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Guiding the guide - an European approach of police internship
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TRIDENT
Guiding the guide

STUDENTS' INTERNSHIP GUIDE



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!!!! CLARIFICATION: The provisions of this Guide are based on the legislation in force at the time of its elaboration, i.e. February 2023.

CUPRINS

STUDENTS' INTERNSHIP GUIDE

Introduction.....	7
CREATIVE/EDITORIAL TEAM OF THE OUTPUT	9

SAPSM STUDENT'S INTERNSHIP GUIDE

Introduction.....	10
Internship organisation	13
The units where the internship takes place and assignment criteria	16
Forerunner activities before starting the internship	17
Arrival at the police station/internship location	18
Persons involved in the internship	19
Student activities during the internship	21
Students' rights during the internship.....	23
Students' obligations during the internship	24
Student conduct/rules of conduct during the internship.....	25
Evaluations and monitoring	28
during the internship.....	28
Documents related	29
to the internship.....	29
Online educational tools	32
The student's uniform and equipment during the internship. Applicable rules.....	33
Financial rights and other benefits related to the internship.....	36
Contact and Feedback	38
bibliographical references	39
List of documents and materials posted on the TRIDENT educational platform (www.tridentproject.eu):	40
LIST OF ABBREVIATIONS	42

***HdP STUDENT'S
INTERNSHIP GUIDE***

Introduction.....	47
Legislation and regulation	48
Internship modules and their general framework.....	48
Persons involved in the internships.....	53
Count and distribution of available internship positions	55
The internship notebook	55
Practical exam (real-life police check during the internship)	56
Internship documents.....	57
How to contact the job-specific practical studies unit	57

**MRVT STUDENT'S
INTERNSHIP GUIDE**

CREATIVE/EDITORIAL TEAM OF THE OUTPUT	61
Introduction	62
I. Regulation concerning the internship training (practice service).....	62
II. Overview of the fields of the internship training during the two academic years.....	64
The schedules of the internship training for school-system, full-time police training.....	64
III. The condition for starting the continuous internship.....	65
IV. Responsibilities of the persons involved in the internship	67
V. Based on the subject requirements displayed in the school's Professional Program, during the internship students are expected to:	71
VI. Student's characterization written by the form teacher.....	75
VII. Evaluation of the internship practice, and the development of public service competences.....	76
VIII. School allowances, benefits, discounts granted during the internship	80
IX. Deadlines, amount of absence, presentation of proof of absence, reporting obligations during internship practice	86
X. Keeping contact with the Technical School.....	86
XI. What to do after completing the internship training.....	86

***SAPSM STUDENT'S
INTERNSHIP GUIDE***

INTRODUCTION

The realization of this intellectual product, the sixth of the seven and the last of the three TRIDENT Project Guides, intended for students of the three partner educational institutions - SAPSM (RO), HdP (GE) and MRVT (HU) - was a challenge especially from the point of view of the decision regarding the style of the product language (how to address the student). If the content was agreed relatively quickly and without much change, the same cannot be said of how the information should be approached and presented.

The coordinating institution of the project and product leader, SAPSM, initially proposed a more informal structure and approach to the Guide, since young people (who represent the majority age group among the students of this institution) are used to being more informal than adults. It was thus used as a way of expressing the first person (for example, „Who do I ask if necessary?” not „Who will the student ask if needed?”).

Two of the Hungarian partner's experts, MRVT, who worked on this Guide, had different opinions on how to address the tutored student. One of them preferred a more direct, instructional-style mode, for example „Present yourself at the location of the internship half an hour before the shift begins”. The other expert preferred a more explanatory-style mode, for example „You will need half an hour to prepare before the shift begins.”

The experts of the German partner, HdP, were of the opinion that they would not „dictate” to tutors how to talk to students. A leader must be authentic. If the tutor claims and uses a predetermined style of speech, he/she will not be able to do it for long and the student will notice. Therefore, the student will see that the tutor is pretending and will wonder if he/she does not pretend in other respects. This will negatively influence the relationship of trust. During internship, tutors address students 100% with „YOU” / „DU” (singular). The coordinator of the practice is 100% addressed to students with „You” / „Sie” (plural). This distinction does not exist in English. Through „Du” you address informally (you use the last name) and through „Sie” you address formally (Mr. ...). However, it all depends on the personality of the tutor.

The decision was taken in September 2022, during the third transnational project meeting, organized in Hahn, Germany. The Guide will not use the first person, it will have a formal approach, similar to the first two Guides of the project (Internship Guide and Tutors' internship Guide).

As a result, the outcome of the joint and inter-institutional effort resulted in the following paper which, in fact, is a collection of three Guides, elaborated in

the „image and likeness” of the creative institutions, being designed in accordance with the organizational values and culture, based on the applicable legislation and transnational collaboration, with emphasis on the information considered important to be transmitted to the students specific to each partner.

In the end, what resulted differently, was not the style of communication, but the content / aspects that each partner considered to have to include in this material at the level of each institution that elaborated it. This is actually a mirror, a reflection or, more formally, a list of the priorities and importance aspects related to the internship, at the level of each partner, which its students need to know.

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INTRODUCTION

The present *Guide* is part of the sixth intellectual product of the TRIDENT Project - *the Internship Guide for Students*, developed in collaboration with the Police University in Hahn, Germany and the Technical Police School in Miskolc, Hungary, and represents the contribution of a group of specialists from SAPSM, who pooled their professional knowledge and personal skills, carried out data collection and interpretation activities and capitalized on the good practices and experience gained in collaboration with German and Hungarian partners

The result of this effort is the present Guide, a practical tool through which the basic notions and aspects of the activity carried out by students during the internship are explained, delimited and clarified, intended mainly for SAPSM students, but also applicable to SAPVL and TSP utility students and the other specialists from the Romanian Police involved in this activity.

The starting point of its conception were the results of some questionnaires applied to the students of the May 2021 - March 2022 series, after completing the second internship of the series they were part of (in January 2022), who were asked to evaluate, under the aspect of the need they have, a number of 24 informational items (proposed to be included in this Guide).

In descending order of the points obtained, the students considered that they needed, in reference to the internship, data and information regarding:

- *The type and nature of the documents that the students must draw up during the practice period,*
- *The content of legislation/normative acts incident to the field;*
- *identifying and knowing the rights and obligations of the students in the guardianship internship,*
- *explaining how to evaluate the student during the internship,*
- *establishing and communicating the rules of behavior during the internship period, the work schedule, which may be the lines of work/fields in which the internship can be carried out, etc.*
- *the need to nominate and identify the contact person from the school who can provide information regarding the internship,*
- *establishing and communicating the duration and main stages of the internship,*
- *the manner and way of reporting acts of corruption,*
- *the method and way of reporting to the school some problems/difficulties that the students face during the internship,*
- *how to recover absences,*
- *information regarding the particularities of the internship,*
- *data regarding the rights and obligations of the guardian;*
- *elements related to the way students are assigned to practice units,*

- *details regarding the selection criteria of tutors*
- *aspects regarding how to use the online educational platform,*
- *notions related to practice units,*
- *recommendations on how to organize your own activity,*
- *recommendations and good practices regarding how to communicate with the tutor,*
- *the existence and method of access to the bibliography of the taught subject and of the subject to be assimilated;*
- *logistical and administrative aspects.*

In addition to the above aspects, the students appreciated that they would also need information/explanations regarding:

- the tasks and how to solve them,
- the tasks - what activities the student has the right to carry out (to stop cars, to intercept and identify people, to promote admission to police schools),
- there should be a „red button” where students can ask questions directly to the teacher in charge of the internship,
- how to interact with the citizen, how to behave in difficult/critical situations,
- a space where students can express their impressions, suggestions, encountered problems,
- information regarding student bans during the internship period,
- the expectations that are towards the student during the internship period,
- recommendations from past series of students,
- elements of physical education / tactical training, psychological counseling,
- bibliography for graduation exams,
- a virtual library, movies and scenarios for the specific activities carried out by the police, carrying out assessments, managing online catalogs, displaying the ranking according to the average in real-time (n.a. is a suggestion for the online platform rather than the Guide).

The information was supplemented with data collected by SAPSM experts and specialists on the occasion of the round tables/working sessions on the topic „Trained MAI tutors, trained MAI students” carried out between February and March 2022 within the framework of 22 Police Counties and six institutions of initial training in the system of public order and safety as well as in interviews with tutors and students of SAPSM and HdP.

The SAPSM experts’ proposals regarding the contents of the Student Guide formulated following these activities were mainly the following:

- a Guide intended for them should help them to get involved, to think not just to take the information, to ask where they went wrong;
- For the range of events that are not covered by daily activities, the student must

go through hypothetical cases with his tutor according to the documents uploaded on the platform (at least at the level of listing in chronological order the activities that should have been carried out in a real situation and the preparation with fictitious data of typed documents uploaded on the Trident educational platform).

- Rewarding self-taught and involved students, with outstanding results during the internship period, would represent a factor in increasing the student's performance.
- During the internship, the student should be equipped, in addition to the standard equipment (handcuffs, handcuffs), with transmission-reception stations as well as body cams (the need to use them was emphasized and for the students to familiarize themselves with all facilities).
- Considering the extent of cyber crimes, it is considered necessary to study this field on the school benches, to intensify training by studying and analyzing some cases in this field.
- Useful information regarding the use of the equipment provided, and model documents in order to resolve cases.

Based on the national legislation and internal procedures applicable to SAPSM students and the conclusions/results of the above activities and transnational working meetings with foreign partners, this Guide was developed for the student to find information regarding:

- The purpose and schedule of the internship
- The mode of distribution to the internship units
- Who does the student meet/who greets him at the place of the internship?
- Practical details regarding the organization of the internship
- Where to get information and to whom to ask questions about the internship?
- What rights and obligations do he have during the internship?
- What is the conduct they must have?
- Who are the other participants in the internship and what is their role?
- What documents do they have to prepare?
- Whom do they ask when they need information and guidance?
- Applicable legislation

INTERNSHIP ORGANISATION

The internship is a component of the *Training Program* for post-secondary school students for the training of police officers in Romania, which consists of running a coherent and planned didactic program, organized and carried out within an operational police unit, over a period of time determined, intended to ensure a link between the theoretical knowledge acquired in school and the practical skills needed to capitalize on them.

The initial training of police officers within the SAPSM lasts approximately 11 calendar months, respectively **1300** hours of which approximately 3.7 months, respectively **650** hours represent the internship organized and carried out at the level of operative police units.

Out of the total of 650 hours allocated to training in the internship, *210 hours* represent hours transferred for *theoretical training at the practice unit, under the coordination and direct responsibility of the educational unit (police school), according to the thematic schedule developed by the Curriculum Commission.*

The **General objectives** of the internship aim for the student to:

1. *Know the legislation applicable in the field of activity and the usual work procedures;*
2. *Effectively apply theoretical knowledge and use the acquired practical skills;*
3. *Demonstrate personal and professional values appropriate to the field in which they operate.*

During the internship, it is mainly aimed at:

- manifestarea unei conduite morale și profesionale adecvate;
- familiarizing the student with the organization and functioning of the Romanian Police and with the activities currently carried out by police agents;
- completing and deepening the theoretical and practical knowledge assimilated in school;
- development and improvement of professional skills and abilities;
- exercise of appropriate moral and professional conduct.

