeve shirt in lieu of the T-shirt.
      - 2.1.6(f.1.3) Cadet badge centered above left breast pocket.
      - 2.1.6(f.1.4) Silver Name Tag - Worn with the top edge even with the top edge of the right breast pocket.
      - 2.1.6(f.1.5) Cadet Unit Shoulder Patches shall be worn on both sleeves sewn on 1/2" below the shoulder seam.
      - 2.1.6(f.1.6) Silver rank insignia shall be worn on the top of the shoulder.
      - 2.1.6(f.1.7) Silver "CADET" pins 1/4" from the point of the collar with the bottom edge of the pin aligned with the

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<sup>5</sup> Section 2.1.6(b) revised, punctuation correction, per Policy Change Order 18-008.

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horizontal stitching of the collar.

- 2.1.6(f.1.8) A navy blue clip-on tie shall be worn with the long-sleeve shirt. The tie shall be worn tucked between the second and third buttons of the uniform shirt.
- 2.1.6(f.2) Trousers - Navy blue, 100% polyester.
  - 2.1.6(f.2.1) Length shall allow the front of the trouser to touch the top front of the shoe and allow a slight break in the front crease.
  - 2.1.6(f.3) Footwear <sup>6</sup>
    - 2.1.6(f.3.1) All leather, lace-up, black shoe with a rounded plain toe.
    - 2.1.6(f.3.2) Wellington-type boot with a maximum upper height of 12".
    - 2.1.6(f.3.3) Lace-up, black boot. Nylon "uppers" are acceptable with this type of boot.
    - 2.1.6(f.3.4) Socks shall be worn; the visible portion of the sock will be solid black. The length shall ensure that the cadet's bare legs are concealed.
  - 2.1.6(f.4) Belt – Black Clarino with the following accessories authorized:
    - 2.1.6(f.4.1) Silver flashlight ring with flashlight.
    - 2.1.6(f.4.2) Rubber glove pouch
  - 2.1.6(f.5) Optional Accessories <sup>7</sup>
    - ██████████ ██████████
    - 2.1.6(f.5.2) Silver whistle chain.
- 2.1.6(g) BDU Utility Uniform - The BDU utility uniform may only be worn while attending the Cadet academy or at the direction or approval of the Cadet advisor and will consist of the following articles:
  - 2.1.6(g.1) Headgear - Dark blue baseball cap with "SPD Cadet" sewn on the front of the cap with silver thread. Use of the hat is mandatory.
  - 2.1.6(g.2) Shirt – Navy blue, cotton/polyester blend (similar to Brigade Quartermaster style 7828 long or short-sleeved shirt) tucked into the trousers with the following features:
    - 2.1.6(g.2.1) Silver "CADET" pins 1/4" from the point of the collar with the bottom edge of the pin aligned with the horizontal stitching of the collar.
    - 2.1.6(g.2.2) The navy blue "Back The Blue" or navy blue Cadet

<sup>6</sup> Section 2.1.6(f.3) revised, punctuation corrections and minor rewording, per Policy Change Order 18-008.

<sup>7</sup> Section 2.1.6(f.5) revised, aiguillette and white gloves removed from optional accessories, per PCO 18-008.

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polo shirt may be worn in lieu of the BDU uniform shirt.

- 2.1.6(g.3) Trousers – Blue, cotton/polyester blend with 6 pockets, button fly and drawstring cuffs or Black cotton/polyester blend “Propper” model # F522082001 trouser.
  - 2.1.6(g.3.1) The 6-pocket, button-fly trouser may be worn tucked into boots, bloused, or
  - 2.1.6(g.3.2) Either trouser may be worn over the boot with the drawstring removed, the length shall allow the front of the trousers to touch the top front of the shoe and allow a slight break in the front crease.
- 2.1.6(g.4) Footwear – Lace-up, black boot having a plain round toe and leather lower portion.
- 2.1.6(g.5) Belt - Navy blue web belt.
- 2.1.6(h) Uniform Accessories
  - 2.1.6(h.1) Coat - Navy blue, nylon, similar to Sentinel model 7230.
    - 2.1.6(h.1.1) Cadet Unit patches on both shoulders
    - 2.1.6(h.1.2) Cadet badge or cloth cadet badge centered over the left breast pocket.
  - 2.1.6(h.2) Raingear – Inclement weather clothing
    - 2.1.6(h.2.1) Long or Short Raincoats in black or fluorescent yellow. (Reversible raincoat is optional), the fluorescent yellow raincoat shall display “Traffic” in large black letter.
    - 2.1.6(h.2.2) Solid black overshoes or rubber boots
  - 2.1.6(h.3) Traffic Vest – An ANSI Class II 207-2006 compliant reflective vest shall be issued to all cadets. Cadets are strongly encouraged to wear the vest in any traffic-related situation.
    - 2.1.6(h.3.1) The vest shall be worn at all times during the hours of darkness when the officer is working in and around traffic.
    - 2.1.6(h.3.2) The cadet shall wear, day or night, their ANSI Class II 207 compliant traffic vest when working on or near the right-of-way of a Federal Aid Highway, per Federal Law 23CFR634, Worker Visibility. For a list of Federal Aid Highways in our jurisdiction refer to SOG 304.6 – Police Uniforms and Appearance Regulations.

