



ATHENS-CLARKE COUNTY POLICE DEPARTMENT

3035 Lexington Road, Athens, GA 30605
706-613-3330 • 706-613-3860 (FAX)



INTERN AGREEMENT GUIDELINES

While an intern at the Athens-Clarke County Police Department (ACCPD), I, _____, a student at _____, will adhere to the following guidelines:

1. I will not divulge or discuss with anyone other than appropriate ACCPD personnel any information to which I might be exposed to through my internship with the ACCPD. This includes any intelligence information, arrest or criminal history information, forensic laboratory results, operational information of the work unit to which I am assigned, or information concerning other ACCPD operations. I understand that failure to follow the guidelines can lead to dismissal from the ACCPD internship program and criminal prosecution.
2. I will follow the ACCPD policies and procedures related to the work unit to which I am assigned.
3. I will always keep myself in a non-participant role when working with sworn personnel.
4. While performing an internship, I promise not to do anything in my personal life which would embarrass the ACCPD or cause a negative public perception of myself or the ACCPD.
5. I understand that during my internship I will be required to assist in administrative duties. I will insure that all administrative work I undertake will be completed in a proper and timely manner.
6. I understand that during my internship I am responsible to the ACCPD supervisor or his/her designee of the work unit to which I am assigned.
7. I understand that my internship can be terminated at any time without cause by an ACCPD supervisor.

Signed: _____ Date: _____