The internship period is structured, as a rule, on *two modules*, the duration of which is determined by the *Education Plan* and by the *Structure of the schooling periods* of the series of students of which the learner is a part, being different from one series of students to another:

- **the first module** of the internship is carried out within the D.G.P.M.B and the county police inspectorates at the *Public Order* structures, only for the *Public Safety and Patrol* police structures. During it, the students will familiarize themselves with the institutional culture of the police units and the functional links between them to know the specifics of current activities. This module will take place within the structures of *Order and public safety in the urban environment.*

- **the second module** is carried out at the Police Stations within the *Rural Police Sections*. The complexity of the concepts acquired is greater, and the students will practice a wider range of police activities at the *Rural Police Stations*. In the last 4 (four), weeks of the time allocated to the practice, the students selected to additionally complete the **differentiated module** during the initial training, will be planned to carry out the practical activities at the specialized structures for which the educational institution trains them, other than those of public order.

The training of students in the practical application of knowledge, during the internship, takes into account all seven units of learning results:

URI 1 – Professional communication and cooperation

URI 2 - Military training

URI 3 - The basics of tactics and operative technique

URI 4 - Preventing and combating anti-social acts

URI 5 - Finding and sanctioning contraventions

URI 6 - Detection and investigation of crimes

URI 7 - Carrying out police intervention

The internship periods for each series and the List of specialized learning outcome units and proposed skills for consolidation/practice for each internship module can be published for the knowledge of those interested, on the educational platform (activity that requires authentication with the user account received from the school to which the student belongs).

Rules regarding attendance at the daily schedule and activity planning:

These rules cover, but are not limited to, the following principles:

- **Attendance at the internship is mandatory.**

- The practical activity of the students is carried out at any time during 24 hours, without exceeding the total number of hours allocated to the practical internship.

The students' work schedule will, as a rule, be that of the assigned TSP, without exceeding the total time of the practice.

- The student's schedule during the internship is 8 hours/day, 5 days/week.

- Students are obliged to make up the missed practice time, regardless of the reason for the absence, in the period provided for in the education plan (*respectively during the practice period or during the time set for vacations*), otherwise they will not take the graduation exam.

- Depending on the number of internship hours not completed, the position of the internship and vacations in the structure of the schooling period, and the possibilities of recovery, by common agreement between the organizing unit of the internship

(educational institution) and the internship partner, will establish the subunit of practice and the student's schedule, without disrupting the theoretical training process (*vacations and/or the student's free time being taken into account alternatively*).

- Monthly, TSP will record the student's attendance status (days completed, unexcused absences on the day/interval, excused absences on the day/interval) attaching supporting documents.

- Students will participate in the practice activity under the guidance of the designated TSP.

- In the case of the absence of the TSP, the organization of the student's activity is carried out differently depending on the situation:

- in the event of a reasoned absence known in advance, for the organization of the trainee's activity, TSP will establish, in advance, a study calendar, in direct correlation with the objectives and the theme of the respective internship.

- in the event of an unforeseen reasoned absence, for a relevant period of time, and a study calendar for the trainee student could not be established in advance, **another TSP** is designated, under the conditions imposed by the incident legislation in force.

- if it is not possible to appoint another TSP who meets the conditions imposed by the line legislation in force, the activity of the trainee student is organized by the head of the structure where the student is assigned to carry out the internship.

- Students who do not obtain at least a grade of 5.00 in the internship and those who, for objective/well-justified reasons, do not complete the internship in the period provided for in the curriculum, will repeat it, being planned to perform this activity in the established time for vacations until the start of the new academic year, and those in the last year of study, after the end of the courses, provided that the license or graduation exam is held in accordance with the regulations in force

- If the students, for any reason, cannot complete (including through recovery/repetition) the internship during the time set for vacations or during free time, they will not be able to take the graduation exam.

- Students who cannot recover, for justifiable reasons, the internship until the date of the graduation exam are declared postponed.

- Students who repeated the internship and did not obtain a passing grade, are declared repeaters and expelled.

How to access information and bibliography

Students have access to all the necessary information and bibliography in real-time by accessing the TRIDENT Educational Platform from the user account created at the beginning of the school year.

In this way, they will be able to access the information necessary to organize and carry out the internship regarding:

- Applicable legislation;
- Projective, organizational, and planning documents;
- The virtual library (curriculum information, course materials, the skills acquired by the students and those in training, the topics covered by the students before the internship and the ones that will be covered afterward, collection of cases, tutorials, didactic and psycho-pedagogical methods, etc.);
- Other information of interest.

THE UNITS WHERE THE INTERNSHIP TAKES PLACE AND ASSIGNMENT CRITERIA

The student's internship is organized and carried out in the operational units of the Romanian Police from:

- General Police Directorate of the Municipality of Bucharest
- County police inspectorates,

Within the institutions (practice partners), students usually carry out their internship in the structures of:

- Public order,
- Traffic police
- Transport police

In the case of students selected to additionally complete the **differentiated module** during the initial training, they will complete the internship, depending on the specialization, at the structures: forensics, criminal investigations, economic crime investigation, criminal record, statistics, and operational records, detention and preventive detention, information analysis, human resources, Security or other structures, designated at the territorial level.

Distribution of pupils/students to internship units

The assignment of students to practice units is usually done based on the following criteria:

- the option expressed by the student;
- the residence of the student;
- the availability of tutors who correspond to the professional profile;
- the complexity of the operational situation of the internship unit;

- the shortage of personnel at the level of police subunits,
- the student's option for a certain specialization (differentiated module).

Stages of assigning students to the internship:

1. SAPSM draws up the nominal (centralizing) table with the students who will do the internship distributed according to the above criteria. In order to draw up the centralized table regarding the nominal distribution of students in the internship by the educational unit, the students receive by class, through the care of the director, tables in which they will record the locality where they want to do the internship, the domicile/residence where they will live on the period of the internship (data that they will certify by signature of acknowledgment);

2. At the IGPR-DPP level, the centralizing document is verified, approved and communicated to the practice partners (DGPMB and IPJ) before the start of the internship;

3. Internship partners assign students to police sub-units.

FORERUNNER ACTIVITIES BEFORE STARTING THE INTERNSHIP

Before leaving school to start the internship, students:

- participate in the specific training prior to the internship and acquire the information provided on this occasion;
- ensure that they have and, as the case may be, that they have completed/are duly completed the necessary documents for the internship (service order, student card, etc.);
- it is ensured that they have the specific equipment and facilities (student uniform, tonfa, handcuffs, etc.).

The former teachers will instruct the students regarding the organizational aspects (the period of the internship, the date on which they must appear at the I.P.J.s, etc.), the objectives of the internship, the work tasks to be carried out under the guidance of the internship leaders (preparation of a report, portfolio, case study, etc.), the practice notebook (in which the student makes notes in part III), the obligations and rights of the students during the internship, as well as the activities they must/can to carry out or the activities that are prohibited to them during this period, the rules of SSM and those regarding access to classified information/documents.

Students will prepare all the materials they will have to study according to the appendix to the internship program and any auxiliary materials that they can use and discuss/debate with the internship tutor (models of minutes, reports, worksheets intervention at the event, dactyloscopy record, Image track record, etc.).

The provision of students with uniform and specific equipment is organized by

the Study Training department

On the last day of school, through the care of the Secretariat Department, the students get a service order, with which they will present themselves at the I.P.J.s and at the end of the internship they will hand it over to the educational unit, for the settlement of transport expenses.

ARRIVAL AT THE POLICE STATION/ INTERNSHIP LOCATION

The student presents himself at the headquarters of the County Police Inspectorate (I.P.J.) where he was assigned to carry out the internship, on the day and at the time communicated by the educational institution.

On this day, a first meeting takes place, which is a common one, with all the students of the police schools/police academy who carry out the practice within the respective IPJ.

Usually, the first meeting with the students is attended by:

- **The internship coordinator** (from DGPMB/IPJ-uri)
- **Internship tutors (TSP);**
- Representatives of the specialized **Human Resources/Professional Training** structures within the D.G.P.M.B. or I.P.J. (internship partner);
- Representatives of SSM and Security structures, personal data protection, etc.;

During this meeting the students:

- are trained on:
 - the rules that must be followed during the internship,
 - the rules and measures of security and labor protection,
 - the rules regarding protection of classified information.
- are presented with the work schedule (which overlaps with that of the tutors), as well as the area of responsibility/competence of the unit, with references to local/regional specifics;
- find out which is the police subunit where he will carry out his internship;
- they know their guardian if he is present at the meeting at the I.P.J. headquarters. Otherwise, they will meet him at the headquarters of the unit where they will carry out their internship.

After the briefing at the I.P.J. headquarters, the students are picked up by their tutors and taken to the headquarters of the police subunit where they will do their practical training.

If not all the tutors are present (they are on assignment, off duty or on leave), all the students doing their practice at a specific subunit are taken over by the tutors present where a meeting takes place with the head of the subunit, who presents the area of competence, the program work, safety rules, etc. There is an exchange of contact data, after which the students are taken over by the tutors, who ensure the integration of the student within the practice subunit.

The tutor introduces the student to the police subunit, its staff and the specifics of the workers' work, shows him the location where he will carry out his activity (the office) as well as other locations where he has access with or without an escort.

When presenting at the IPJ headquarters, all students must be in full uniform specific to the season in which they will perform the internship. Also, the students will have on them the specific equipment (handcuffs, tonfa, etc.) received from the educational unit.

The student will have on him a valid **identity document** and the **service order** received from the educational unit. Beforehand, the Methodical structure of the educational institution transmits centrally to each practice partner (D.G.P.M.B. or I.P.J.), to the Professional Training structures, the *Internship Notebooks* of all the students who do the practical internship in the respective location. Students have access to the Internship Notebooks only in the organizing location of the internship, those being returned at the end of the internship to the educational unit, by the care of the same Professional Training structures.

A recommendation for the students who have already completed the internship, for the future students, is that they always have an **agenda** with them, in which they write everything they think is important - the cases in which they participate in solving, the 112 calls to who respond, suggestions for communication/relationship with witnesses, victims, offenders - because it is important for each student to keep a record of their practice hours and the tasks performed, in order to be able to self-evaluate their progress.

PERSONS INVOLVED IN THE INTERNSHIP

Several categories of people are involved in the activity of planning, organizing, and carrying out the students' internship, both within SAPSM and within the practice unit (DGPMB/IPJ).

1. The internship Tutor (TSP);
2. The internship coordinator;
3. Responsible officers within the Professional Training (PP) structures of IPJ/DGPMB;
4. The didactic coordinator of the internship;
5. The internship Monitor/Leader;
6. The form teacher of the student/trainee.

Persons within the practice unit:

1. *The internship Tutor (TSP).*

- plan and organize the practical learning method;
- manages the student's activity at the place of the internship;
- monitor and evaluate the student;
- communicate with the educational institution.