## 2.2 Chaplains

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- 2.2.1 The Police Chaplains Unit is a unit of the Springfield Police Department involving local, volunteer clergy in service to the community and local police agencies. The Police Chaplains Unit will be coordinated and supervised by the Volunteer Coordinator. Police Chaplains have no police authority or arrest powers.
  - 2.2.1(a) Duties of a Police Chaplain may include:
    - 2.2.1(a.1) Spiritual support of citizens involved in or impacted by violent crime and/or serious accidents or incidents involving the police;
    - 2.2.1(a.2) Assisting the police in death notifications;
    - 2.2.1(a.3) Assisting the community in severe disturbances or disasters;
    - 2.2.1(a.4) Spiritually supporting employees involved in or impacted by violent incidents or accidents;
    - 2.2.1(a.5) Supporting employees with ongoing spiritual guidance, personal consultations, and/or crisis counseling.
  - 2.2.1(b) As per Missouri Revised Statute 491.060, a chaplain is deemed incompetent to testify in court, to any information obtained in the course of his/her professional capacity. All such communication is confidential and privileged. When guidance is necessary, Police Chaplains function under the authority of police personnel.
- 2.2.2 The following criteria must be met for persons to be accepted into the Police Chaplains Unit.
  - 2.2.2(a) Must be a fully-ordained or licensed minister of a recognized church or denomination in the Springfield area.
  - 2.2.2(b) Must participate in in-service training for authorized and assigned duties. (CALEA 16.4.2)
  - 2.2.2(c) Service as a Police Chaplain is at the discretion of the Chief of Police.
- 2.2.3 Chaplain Uniform (CALEA 26.1.1)
  - 2.2.3(a) Headgear
    - 2.2.3(a.1) Solid cloth, black baseball-style cap with "Police Chaplain" in white thread embroidered on the front or Chaplains badge embroidered on front. Use is optional except when ordered by a supervisor.
    - 2.2.3(a.2) Black pile cap with pull-down flap is optional during periods of cold weather.
    - 2.2.3(a.3) Black watch cap composed of wool or natural or synthetic fleece is optional during periods of cold weather.
  - 2.2.3(b) Shirt – Open-collared short or long-sleeve light grey (similar to Redkap SP 46LA; Force #253 GY; or 511 Tactical Light Grey).
    - 2.2.3(b.1) The uniform shirt shall be worn with a black, crew neck T-shirt or mock turtle neck.