Practicing students participate in internship only under the guidance of the TSP.

Ways of contact: they are mutually agreed upon at the first meeting

2. *The internship coordinator*

- selects / appoints tutors for the internship and establishes the police units in which the students will carry out the internship;
- organizes and monitors the practice activity at the level of the unit he/she leads
- ensures the connection between tutors, students, and the educational unit of which the student is a part;
- communicates to the educational institution the situations in which it was not possible to recover the compulsory practice time for each student, according to the curriculum.

3. *The responsible officers within the professional training structures* of the IPJ/DGPMB constantly check the status of the achievement of the objectives set for the internship period.

Persons from SAPSM

1. *The didactic coordinator of the internship*

- coordinates the organization of the student's internship with regard to the activities under the responsibility of SAPSM;
- ensures the control and guidance of the practice activity and the internship monitors within the SAPSM.
- provides contact with the internship coordinator within the internship unit.

2. *The internship Monitor/Leader*

- monitors the work tasks indicated to the students during the internship, following: the study of the indicated minimum bibliography; deepening the topic covered in school; the correlation of theory elements with those of practice; documentation activities and analysis of some professional aspects; identifying the type of professional activity, the way of organizing, planning and evaluating the activity and drawing up the personalized progress portfolio;
- controls the way the practice activity is carried out;
- keep in touch with TSP and students.

Contact methods: they are established by mutual agreement at the beginning of the internship

3. The form teacher

- monitors the fulfillment of the tasks indicated to the students during the internship;
- sets the marks for the practical skills, based on the points awarded by the tutor;
- calculates the final grade of the internship/average of the internship.

Contact methods: those established at the beginning of the schooling period and currently used.

STUDENT ACTIVITIES DURING THE INTERNSHIP

During the internship, the student's activity schedule will be as follows:

- a. 2 hours/day theoretical training
- b. 6 hours/day internship

The student's working hours are set by the head of the unit/subunit and will usually be/similar to that of the designated tutor, he may be in shifts/shifts, including night shifts, with the granting of free time related to restoring work capacity, according to legislation.

The practical activity of the students is carried out at any time during 24 hours, without exceeding the total number of hours allocated to the practical internship and is, as a rule, the one that the designated professional tutor has.

Theoretical training at the practical unit is carried out under the coordination and direct responsibility of the SAPSM, according to the thematic schedule developed by the Curriculum Commission.

The training activity is conducted only under the guidance of designated TSPs.

During the internship, the student performs the following **activities**:

- *At the beginning of the internship:*
 - take note of the rules (OSH, access to classified information, internal order) that must be followed, the work schedule, as well as the area of responsibility/competence of the subunit;
 - participates in the initial assessment;

- *During the internship:*
 - participates daily, together with the TSP, in the activities of the unit where the internship is carried out;
 - carry out activities according to the internship program, respecting the duration and period imposed by the educational institution;
 - performs the tasks in the student's internship notebook/guide and prepares the personalized progress portfolio;
 - recovers missed hours (absences);
 - carries out the practice activity in a student uniform.
- *At the end of the internship*
 - participates in the final evaluation;
 - takes note of the descriptive results of the evaluation from the assessment file based on the signature;
 - participates in the evaluation meeting organized at the level of the partner unit.

TSP recommendations:

- The student must show interest and involvement, professional insight and curiosity, always asking the question WHY? on the lips;
- Students must get involved, and think, to show critical and analytical spirit not just take in the information, ask where they went wrong;
- To practice permanently/ as often as possible drawing up documents, minutes, reports, etc. - for the theoretical part, and for the practical part, immobilization techniques, tactical services, physical training, and weapon handling are very important;
- Students are to be engaged in all activities, and not to be restricted in any way.

The activities that the student carries out/can carry out during the internship consist of (but are not limited to) the following:

- assisting/participating with the tutor in police activities;
- drawing up/completion of acts/documents specific to police work, which can be drawn up by someone other than the TSP, under the guidance and supervision of the designated guardian;
- knowledge of the competence area;
- the application of certain police measures (handcuffing and/or the use of stun guns), exclusively for self-defense or supporting the guardian or other policemen in the specific police intervention, carried out during the service, for the realization/defense of a legitimate right;

- use of the specific equipment provided (handcuffs, tonfa, body-cam, etc.) according to TSP indications;
- identification, handcuffing, physical control of the person with identification and luggage, driving to the police headquarters, fingerprinting of people, together with (and under the supervision of) the TSP, except for situations given in the exclusive competence of certain categories of policemen;
- participation in the search, pursuit and capture of suspicious persons within the actions ordered at the level of the structure of which he is a part, according to the mission report;
- participation in the execution of the measures established in emergency situations, in compliance with the Mission Plan;
- the execution of the first measures provided for in the legal framework regarding conducting investigation/research, prior to the arrival of the investigation team, according to the applicable procedures and with the supervision of the TSP;
- participation in raids, controls and filters organized at the unit/subunit level, according to the plans drawn up in this regard;
- getting information from occasional sources and capitalizing on it through TSP.

In the framework of guardianship activities, students do NOT have the right to:

- to carry and use weapons and ammunition in an unauthorized manner;
- to drive the vehicles of the practice unit or the educational institution.

STUDENTS' RIGHTS DURING THE INTERNSHIP

During the internship, SAPSM students enjoy all the rights provided by law.

1. The internship is free.
2. Students can use, free of charge, under the guidance/consent of the TSP, the materials available at the internship unit.
3. Students benefit, free of charge, from psychological and medical assistance, uniform and specific equipment/equipment, accommodation and feeding, according to the legal norms in force;
4. Students have the right to pay and other financial rights provided by the legislation in force;
5. Students can be singled out and can also receive rewards for activities or special results obtained during the internship
6. Students have the right to be an active part in improving the educational process during the internship, and improving the activity, through proposals, requests

and notifications addressed to the school management or the management of the practice unit.

7. Students have the right to receive access to bibliographic material (manuals, courses, treaties, regulations, instructions, collections of normative acts, etc. necessary for the internship).

8. To solve personal or school problems, students have the right to address themselves verbally or in writing, hierarchically.

9. During the internship, students have the right to: appropriate rest time for the time worked (days off, holidays, national holidays, weekly rest days), medical leaves and leave, permits, vacations, according to the legislation in force.

STUDENTS' OBLIGATIONS DURING THE INTERNSHIP

During the internship, students must comply with the internal regulations of both the internship unit and the School.

The main obligation are:

1. to report to the internship partner/unit to which he was assigned, during the entire period of the internship;

2. to complete and comply with the internship program;

3. to know and respect the national legislation in the field of specific training, the internal order regulations, the specific norms of health and safety at work and the rules regarding the access, possession, handling and transmission of classified information;

4. to keep records and complete, according to the instructions received, the Practice Book or other specific documents;

5. to fulfill all the missions and tasks received from the TSP, except for those that violate the laws and legal provisions in force, in which case he is obliged to inform the hierarchical head of the TSP as well as the practice guide;

6. to comply with the instructions of the TSP and provide direct support to him in carrying out his professional activities;

7. to report to the tutor, his hierarchical head and/or the practice supervisor, any special situations or problems that occurred during the internship, likely to negatively affect its purpose;

8. to officially inform the tutor, his superiors and other competent bodies regarding the cases of corruption or other violations of the law of which he became aware;

9. to be loyal to the institution and to represent it with dignity in all circumstances;

10. to preserve professional secrecy, as well as the confidentiality of all data and information obtained/managed during the internship;

11. to inform himself and, if necessary, to present himself at the headquarters of the practice unit, without delay and on his own initiative, in the event of an alarm, the establishment of a state of emergency, a state of siege, the declaration of mobilization or in case of war, as well as the occurrence of civil emergency situations (earthquake, flood, catastrophe, etc.);

12. not to provide public information to the media or citizens outside the legal framework or without the consent or supervision/guidance of the designated guardian;

At the end of the internship, the student will present himself at the educational unit, on which occasion he will hand over to his former teacher the *Service Order* approved by the Police County (I.P.J.) where he carried out the internship. *The internship notebook*, completed with the activities carried out with the TSP together with all the work tasks carried out under the guidance of the practice leaders (report, portfolio, case study, etc.), will be sent by SAPSM to the partner/practice unit by post.

Students are prohibited:

- a. to organize, carry out or participate in activities in which political, anti-Semitic, racial or xenophobic propaganda is carried out;
- b. to be part of deviant, antisocial, violent groups, etc.;
- c. to have immoral behavior or attitudes;
- d. to bring and disseminate in the practice unit materials that, through their content, cultivate violence and intolerance;
- e. to organize and participate in protest actions during the internship program;
- f. to insult and show aggression in language and behavior toward the citizens, TSP and towards the staff of the practice unit;
- g. to leave the place of the internship without approval;
- h. to appear under the influence of alcoholic beverages and/or under the influence of substances prohibited by law at the practice unit.
- i. to solve/give the impression that they can solve requests that are not within their competence, as well as intervene/give the impression that they can solve/intervene in the solution of such requests, for the purposes of obtaining advantages for themselves or others.

STUDENT CONDUCT/RULES OF CONDUCT DURING THE INTERNSHIP

During the entire period of schooling (including the internship), the student must be active, involved and interested in all aspects of police work, show seriousness and interest in individual training, be disciplined and adopt a civilized behavior both in the unit of practice, as well as outside it.

The phrase „civilized behavior” means:

- the constant respect shown towards colleagues, the TSP and his superiors, the staff of the practice unit and the citizens with whom they come into contact;
- avoiding any form of violence and aggression;
- respecting the rules of politeness and giving external signs of respect applicable to the Romanian Police;
- resolving conflicts or problematic situations through dialogue and in accordance with legal provisions;
- avoiding the destruction of the property of the practice unit or personal property and of the TSP/employees of the practice unit;
- to manifest responsibility and involvement in fulfilling the assumed tasks;
- adopting a sincere and honest attitude in any situation;
- showing respect and understanding for the values promoted by the practice unit and the Romanian Police.
- not to harm the honor, dignity and image of the Romanian Police through the behavior shown in the collective or towards the citizens or through inappropriate clothing;
- to respect human rights, both those provided at the national and international level;
- not to harm the honor and dignity of citizens, regardless of gender, religion, race, ethnicity, sexual orientation or other differences;
- to show empathy in relations with citizens.

Students are obliged to respect the rules of politeness generally accepted in society, both among themselves and in relations with other people.

The greeting is a sign of respect and personal dignity, politeness, and honor. During the internship, the students have the obligation to respect the same rules regarding the greeting as those in the School.

Students are obliged to give the salute in all circumstances, except for situations where, by doing so, they would endanger the smooth running of some activities or their own or other people’s safety (health).

- When they are in uniform, the greeting of the students is done by bringing the right hand to the hat/cap, simultaneously with the extension of the left hand next to the body.
- When they are in uniform, but without a headdress/hat, or in civilian clothes, the individual greeting is performed by adopting a decent position, without raising the right hand, and saying the formula „HAVE TO LIVE!”. The answer to the greeting is done by saying the formula „GOOD MORNING (MORNING/EVENING)!”.
- The individual salute is executed on one’s own initiative, in the case of the singing of the National Anthem or of other states, at the passing of the battle flag

belonging to some military units, at the hoisting of the national flag if participating in certain ceremonies or solemn manifestations, at the presentation in front of the superior, at approaching or during the passage of a superior, when a superior enters the room.

- Students will uncover themselves during religious services if they participate in certain ceremonies or solemn events.

When he/she is called in front of a chief or superior in professional rank (function), the student proceeds as follows (depending on where he is):

- outside the rooms - the student stops two-three steps in front of the boss (superior), takes a decent position, greets and introduces himself with the formula: *“Mr. (ma’am) ... (professional degree) I am the student ..., I introduced/present myself at your disposal/(order) (or the reason for which he was called)”*;
- in the rooms - the student uncovers himself, puts the hat in his left hand, with the emblem facing forward, checks his outfit, knocks on the door, waits for an answer, enters the room, takes a decent position, greets and addresses himself using the above formula up.

When he/she wants to communicate a problem on his own initiative, the student will proceed (depending on where he is), as follows:

- outside the rooms - the student stops two or three steps in front of the boss (superior), takes a decent position, greets and introduces himself with the formula: *“Mr. (madam) ... (professional degree) I am the student, please allow me to inform you that...”*;
- in the rooms - the student uncovers himself, puts the hat in his left hand, with the emblem facing forward, checks his outfit, knocks on the door, waits for an answer, enters the room, takes a decent position, greets and addresses himself using the above formula up.

The relationship between the TSP and the student must be based on mutual respect. They must not exceed the limits of common sense, falling strictly within the norms of decent behavior on both sides.

Principles that must govern the relationship between the TSP and the student in practice:

1. the principle of legality;
2. the principle of orientation towards the achievement of practice objectives;
3. the principle of mutual respect;
4. the principle of respecting the hierarchy;
5. the principle of avoiding familiarities;

6. the principle of observing the rules of politeness and giving external signs of respect;
7. the principle of active participation/involvement in current activities.

EVALUATIONS AND MONITORING DURING THE INTERNSHIP

The **TSP** monitors daily the activities carried out and the conduct of the trainee students, tracking the correlation of the objectives of the training program with the practical actions in which they are involved and proposes measures to correct the professional and personal conduct of the supervised student. At the same time, the tutor guides the individual study of the students, who will record in the practice notebook the theoretical problems studied, as well as the practical cases in which they participated in solving.

At the beginning of the internship, taking into account the skills learned in school and the objectives of the internship, the tutor performs an initial assessment of the student. Its purpose is to provide information regarding the student's training level in order to establish the learning potential and guide the act of guardianship during the internship.

Designated **internship coordinator** (teachers, supervisors) monitor the tasks assigned to students during the internship, aiming to:

- the study of the indicated bibliography;
- deepening the topic covered in school;
- the correlation of theory elements with the practical ones;
- documentation activities and analysis of some professional aspects;
- identification of the type of professional activity, the way of organizing, planning, and evaluating the activity;
- drawing up the *personalized progress portfolio* in one of the following areas: Disturbance of public order and safety; traffic on public roads; crimes committed with violence; crimes of theft (of and from cars, from homes, from pockets, bags, purses and from/of luggage, etc.); forestry crimes.

At the end of the internship, the TSP fills in *the Evaluation form of the student during the internship*, performs the objective characterization of the tutored student, formulates proposals and recommendations for his further development and/or for the organization of the internship.

The form teacher calculate the marks of the practical skills (arithmetic average of the points awarded by the TSP to the evaluation indicators within a practical skill, calculated with two decimal places, without rounding) and the final grade of the practical internship.

The grade/average of the internship is the arithmetic average, calculated with two decimal places, without rounding, of the grades obtained for each competency, included in the *internship Program*.

DOCUMENTS RELATED TO THE INTERNSHIP

Documents that the student must prepare

- *Internship Notebook*
- *Progress portfolio*

The internship notebook is the document in written and/or digital format, which contains the essential elements regarding the organization and conduct of the internship, intended to guide students and TSP in solving their tasks and is customized for each internship.

The police schools and their teaching staff design the Internship Notebook: the objectives of the internship, the topics covered, the way of working and the results to be achieved at the end of it. All of these are clearly defined in measurable terms. Based on them, TSP know how to organize their activities with the students. For each topic, I can record the attendance, the involvement of the students and the evaluation of the results.

The practice notebook is mainly structured in five sections: Part I - General data, Part II: Organization and conduct of the internship, Part III Notes, Part IV Evaluation of the internship and Part V internship guidance and monitoring activities.

How to complete it is presented in a **tutorial** posted on the TRIDENT educational platform.

The portfolio is a document or a structured collection of documents in which each student can gather and present in a systematic way the results, experiences as well as samples of personal works that he has acquired throughout a learning period.

Students in the internship must prepare a personalized progress portfolio in at least one of the following areas: *Disturbance of public order and peace; Traffic on public roads; Hitting and other violence; Forestry.*

The portfolio is made by accumulating over time those documents considered relevant for the results obtained and for the progress recorded by the student. The file presents at the beginning the description of the existing documents, organized thematically or chronologically.

The documents of the file are accumulated either at the request of the teacher or at the wish of the student (which will include those documents that he considers to be significant for his own progress) and will be chosen in such a way as to show the stages in the evolution of the student.

The personalized progress portfolio method will be used throughout the internship as a teaching/learning method. The personalized progress portfolio will not be evaluated at the end of the internship for the purpose of finalizing the final grade of the respective internship.

Upon returning to school, the Methodical Committees will determine the ways to capitalize on the content of the personalized progress portfolio in the training process.

General recommendations regarding the completion/preparation of documents with a didactic role:

1. Compliance with the rules regarding the protection of classified information as well as those related to the protection of personal data (for example, the names of the people who are the subject of some cases/events during the internship will be anonymized or abbreviated to protect the person);
2. The facts/elements that constitute essential aspects in the outline of the events will be described in a detailed way, respecting a logical thread of the events (both from a chronological point of view and from the point of view of legal procedures);
3. The context will be analyzed and described in the most objective and comprehensive way possible, avoiding elements related to personal opinions/intuitions;
4. Acts of a criminal nature will be properly classified under the Criminal Code;
5. The procedural step will be clearly mentioned;
6. Analysis of the causes and conditions that favored the antisocial act will be listed and interpreted/explained;
7. The mode of operation will be described in detail, illustrating the entire process of the act, based on clear elements/evidence;
8. The prevention activities that could lead to the reduction of the chances of the social act being committed will be analyzed through the prism of police / civic work specific to the area where it was committed.

On the TRIDENT educational platform, you can consult, in scanned format, two practice portfolios prepared by the students of the „Septimiu Mureșan” Police School. These can be considered examples of good practice in drawing up successful progress portfolios.

Documents to be prepared by the TSP

- Attendance sheet/file - student attendance status (days completed, unexcused absences on the day/interval, excused absences on the day/interval)
- Characterization of student;
- Assessment File of the results obtained;

Documents useful for police activities that students must learn to draw up during the internship::

- The intervention sheet at the event
- Minutes of report and sanctioning of contraventions
- Activity report
- Minutes of attestation of factual situations with police or legal relevance;
- Order to start the prosecution
- Report of the flagrant crime
- Reports with appropriate proposals, depending on the proposed solutions;
- Provisional protection order and minutes of immobilization and use of force
- Reports with a ranking proposal
- Report of physical control and report of driving the person at the Police headquarters
 - Proof of license retention
 - Risk assessment form
 - Identification report, baggage control and addresses report (to the Prosecutor's Office, other institutions)
 - Report of vehicle control, a record of the crime reported, report of on-site investigation, arrest/restraint report, petitions
 - Removal and insertion to custody slip/receipt, report of detection/screening, report of the closing of the prosecution, report of recording the complaint, statements (witness, injured party)
 - Report of the initiation of the prosecution, tamponing statements, summons, registers (control register, correspondence, contraventions, 112 calls, road accidents, suspensions of driving license and registration certificate)
 - Filling of the newsletter event, proof of collection of objects/goods, record sheet, road map, photographic board, minutes of delivery-acceptance of the service, report of use of equipment, report of hearing witnesses, suspects, defendants, daily summaries.

On the TRIDENT platform, a set of “model” documents that students must learn to draw up are posted, in the version provided by the legislation and in the model version for completion (valid for the date of publication on the website).

ONLINE EDUCATIONAL TOOLS

During the internship TSP and students have at their disposal two online educational platforms created to support the didactic process within projects financed by the Erasmus + Program.

THE TRIDENT EDUCATIONAL PLATFORM is an educational tool useful for the training activity, which makes available both the TSP and the students in the internship (and/or in the courses) both the topics included in the curriculum developed for the entire training period, as well as relevant and useful for their preparation.

Access to the Platform is done as follows:

- **Enrollment** is done by accessing the access [link https://www.tridentproject.eu/en](https://www.tridentproject.eu/en), where, in the Platform section, there is the option to create a new account. After completing this step, the system administrator will confirm/validate the account;
- Each new user will be assigned an access right to the tools/information useful to the group they belong to or are **enrolled** in (for example, teachers will have the option to create a feedback questionnaire for students under their supervision)
- Users will not have access to the databases managed by staff with appropriate rights, but only to the activities carried out within the platform and which concern them. The database will be managed and operated by those in law in accordance with European regulations regarding personal data.

THE FAST PLATFORM is a digital online and offline assessment tool that can be used by TSPs and students and that allows increasing the degree of efficiency of assessments made in the educational process, but also at admission and/or assessment. The evaluation platform allows generation and scanning of grid-type tests, comparing them with a standard grid and sorting the results, facial identification of the evaluated person, application of online tests (including short answers entered from the keyboard).

Access to the Platform is done as follows:

- Enrollment is done by creating an account on the platform based on credentials, the access level being granted by the system administrator. Users will have a number of digital tools at their disposal to create and manage the assessment process.

THE STUDENT'S UNIFORM AND EQUIPMENT DURING THE INTERNSHIP. APPLICABLE RULES

General aspects

The students will present themselves in practice with the student uniform and the equipment provided by the police officer schools from which they come, clean, properly maintained and specific to the season in which they carry out the practical internship.

The rules regarding the wearing of police uniforms valid for the police officers of the Romanian Police are also applicable to the students of police officer schools.

Depending on the activity in which the student participates, the uniforms are classified as follows:

- city uniform;
- training uniform.

Depending on the season, the uniforms are classified as follows:

- summer uniform - usually worn between May 1 and October 31;
- winter uniform - usually worn between November 1 and April 30.