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- 2.2.3(b.2) Embroidered Police Chaplain breast badge centered over left pocket.
- 2.2.3(b.3) Brass Name Tag - Worn with the bottom edge even with the top edge of the right breast pocket and centered.
- 2.2.3(b.4) Shoulder Insignias - A Chaplain shoulder insignia shall be worn on both sleeves. Each insignia shall be embroidered on 3-1/2" below the shoulder seam. If a shoulder patch is used, it shall be sewn on 1/2" below the shoulder seam.
- 2.2.3(b.5) A Mourning Band may be worn on the upper left arm, midway between shoulder and elbow on the date of September 11<sup>th</sup> or when Police personnel have died in the line of duty.
- 2.2.3(b.6) SPD collar brass pins shall be worn 1/4" from the point of the collar with the bottom edge of the brass aligned with the horizontal stitching of the collar. If a black tie is worn, the leading edge of the pin will start 1/4" from the tip of the collar with the bottom of the pin even with the vertical stitching of the collar.
- 2.2.3(b.7) Service Stars - (Optional) Worn on the lower left sleeve with one gold thread star for each five years of service.
- 2.2.3(b.8) Department award badges and medals or pins may be worn centered on the right breast pocket flap as per SOG 103.6 – Department Awards Program.
- 2.2.3(c) Trousers - Black slacks or black Dockers-style trousers.
  - 2.2.3(c.1) Length shall allow the front of the trousers to touch the top front of the shoe and allow a slight break in the front crease.
- 2.2.3(d) Footwear
  - 2.2.3(d.1) All leather, lace-up, black shoe with a rounded plain toe (similar to the Rocky, Model #2025).
    - 2.2.3(d.1.1) Plain black socks shall be worn.
  - 2.2.3(d.2) Lace-up, black boot having a plain round toe and leather lower portion (similar to Rocky model #2049 or 5.11 model #12004).
    - 2.2.3(d.2.1) Socks will be solid black, and such that any white areas, as well as the Chaplain's bare leg, are concealed.
- 2.2.3(e) Coat – All coats, jackets and windbreakers will be black and readily identifiable as part of the Chaplain uniform.
  - 2.2.3(e.1) Chaplain Badge – An embroidered breast badge will be centered over the left pocket.
  - 2.2.3(e.2) Shoulder Patches – A Chaplain Shoulder Insignia shall be worn on both sleeves. Each insignia shall be embroidered on 3-1/2"



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below the shoulder seam. If a shoulder patch is used, it shall be sewn on 1/2" below the shoulder seam.

2.2.3(e.3) Embroidered Name – (Optional) Chaplain's name may be embroidered on the right front of the uniform coat or jacket. It shall be embroidered in thread (same gold as used in the shoulder patch) approximately 3/4" tall. The name shall be centered on the right breast, at the same level as the badge and placed just above the pocket flap, if present.

2.2.3(e.3.1) On the coat with pull down reflective stripes, the name should be placed just above the seam of the lower edge of the flap, and centered to be compatible with the position of the badge.

2.2.3(e.4) "POLICE CHAPLAIN" will be silk screened on back of the coat or jacket between shoulder blades in three and one half inch letters. Jackets with pull down flaps that say "POLICE CHAPLAIN" with the same size lettering are permitted.

2.2.3(f) Utility Belt - (Optional)

2.2.3(f.1) Finish shall be plain, black leather with Velcro closures or hidden snaps and with no visible buckle or brass showing. All optional leather equipment shall match the leather belt style used by the Chaplain.

2.2.3(f.2) Belt system shall consist of under belt, top belt (with four rows of stitching), and at least one keeper holding the exposed end of the top belt in place. All accessories must match the belt worn. Chaplains may wear the duty belt with the trouser snap loops in lieu of an under belt.

2.2.3(f.3) The following optional accessories may be worn:

2.2.3(f.3.1) Portable radio holder;

2.2.3(f.3.2) Flashlight and holder;

2.2.3(f.3.3) Rubber glove pouch;

2.2.3(f.3.4) Key ring (Silent);

2.2.3(f.3.5) Cell Phone – attached directly to the belt (not to an accessory.);

2.2.3(f.3.6) Bible holster (Optional)

2.2.4 Scheduling shall be done by the Police Chaplains Unit to ensure that at least one member is always on duty.

2.2.5 An on-duty Watch Commander shall be notified if another jurisdiction requests assistance from the Police Chaplains Unit.