The components of the **CITY UNIFORM** for students are:

a. For the warm season:

- Cloth cap (hat can be provided for women);
- Cloth suit (for women a skirt can be provided instead of trousers);
- Shirt;
- Tie;
- Leather belt;
- Stockings;
- Shoes;
- Waterproof for rain/Overcoat;
- Accessories: year of study badge, sleeve badge, national flag badge and name badge.

b. For the cold season, the city uniform contains, **in addition** to the elements for the warm season:

- Boots (leather boots are provided for women);
- Short for city;

- Scarf;
- Leather gloves

The city uniform is worn on the following occasions:

- at the disposal of the director of the educational institution, on the occasion of various festivities or in certain missions;
- during vacations, vacations or, by order, during the internship.

The components of **THE TRAINING UNIFORM** for students are:

a. For the warm season:

- Cap/Beret;
- Basque;
- Jacket;
- Intervention/tactical pants;
- Training suit/overall;
- T-shirt;
- Shirt-blouse;
- Stockings;
- Belt;
- Shoes;
- Boots;
- Accessories: year of study badge, sleeve badge, national flag badge and name badge

b. For the cold season, the city uniform contains, **in addition** to the elements for the warm season:

- Hat;
- Fez;
- Short for training;
- Jacket;
- Sweater;
- Thermal suit (blouse and trousers);
- Gloves for training.

The training uniform is worn on the following occasions:

- within the instructional-educational process carried out within educational institutions;
- to order, during the internship or for carrying out some activities.

On the TRIDENT platform, Photo Boards are posted showing the model and the way of wearing/combining the equipment items of the student uniform.

Specific rules regarding the wearing of the uniform, by students, during the internship:

1. During the internship, students are provided with and use the student uniform.
2. The wearing of some items of equipment from the composition of the student uniform and its change depending on the season, are done according to the climatic conditions in the geographical area of responsibility, by the orders of the heads of the Practice Units.
3. In thoroughly justified cases, by the disposition of the heads of practice units, students can wear civilian clothes, for the execution of specific missions.
4. The tutor for the internship is responsible, together with the tutored student, for how he wears the student uniform.
5. At the beginning of the program of each day of the internship, as well as on the occasion of changing the seasonal outfit, the tutor checks its condition and orders the necessary remedial measures; in the situation where these measures exceed his competences, the tutor communicates, in a hierarchical manner, to the educational institution where the student comes from, the deficiencies identified and the remedial proposals.
6. Student equipment and uniform are individual, the student having the obligation to ensure that they are clean, well maintained, adjusted to the body and that they are used properly; it is forbidden to carry, in any situation, by unauthorized persons, the equipment, the police uniform or some items from the composition of the police uniforms used by the students.
7. It is forbidden to carry other items of equipment, non-specific or combined, other than those described and provided according to the regulations in force.
8. It is forbidden to make changes that contravene the provisions and regulations in force to the items of equipment in the composition and wearing of police uniforms.
9. During the internship period, students have the right to adjust and repair their uniform elements, free of charge, at the tailoring workshop of the educational unit where they are enrolled.
10. Irregular wearing of the student uniform constitutes a disciplinary offense and is sanctioned according to the applicable rules.

FINANCIAL RIGHTS AND OTHER BENEFITS RELATED TO THE INTERNSHIP

During the internship, students benefit from financial rights. These are:

- Salaries and financial allowances,
- Food rights in the form of financial value,
- Settlement of transport expenses when leaving/returning from the internship.

Salaries and financial allowances during the internship

During the internship, students benefit from:

- a monthly allowance (salary) granted from the date of enrollment as a student
- all students;
- an additional differentiated allowance for students who are appointed to the positions of the group chief/leader, head of the class, detachment monitor, year monitor.

The monthly allowance (salary) is granted to all students for the entire period of schooling, until the date of acquiring police status or until the date of losing student status.

Additional differentiated allowance is granted only to students who are appointed to the positions of head of group, head of class, detachment monitor, year monitor throughout the schooling period, if they hold the positions for which they are entitled to this allowance.

These rights are granted during the leave and during the internship during the practice period at the units.

Balances are paid monthly by the financial department, based on the payroll. The amounts representing the students' monthly balances are transferred monthly to their nominal accounts (bank cards) opened at a commercial bank.

Food rights in the form of financial value

Students from educational institutions for police training benefit during the internship from the financial value of the food allowance, according to the legal provisions/disposals in force.

The monthly financial value is calculated by multiplying the daily financial value of the food norm by the number of calendar days in the respective month, in which the students carried out their internship.

Payment of the financial value of the feeding norm is made monthly, based on the payroll, by transferring the amounts to the students' nominal accounts (bank cards)

opened at a commercial bank.

Settlement of transport expenses

Students from educational institutions for police training have the right to settlement for transportation expenses for the distance from the educational unit to the locality where they were assigned to carry out the internship.

During the journey to the internship, students have the right to travel as follows:

- a) by means of public railway transport - by any kind of train, at the 2nd class fare;
- b) with means of public naval transport;
- c) with public road transport and public transport.

The settlement of transport expenses to and from the locality where the student does the internship is done only once for each internship and only based on: service order and transport documents (e.g. CFR tickets, tickets issued by road transport operators).

Details regarding the service order:

1. When leaving for the internship, students from educational institutions for police training receive from the Study Training Department a **Service Order** (travel/mission/delegation) completed and signed on the front according to the printout. Annex no...

2. Upon arrival at the police unit where he performs the internship, the student hands over the service order to the unit's secretariat for endorsing and signing on the back, (arrival visa) according to the printout and keeps this order on him for the entire period of the internship.

3. At the end of the internship, he also hands over the service order to the secretariat of the unit where he is doing the internship for endorsement and signing on the back, according to the printout (departure visa).

4. When returning from practice, the service order accompanied by the supporting transport documents is submitted to the Study Training Department, through the class teacher based on the slip, for approval by the head of the unit.

5. After approval, the service order, together with all the supporting documents, is handed over to the financial department to calculate and settle the transport expenses.

Opening the bank account for the collection of financial rights:

On the date of registration, students will request the financial department, through the head of the class, to open bank accounts (issuance of bank cards) where they will collect all the financial rights due during the schooling period. They are opened based on the applications drawn up by the students (accompanied by a copy of the identity document) and by the care of the financial department, at a banking unit, agreed by both parties.

A completed Service Order model is posted on the TRIDENT platform.

CONTACT AND FEEDBACK

During the internship, students are encouraged to communicate permanently with the tutors, with the leader/monitor for the internship and with former teacher.

Communication is carried out individually and in groups (all students doing the practice in a certain county), through direct meetings, telephone, e-mail, or online.

The tutor and internship supervisor/monitor are the persons to be contacted for any aspects regarding the scheduling of the activities during the internship, completing and solving assignments and work assignments, teaching deadlines, etc.

The tutor is the one from whom the student obtains information regarding:

- professional activities related to the implementation of the internship;
- the rules that the student must respect, the work schedule, as well as the area of responsibility of the unit where the practice is carried out, with references to local/regional specifics;
- how to prepare professional documents;
- how to use the specific equipment used in operational situations;
- the behavior and language that the student must have/use when interacting with people from disadvantaged backgrounds or belonging to marginalized groups;
- how to obtain the permits/permits and the supporting documents that must be attached to justify the absences;
- how to use the TRIDENT online educational platform (if not previously trained at the SAPSM headquarters).

If he/she does not have the requested information, the tutor can guide the student to specialized structures.

If he/she is unclear about the performance of work tasks during the internship, the student can contact the **internship supervisor/leader** or **the form teacher**. **The monitor** is the one who keeps in touch with the practicing students, managing all aspects that may arise during the internship period.

*For example, if a student becomes aware of the commission of acts of corruption by the tutor or other employees of the unit where he is doing his internship, he/she must immediately contact the internship supervisor/leader of **the form teacher**.*

To improve the quality of the didactic act and the educational process, upon returning from the internship, the students will be asked (in written form or through the TRIDENT platform) a *Satisfaction/Opinion Questionnaire*.

Depending on the specific objectives and needs, questionnaires will also be applied to the interested persons within the practice units (TSP, coordinators of internships, heads of the police structures where the SAPSM students were employed after graduation).

The list of **internship leaders** appointed by SAPSM for each county, with competencies on certain units of learning outcomes (URI), can be consulted at the

beginning of each internship, on the TRIDENT Platform. Also, here you can find the Student Satisfaction/Opinion Questionnaire, as well as other specific Questionnaires.

On the TRIDENT educational platform, you can consult the answers to a series of frequently asked questions related to the internship addressed to the institution by students and/or other interested persons.

BIBLIOGRAPHICAL REFERENCES

When developing this intellectual product, the following normative acts were taken into account (including the secondary legislation developed on their basis) with subsequent amendments and additions:

- National Education Law no. 1/2011;
- Law no. 153 of June 28, 2017 regarding the remuneration of personnel paid from public funds;
- Law no. 218/2002 regarding the organization and functioning of the Romanian Police, republished;
- Law no. 258/2007 regarding the practice of pupils and students;
- Law no. 360/2002 regarding the Statute of the policeman;
- Government Decision no. 781/2002 regarding the protection of secret service information;
- Government Decision no. 991/2005 for the approval of the Code of ethics and deontology of the police officer;
- Government Decision no. 1198/2022 regarding the transport rights, on the national territory, of personnel from defense institutions, public order and national security;
- Decision no. 1061 of September 25, 2022 (republished) regarding the establishment of the uniform, specific equipment, insignia, badge and identification document for police officers;
- OMAI no. 199/2011 for the approval of the framework Regulation on the organization and operation of post-secondary education units from the Ministry of Administration and Interior;
- OMAI no. 136/2017 for the approval of the Rules for the application of food standards, of the Rules regarding the organization and operation of the kennels, of the structure of the food standards for service animals, as well as of the structure of the standards for providing material goods necessary for the supply, storage and preservation of food products, preparing, transporting and serving food in M.A.I units, during peacetime;

- OMAI no. 140/2016 regarding the human resources management activity in the police units of the Ministry of Internal Affairs;
- Order no. 126 of August 19, 2016 for the approval of Accounting Rules and policies within the Ministry of Internal Affairs;
- Order no. 183 of December 10, 2021 regarding the approval of the Regulation for the composition and wearing of police uniforms, as well as the Rules for the application of the rules regarding the equipment of police officers;
- Instructions no. S/392/1994 regarding the organization and implementation of the internship for the students of the „Alexandru Ioan Cuza” Police Academy and the students of the non-commissioned officer military schools of the Ministry of the Interior;
- The system procedure regarding the organization, implementation and evaluation of the internship for students of police officer schools subordinate to the General Inspectorate of the Romanian Police, code PS - IGPR - DMRU - 46;
- The professional training standard for the police officer professional qualification level 5 - Professional training field - Military, order and public safety no. 117864 of 25.07.2019;
- The disposition of the general director of the General Directorate of Human Resources Management no. II/12176 of 11.05.2022 regarding the structure - framework of the academic year for the series of students June 2022 - April 2023;
- Curriculum for the police officer professional qualification - Field of professional training - Military, order and public safety no. 117865 of 25.07.2019.

LIST OF DOCUMENTS AND MATERIALS POSTED ON THE TRIDENT EDUCATIONAL PLATFORM (WWW.TRIDENTPROJECT.EU):

- Opinion questionnaire for students
- Suspect statement - typed and filling model
- Example portfolio of practice: Crimes committed with violence - Qualified robbery
- Example portfolio of practice: Qualified theft
- Event intervention sheet - typed and filling model
- Risk assessment form - typed and filling model
- The centralizing list of the models used in operative work as well as the URI indication and the theme for which they are used, as teaching aids
- Provisional protection order - typed and completion model

- Service order - completion model
- Ordinance to continue the criminal investigation against the suspect - typified and model to complete
 - Ordinance to initiate criminal prosecution - typed and completed form
 - Ordinance to initiate criminal prosecution - typed and completed form
 - Suspect interrogation plan - typed and model to complete
 - Photo-uniform boards for representation and ceremonies
 - Service uniform photo boards
 - Criminal/preliminary complaint - typed and completed form
 - Ordinal communication protocol - typified and completion model
 - Verbal record of the oral complaint - typed and filling model
 - Minutes of detection and sanctioning of the forestry contravention - typed and filling model
 - Minutes of public order contravention - typed and filling model
 - Minutes of detention in order to establish the provenance/confiscation and delivery of the detained/confiscated goods - typed and filling model
 - Record of home search - typed and filling model
 - Minutes of notification of the procedural rights of the injured person - typed and model of completion
 - Minutes of recording the complaint or oral denunciation - typed and filling model
 - Activity report - typed and completion model
 - Minutes regarding the request for specialized services for the provision of emergency medical assistance - typed and completed model
 - Report of termination of the criminal prosecution - typed and model for completion
 - Tutorial: Completing the internship notebook – typed typified and completion model

LIST OF ABBREVIATIONS

DGPMB	– Bucharest Police General Directorate;
DMRU	– Human Resources Management Department;
HdP	– Renania-Palatinate Police University, Germany;
IGPR	– Romanian Police General Inspectorate;
IPJ	– County Police;
MAI	– Ministry of Internal Affairs;
MRVT	– Public Order Technical School Miskolc, Ungaria;
SAPSM	– ”Septimiu Mureşan” Police School Cluj-Napoca;
SAPVLC	– ”Vasile Lascăr” Police School Câmpina;
TSP	– Tutor for the internship in police education;
URI	– Units of Learning Outcomes.

HdP STUDENT'S INTERNSHIP GUIDE



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Cover and DTP:

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INTRODUCTION

Dear students,

The internship guide for students was developed in the Trident project in cooperation with Romania and Hungary. It is intended to provide you with an overview and guideline for your upcoming internships.

Every police officer takes the oath of office to the Constitution of the Federal Republic of Germany and to the Constitution of the State of Rhineland-Palatinate – just as you did when you took the oath at the beginning of your studies. The commitment to law and order as well as to the protection of human dignity are the highest premises of police work. In the most difficult situations, such as conflict and crisis situations, citizens rely on the police. With this in mind, police officers, as holders of the monopoly on the use of force, perform a very important task for and with the citizens.

The Rhineland-Palatinate police composed these values in a mission statement more than 20 years ago, and they are still valid today. On behalf of the Commission on Internal Leadership, our leadership culture is summarised in the principles of leadership and cooperation.

The stations in the individual internships are enormously important for the transfer of theory into practice and vice versa. They also complement the development of professional skills, strengthen commitment, and encourage professional identity with the police of Rhineland-Palatinate.

The internships are compulsory components of the Bachelor study course in policing and a basic requirement for passing the police studies. The study course is divided into 12 modules, with module 12 – Integrative Police Training/Sport – taking place parallel to modules 1 to 11 (except module 9). The aim of the Bachelor study course in policing is to qualify students for their tasks in the police service. The main purpose of an internship is to provide practical training. Students will also achieve their first professional experience and gain insight into the various organisational units. Students are taught and become familiar with specific work processes.

In the various occupational fields, a link is established between theory and practice while reinforcing knowledge that students have already acquired. For the best possible connection between theoretical and practical studies, cooperation between the job-specific practical studies unit and the police stations where the internship takes place is essential. The job-specific practical studies unit establishes the reciprocal link between the theory at the Rhineland-Palatinate Police University and the practice at police stations. The police stations ensure that the structural requirements necessary for practical studies are in place. As students progress through their studies and regularly rotate between university and the police stations, their level of knowledge also steadily increases.

Interaction between tutors and students and their reflective exchange about the profession are important parts of the practical studies. They contribute to strengthening professional competencies and the identification with the police profession. In addition, students are given new impulses and ideas for options concerning their future careers. By dealing with citizens and colleagues in practical situations, they can acquire rhetoric and social skills. These valuable key qualifications (soft skills) are important for students in their later employment.

We wish all participants a lot of fun and success completing their internships!

1. Legislation and regulation

Legal framework is provided by:

The training and examination regulation for higher intermediate police service ([APOPoI-E3](#));

The study regulation for the bachelor study course in policing at Rhineland-Palatinate Police University ([StOPoI-E3](#));

The module handbook / curriculum.

Among other things, this framework stipulates the rights and obligations of persons involved in the internships. You will find the articles regarding the internship that are most relevant to you under item 8.

2. Internship modules and their general framework

Module 4 Practice: Field of action – Police checks in daily service

Workload: 35 days (280 hours)

In preparation for the internship, students participate in a four-day practical training and a two-day integrative police training at university. The internship completed in module 4 focuses on police checks in daily service; however, the internship also covers other fields of activity. All internships are supposed to give students an overview of the daily policing activities that need to be fulfilled. This depends on the difficulty level of the issues and the student's skills in this field of activity. The level of autonomy allowed each student varies from student to student and will be determined individually.

At the end of the internship, students must be able to plan and conduct police checks on their own. They should be able to assess the risks associated with undertaking the necessary tactical actions and to handle the checks with the highest possible level of self-protection. They should be able to recognise and handle criminal and administrative offences that might occur in the context of the checks.

There is a practical exam towards the end of the internship. This exam entails a real-life traffic check. For more information on the practical exams, see item 8 – Exam.

- **Internship learning objectives in module 4:**

- Be familiar with the internal work processes in a police inspectorate;
- Be able to operate the control station desk under guidance;
- Be proficient with the tactical equipment required for the management of operations;
- Be able to prepare, carry out, and follow up on identity and vehicle checks;
- Be able to take necessary follow-up measures after arriving on site;
- Be proficient in the principles of self-protection when intervening, taking into account the principles of self-protection from guide 371 (restricted);
- Be able to record criminal and administrative offence reports and carry out their final processing;
- Be able to operate the police information and research systems as well as the case processing programmes;
- Be familiar with the specific requirements of police officers as witnesses in court.

Module 5 Practice: Field of action – Acquisition of accident data

Workload: 40 days (320 hours)

In preparation of the internship, students participate in a three-day practical training and a two-day integrative police training at university. Module 5 focuses on the acquisition of accident data. After completing the internship, students should be able to record traffic accidents on their own, recognise the applicable criminal offences and fines, and apply the necessary intervention measures. This includes being able to record and finalise the facts in the electronic processing system. In addition, students are also expected to be proficient in using the electronic research and information systems. The practice is also a great way to improve students' communication behaviour, be it while accepting emergency calls, talking to citizens or the press, or providing first aid. There is a practical exam in module 5 comprising a simulated scenario. For more information on the practical exams, see item 8 – Exam.

- **Internship learning objectives in module 5:**

- Be able to assist in recording and finalising traffic accidents, category P 1;
- Be able to independently finalise the processing of traffic accidents, categories P 2, P 3, and S 4 – 6;

- Be proficient in the police file processing programmes and information systems required for case processing;
- Be able to record criminal and administrative offence reports and carry out their final processing;
- Be able to process criminal offences under the simplified procedure;
- Be familiar with the specific requirements of police officers as witnesses in court.

Module 7 Practice: Field of action – Criminal trial

Workload: 30 days (240 hours)

In preparation of the internship, students participate in a four-day practical training and a two-day integrative police training at university. Students should be familiar with investigative leadership at the district and criminal service levels. Students should be able to connect a case to a specific type of offence when filing a report and enact the related tactical and forensic measures when being the first to arrive at a crime scene.

- **Internship learning objectives in module 7:**

- Be familiar with the internal work processes of the criminal police;
- Be able to independently finalise the processing of simple cases;
- Be able to assist in the processing of complex criminal proceedings;
- Be able to conduct selected intervention and follow-up measures while taking the principles of self-protection into account;
- Be able to perform evidence recovery based on the forensic assessment of the situation;
- Be able to operate the case processing programmes as well as the police information and research systems;
- Be able to conduct interrogations.

Module 8 Practice: Field of action – Special investigations

Workload: 30 days (240 hours)

In preparation of the internship, students participate in a two-day practical training and a three-day integrative police training at university. Building upon module 7, module 8 focuses on special investigations. Students learn to assess crime situations and take the first measures required while considering tactical, forensic, and practical principles.

- **Internship learning objectives in module 8:**

- Be able to carry out case processing in special investigations;
- Be able to assist in processing complex criminal proceedings in the context of case processing;
- Be able to assist in processing complex criminal proceedings in the context of specialised traffic monitoring;
- Be able to conduct selected intervention and follow-up measures, taking into account the principles of self-protection from guide 371 (restricted);
- Be able to operate the police case processing programmes as well as the information and research systems.

Module 10 Practice: Field of action – Special fields of cooperation in police work, internationality, interculturality

Workload: 5 days (40 hours)

In preparation of the internship, students participate in a two-day practical training and a five-day integrative police training at university. In this module, students are permitted to complete an internship at a police station in another federal state in Germany or elsewhere in Europe provided internship positions are available. The internship may also be completed at public authorities, facilities, institutions, and organisations related to the performance of police tasks. Instead of an internship, students may also participate in projects related to module 10.

- **Internship learning objectives in module 10:**

- Be familiar with the principles of cross-border and international police cooperation;
- Be able to recognise the importance of intercultural competence for the performance of police tasks;
- Be able to cooperate with authorities, institutions, and organisations at national level.

Module 11 Practice: Field of action – Selected plannable police operations

Workload: 30 days (240 hours)

In preparation of the internship, students participate in a three-day integrative police training and a five-day programme of preparatory elective seminars at university.

The module focuses on plannable police operations, such as gatherings, assemblies, and events. The legal, tactical, and psychological aspects of such police operations are taught based on scenarios.

During the 10-day internship at the riot police, students learn about the structure and tasks of the PP ELT (Police Headquarters for Operations, Logistics and Technology). Operating the tactical equipment is also part of the internship.

The internship with the police headquarters or the State Office of Criminal Investigation lasts 20 days and aims to consolidate and expand the skills that students acquired during their bachelor studies.