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- 2.2.6 Members of the Police Chaplains Unit shall obtain authorization from an on-duty Watch Commander, or their designee, before using any department-owned equipment, vehicles, etc.
- 2.2.7 Further guidelines for the day-to-day operation of the Police Chaplains Unit may be found in the Police Chaplains Unit Articles of Constitution, subject to approval by the Chief of Police.
- 2.3 Handicapped Enforcement Action Team (HEAT)
  - 2.3.1 The Handicapped Enforcement Action Team (HEAT) will be coordinated by the Volunteer Coordinator.
    - 2.3.1(a) The Volunteer Coordinator will be responsible for the recruitment, selection, training, and supervision of HEAT volunteers. (CALEA 16.4.2)
    - 2.3.1(b) The Volunteer Coordinator will maintain the HEAT vehicle schedule.
  - 2.3.2 Role
    - 2.3.2(a) Provide supplemental enforcement of handicap parking violations citywide.
  - 2.3.3 HEAT Uniforms will consist of the following articles: (CALEA 26.1.1)
    - 2.3.3(a) Navy blue polo-style shirt with the HEAT insignia embroidered on the left breast. All lettering and embroidery will be done in yellow/gold.
    - 2.3.3(b) Optional navy blue baseball-style cap with the HEAT insignia in yellow/gold thread on the front.
    - 2.3.3(c) Identification card will be displayed at all times.
- 2.4 Historian – Calaboose Police Museum
  - 2.4.1 Role
    - 2.4.1(a) The Historian Volunteer position aids the Springfield Police Department in the preservation of the department’s historical record through photographs, displays, equipment and the Calaboose Museum.
    - 2.4.1(b) This position has no arrest powers or police authority and cannot provide information, recommendation, or advice to citizens relating to Department procedure or practice outside the scope of the Museum.
  - 2.4.2 Duties
    - 2.4.2(a) Restoration and conservation of photographs, documents and equipment related to SPD history.
    - 2.4.2(b) Identification of individuals and locations depicted in photographs.
    - 2.4.2(c) Conduct research on SPD history.
    - 2.4.2(d) Assist with other functions related to preservation and display of historical items belonging to the SPD.
  - 2.4.3 The selection process consists of an individual stating an interest in working with historical articles as well as having prior knowledge in preservation.
    - 2.4.3(a) Background checks are conducted with final approval by the Chief of

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- 2.4.4 No Department training is provided to this position as the volunteer is selected based upon their knowledge base, skills, and abilities unique to this position. (CALEA 16.4.2)

#### 2.5 Interns <sup>8</sup>

- 2.5.1 Police interns are non-paid students who perform a wide variety of support-related functions within the Police Department.
- 2.5.2 Police interns will not wear a uniform and have no police authority.
- 2.5.3 The Resource Manager will be responsible for the recruitment, selection, coordination, and employment record maintenance of all interns. Intern selections shall be subject to the approval of the Training Section Commander.
  - 2.5.3(a) As provided for in the MOU between Missouri State University and the Springfield Police Department a candidate list of cybercrime interns will be reviewed and approved by the ISSB Commander.
- 2.5.4 Selection criteria and qualifications.
  - 2.5.4(a) Must be a U.S. Citizen.
  - 2.5.4(b) Have 60 semester hours from an accredited college or university OR 30 semester hours from an accredited college or university plus three years of experience as a Springfield Police Cadet.
  - 2.5.4(c) Must commit to providing at least 150 working hours to the Police Department throughout the duration of their internship.
  - 2.5.4(d) An applicant shall be automatically disqualified and ineligible for the position of Intern if they:
    - 2.5.4(d.1) Have been found guilty of, pled guilty or nolo contendere to, any felony, serious misdemeanor, or driving while intoxicated within the last three years;
    - 2.5.4(d.2) Have a pending indictment of any felony, serious misdemeanor, or driving while intoxicated within the last three years;
    - 2.5.4(d.3) Have used any type of controlled substance illegally within the last three years.
- 2.5.5 Intern applicants must complete the City of Springfield application and the Springfield Police Department Non-Sworn Background Investigation Questionnaire (SPD Form # 08-SP-0576) with applicable supporting documentation.
  - 2.5.5(a) All application materials shall be submitted directly to the Resource Manager.
  - 2.5.5(b) The Resource Manager will be responsible for scheduling the selection process and coordinating completion of the applicant background

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<sup>8</sup> Section 2.5 revised; capitalization corrections, terminology updates, and minor reorganization; per PCO 18-008.

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investigation.

2.5.6 Once the applicant is approved, the intern will be assigned to an appropriate department supervisor.

2.5.6(a) The assigned supervisor will be responsible for the following:

2.5.6(a.1) Orientation related to the assignment;

2.5.6(a.2) Any job-specific training;

2.5.6(a.3) Scheduling;

2.5.6(a.4) Any required evaluation from the intern's college or university.  
(CALEA 16.4.2)

2.5.7 Interns shall comply with all Standard Operating Guidelines, Special Orders, and Directives.

2.5.7(a) Interns may not appeal a disciplinary decision made by the Chief of Police.

## **IV Attachments**