- **Internship learning objectives in module 11:**

Riot police

- Be familiar with the organisation and tasks of the riot police;
- Be able to operate the riot police's tactical equipment;
- Be able to handle the tonfa;
- Be able to tactically manage operations in particular cases as an operations officer;

While at Police Headquarters and the State Office of Criminal Investigation, students will learn:

- To deepen and broaden the skills/abilities they acquired during previous internships with uniformed police or criminal police;
- To consolidate and expand their investigative and supervisory competencies;
- To safely assess police operations in legal and tactical terms and to conduct the necessary follow-up measures, especially when being the first on site, taking into account the principles of self-protection from guide 371 (restricted);
- To record crime scenes with an increased volume of evidence;
- To process cases using the police case processing programmes and to conduct queries or searches in the police information systems;
- To deal with citizens in a way that is appropriate to the situation and to recognise the possibilities of communicative situation management.

3. Persons involved in the internship

During the internship, students practice their skills and theoretically apply and extend their acquired knowledge and skills. This should also enable them to independently apply the skills and knowledge they previously acquired during their bachelor studies.

In principle, the job-specific practical studies take place at the police authorities and are taught by internship coordinators and tutors. Since students and tutors tend to be from different generations and have different mindsets, both parties benefit from the

internship experience. They work for the same institution and pursue the same goal, albeit with sometimes different perspectives, approaches, intentions, and backgrounds. Each generation has different needs. Although this can bring challenges, like generational conflicts, the exchange also offers opportunities, like the transfer of knowledge. The young students can benefit from the experience of their older colleagues, and the older colleagues can also learn from the younger generation.

The police authorities are responsible for the organisation and implementation of the job-specific practical studies under the overall responsibility of the Rhineland-Palatinate Police University. These services work together closely to achieve the training objective. The head of the job-specific practical studies unit manages and coordinates the tasks resulting from the overall responsibility of the Police University.

3.1 Internship coordinators

Internship coordinators organise each student's training at their respective police stations and ensure that training is carried out according to uniform quality standards. In accordance with Article 4 StOPol (study regulations for the Bachelor study course in policing), they are the students' superiors. They ensure that students are continuously and consistently guided by a tutor (Article 11 (2) StOPol-E3).

In modules 4, 5, 7, 8, and 11, the internship coordinators conduct and document the training interview with the respective tutor and students (Article 11 (2) StOPol-E3).

The interview has the following objectives:

- Feedback for students and training personnel;
- Reflection on the internship;
- Evaluation of the development progress (competence development);
- Personal counselling for students;
- Target agreements throughout the internship regarding the achievement of the module / learning objectives and the module examination.

In addition, they issue employment records during the internship, noting:

- personal data,
- absences,
- respective responsible tutors.

3.2 Tutors

Tutors give students job-specific practical training and ensure the contents specified in the module handbook have been addressed. In accordance with Article 4 StOPol (study regulations for the Bachelor study course in policing), they are also the students'

superiors. Particularly through the preparation and debriefing of police interventions (reflection / case study), tutors strengthen the integration of theory and practice as well as teaching on the job. Tutors monitor the proper keeping of the internship notebook and confirm students' performance of their tasks and their learning objective achievements (Article 12 (2) StOPol-E3).

3.3. Students

During the internship, students generally hold all the same legal authority as a police officer. However, they are not yet investigators of the public prosecutor's office. They are public officials according to Article 11 StGB (German Penal Code) and are obliged to prosecute crimes according to Article 163 StPO (German Code of Criminal Procedure).

As a matter of principle, students are not permitted to take independent measures which interfere with the situation; tutors are responsible and decide when students are permitted to participate. Under the guidance and supervision of the respective tutors, students are authorised to issue warnings in the case of minor administrative offences (Road Traffic Act, Road Traffic Licensing Regulation, Driving Licences Regulation, Vehicle Licensing Regulation).

After completing a police driving and safety training course, students who also possess a Class B German driver's license are generally entitled to drive official vehicles; the internship coordinator or the tutor decides when students are permitted to drive official vehicles. In principle, students may only be considered reinforcement and should not be factored into the minimum strength of the shift.

The internship is carried out with service weapons. During internships with the uniformed police, students wear a uniform. They wear appropriate civilian clothes during internships with the criminal police. Students carry the personally assigned equipment (handcuffs, bulletproof vest, etc.). They retain their status as police officer trainees (Polizeikommissaranwärter*in) throughout the course of their studies, including the limited rights and authorities stated above.

During the internships in modules 4, 5, 7, and 8, students are required to keep a study record in their internship notebook, as stated in Article 12 (2) StOPol-E3, documenting their completed tasks from the module handbook.

3.4. Internship supervisor

The internship supervisor is the head of the job-specific practical studies unit (Article 10 StOPol-E3) and maintains contact with the police stations, organises the course of training with them, and, in consultation with the police stations and the evaluation officer, ensures quality, particularly in the organisation and implementation of the job-specific practical studies (course "Practice") in modules 4, 5, 7, 8, 10, 11, and 12. Furthermore, the internship coordinator organises module 12 – Integrative Police Training/Sport.

4. Count and distribution of available internship positions

The central offices of the responsible police headquarters (Section 14, i.e. units in charge of further education, staff, recruiting, etc.) provide the Rhineland-Palatinate Police University with the number of available internships. In turn, the central offices coordinate those availabilities with the local police stations.

Students are responsible for enrolling for the available internships, taking social and collegial aspects into account. Once the student enrolment procedure has been completed, police stations will be informed of the students' names via Section 14. Thereafter, students will receive a written order and can then contact their police stations.

5. The internship notebook

During the internships, students are required to keep a personal internship notebook, which is a study record according to Article 12 StOPol-E3. They are responsible for the complete and proper keeping of the internship notebook. Internship notebooks are checked by the Rhineland-Palatinate Police University after each internship.

The following information must be included in the notebook for each internship:

- Documentation of activities.

In this section, students are required to record all the activities they have completed in relation to the respective study content and to submit this record to their tutor.

- Documentation of the training interview (with the exception of module 11).

The document lists the contents of the training interview between the student and the training staff.

- Learning objectives checklist.

The tutor confirms the student's achievement of the learning objectives.

- Job-specific practical employment record.

Here, students record their absences and the hours they worked at night. The internship coordinator must check and confirm this record.

The documents can be accessed and prepared online via the education server. In addition, the internship notebook contains an overview of the student's completed modules.

After the internship in module 11, the internship notebook is added to the student's training file at the Rhineland-Palatinate Police University as part of the student's Bachelor study course.

6. Practical exam (real-life police check during the internship)

Module 4

There is a practical exam towards the end of the internship. This exam comprises a typical police activity, such as a real-life identity check or traffic check. Students are required to complete the check independently, note offenses, as well as file and process the charge.

Two examiners will assess the check using a standard evaluation sheet for guidance, but they may also make their assessment independently from it.

Tutors and students form a check team with the tutors taking the securing positions. They are not to engage students or give any instruction during the exam. If an exam were to get out of control through no fault of the students, the examiners may reschedule the exam. A performance that no longer meets the requirements must either be rectified by the examiners or the exam needs to be discontinued. A discontinued exam is considered failed.

Module 5

Unlike the practical exam in module 4, the practical exam in module 5 does not take place in a real-life situation, but at university. For this purpose, various scenarios are re-enacted. The exam contents correspond to the learning objectives of the theoretical study course and the internship. Students are assessed by two examiners – a university teacher and an examiner from practice.

The practical exam is only taken by students in study courses with an even number (e.g. BA. 20). Students in study courses with odd numbers take written exams in module 5.

Module 7

Like the practical exam in module 5, the practical exam in module 7 takes place at university. Like in module 5, the exam contents of module 7 correspond to the learning objectives of the theoretical study course and the internship.

The practical exam is only taken by students in study courses with an odd number (e.g. BA. 21). Students in study courses with even numbers take written exams in module 5.

7. Internship documents

Documents are available on the education server under [job-specific practical studies](#). There you will find information including check lists, learning objective checks, employment records as well as all justification documents required for the internship notebook.

8. How to contact the job-specific practical studies unit

You can write to the contact person of the job-specific practical studies unit here: [job-specific practical studies](#).

***MRVT STUDENT'S
INTERNSHIP GUIDE***

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INTRODUCTION

This publication is an extremely important milestone of a development process. With the transformation of the Hungarian vocational training, the Training Output Requirement for non-commissioned police officer training has changed, and at the same time, development work on internship training has been launched within the framework of the TRIDENT Erasmus+ partnership cooperation. Elaboration of the new publications for law enforcement tutors and non-commissioned police officer students provided an opportunity to answer questions in connection with internship training.

The Student's Internship Guide contains important information that helps students to understand the expectations, but it also discusses the system of allowances and scholarships they are entitled to during the training period.

I. REGULATION CONCERNING THE INTERNSHIP TRAINING (PRACTICE SERVICE)

The goal of the internship training is to get students acquainted with professional law enforcement work, involve them in the daily workflow, and have them independently solve partial or whole tasks assigned to them by their tutor.

The Miskolc Law Enforcement Technical School (MRVT) implements students' professional socialization and vocational education in cooperation with the law enforcement agencies providing internship training.

During internship training, the law enforcement agency provides the material and personal conditions for learning, so that students can gain information and facts, then process, systematize, record, apply, practice, monitor, and evaluate them.

Students actively take part in the internship training, and tutors help them to develop their capacity for self-monitoring and self-evaluation.

The goal of the internship training is that police students acquire (sub-) activities related to service performance and other work tasks on the level of proficiency and skill, and apply theoretical knowledge in real conditions so that they become able to perform tasks alone in various forms of service and make legitimate decisions.

The legal background of internship training

- LXXX./ 2019 Act on Vocational Training

- 12/2020. (II. 7.) Government Decree on the implementation of the Vocational Training Act

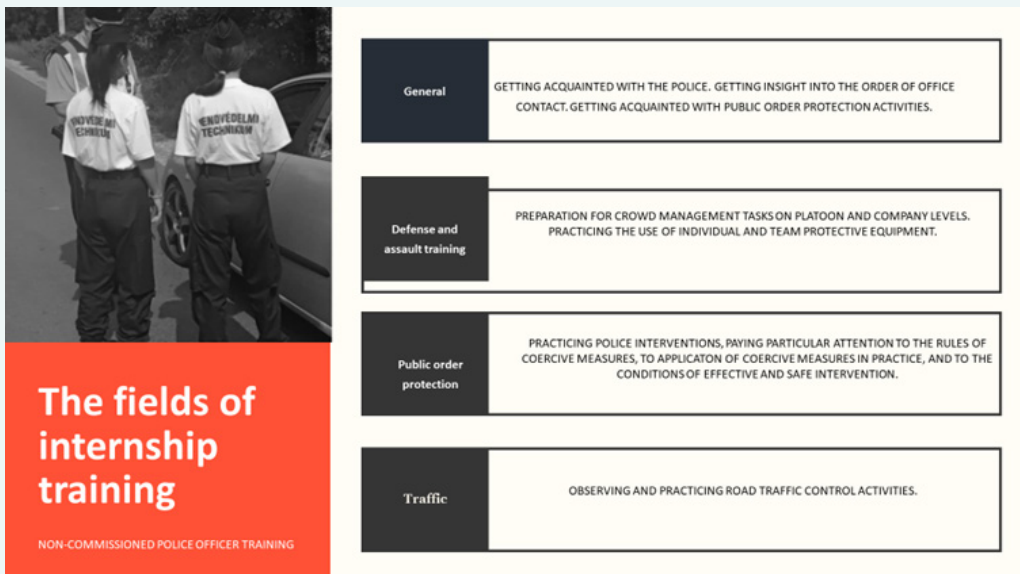
Professional regulators of internship training

Regarding non-commissioned police officer training, the requirements for internship training are set in the *Training and Output Requirements*, the *Program Curriculum*, and the *Professional Program*; while regarding public order police patrol training these requirements are set in the *Program requirement* and in the *training programs*.

Students' theoretical and internship training are carried out as they are specified in the school's schedule for the current academic year.

The principles and process of distributing students to police units for internship training

Students taking part in the one-, one and half-, and two-year training perform their internship training at the law enforcement agencies assigned by the National Police Chief, in the *Annual Internship Service Plan*. Until the would-be appointing regional police unit is unspecified, - if possible - students accomplish their internship training at the police unit of their domicile.



The fields of internship training
NON-COMMISSIONED POLICE OFFICER TRAINING

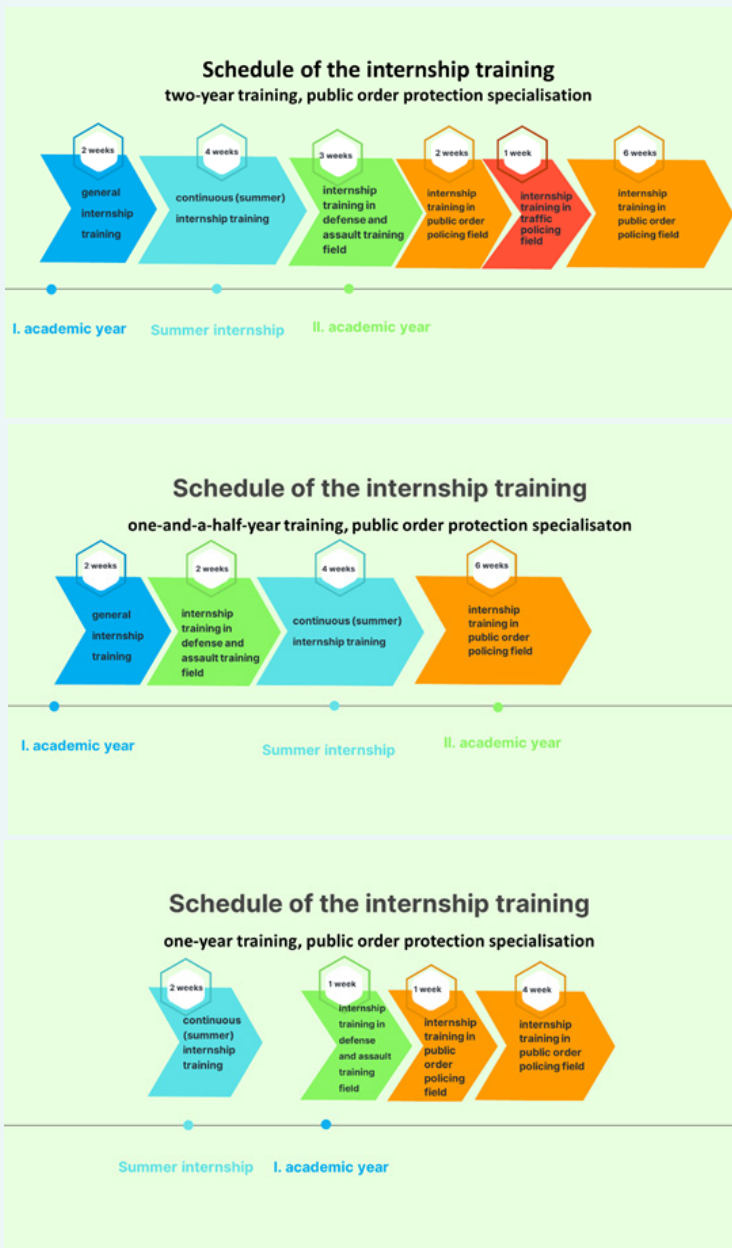
General	GETTING ACQUAINTED WITH THE POLICE. GETTING INSIGHT INTO THE ORDER OF OFFICE CONTACT. GETTING ACQUAINTED WITH PUBLIC ORDER PROTECTION ACTIVITIES.
Defense and assault training	PREPARATION FOR CROWD MANAGEMENT TASKS ON PLATOON AND COMPANY LEVELS. PRACTICING THE USE OF INDIVIDUAL AND TEAM PROTECTIVE EQUIPMENT.
Public order protection	PRACTICING POLICE INTERVENTIONS, PAYING PARTICULAR ATTENTION TO THE RULES OF COERCIVE MEASURES, TO APPLICATION OF COERCIVE MEASURES IN PRACTICE, AND TO THE CONDITIONS OF EFFECTIVE AND SAFE INTERVENTION.
Traffic	OBSERVING AND PRACTICING ROAD TRAFFIC CONTROL ACTIVITIES.

chart no. 1. The internship training

II. OVERVIEW OF THE FIELDS OF THE INTERNSHIP TRAINING DURING THE TWO ACADEMIC YEARS

The schedules of the internship training for school-system, full-time police training

(Note: if the specialisation in the last semester is other than public order protection, the last internship is done in that particular field) *chart no. 2. Schedule of the internship training* The condition for starting the continuous internship



III. THE CONDITION FOR STARTING THE CONTINUOUS INTERNSHIP

Level exam

The condition for starting the continuous (summer) internship practice is that the student achieves at least a “passed” rating (40%) in the level exam held at the institution. The level examination is a knowledge level assessment, where - through the implementation of practical tasks -, the level of practical application of theoretical knowledge is measured

The implementation of the situational tasks must be carried out based on the knowledge acquired in the following subjects: Social and Communication Studies, Police Digital Applications, Foreign Professional Language, Police Physical Education, Public Order Studies, Police Actions, Traffic Studies, Border Studies, and Criminal Studies.



chart no. 3. Level exam situation

The role, structure, and parts of the internship notebook

During the internship practice, students are obliged to record the realized activities in the internship notebook. The cooperation between the territorial law enforcement unit and the student is documented in the internship notebook.

The internship notebook is an educational administrative document, the precise keeping of which is mandatory and of paramount importance. The internship notebook has to include:

- the professional activities,
- the amount of time devoted to them,
- the student's evaluation, participation, and absences during the internship training.

Evaluation of the student's activity during the internship

It is the responsibility of the internship tutor, in cooperation with the regional or local coordinator, to rate the student's internship practice with a grade and, if necessary, to write a characterization about the student.

The tutor has to communicate the evaluation to the student, who may comment in writing on what has been described.

The performance of the student shall be continuously assessed with grades (1-5) or on a three-grade scale (non-compliant, pass, excellent), as specified in the Professional Program.

The characterization should cover the aspects the internship tutor considers important to address, and that can be closely related to the student's work performance and developmental assessment.

IV. RESPONSIBILITIES OF THE PERSONS INVOLVED IN THE INTERNSHIP

The police student

Students perform their internship duties in a work schedule adapted to their tutor.

Students may perform or practice only the tasks included in the training program, in the fields and forms of service specified in the training program, under safe conditions, and may be employed only after data protection- and occupational safety training.

Students are not entitled to take independent measures, but - in compliance with the relevant regulations and data protection rules – they are obliged and entitled to perform the subtasks corresponding to their academic progress under supervision, and to inspect the documents created during the procedures and measures to the extent determined by the service supervisor of the internship tutor.

During the internship training, accompanied and supervised by their tutors, students may enter - and stay there with permission - the premises of the police unit providing the practical training and other service premises, prisons, and duty rooms.

Students are obliged to take part in internship training, and on the instruction of the internship tutor - who is acting as a professional supervisor - contribute to performing service duties that are appropriate to their academic progress.

During the internship training students are obliged to fully comply with the student contract/adult education contract, the rules of procedure of the police unit providing the internship training, as well as the legislation and internal provisions concerning law enforcement agencies.

Students are obliged to take the internship notebook with them for the internship training, make it available to the internship tutor and those supervising the internship, and keep it up-to-date, and accurate. The internship notebook is an educational administrative document, it proves the completion of the internship training. Accordingly, it is of paramount importance that the student:

- a) takes it over from the form teacher
- b) keeps it in accordance with the briefing received at the Technical School,
- c) on the day of returning to the Technical School, hands it over to the form teacher.

Territorial and local coordinators

- a) receive the students arriving for internship training, and inform them about the situation and results of the territorial and local police units;
- b) introduce students to their tutors;
- c) follow up the ongoing internship training at each scene;

- d) help, monitor, and evaluate the tutors' activity, and the continuous keeping the internship notebook;
- e) keep continuous contact with the Technical School;
- f) acquire direct information and experience about each student's work activity and disciplinary position, and get to know the commanders' and tutors' opinions;
- g) regularly talk with the students, and allow them to raise questions;
- h) give substantive answers to any questions or requests of students, or forward them to the person with competence;
- i) for the period of the internship training, ensure students' appropriate accommodation: rooms for practical training, cleaning, changing clothes and having rest; equipment and materials for practical training, service vehicles, communications and IT tools, other special law enforcement technology equipment, complimentary and protective clothing; ensure data protection and work-safety education, if needed, students' primary health care;
- j) ensure access to, and introspection into regulations, internal provisions, and service documents that are necessary for the students to prepare for the practice service;
- k) ensure students' lawful and professional employment – as it is outlined in the Technical School's Professional Program –, fulfillment of their obligations;
- l) inform the Technical School, without delay, about the students' unlawful acts, disciplinary offences, causing of damage during the internship training, students' accidents, change of service place, and any outstanding performance;
- m) at finishing the internship training they hold a meeting for the students, who make a report; arrange that the leader of the police unit signs the internship notebooks, then, that the notebook is handed back to the student, evaluate students' activity.

Internship tutors

- a) receive the students arriving for internship training, inform them, and study the internship notebook;
- b) together with the student, prepare the student's professional work program (task plan) by defining the expected abilities and their level of autonomy, supplemented by attitude elements;
- c) based on the expected output requirements, they provide methodological solutions, tools, and forms of work that allow the student to achieve the expected learning results;
- d) during the practice service, they constantly check how students keep the internship notebook (as it proves the fulfillment of the internship practice), sign it daily, regularly evaluate students' activities, keep specific parts of the notebook, certify students' participation and record their absences;

- e) prepare the student for the service, and check their clothing, and equipment;
- f) draw students' attention to the rules of conduct to be observed during the performance of the service, and constantly require compliance with them;
- g) support the completion of the tasks assigned to the students in such a way that they can get to know the implementation of the measures directly, have access to the checked documents to the extent determined by the service manager of the internship tutor, and make records of their experience in compliance with the relevant data protection rules;
- h) take measures in a demonstrative manner, and after finishing it, if possible, they explain the reason for the measure, and draw students' attention to the method and practical techniques of the regular and legal procedure adapted to each situation;
- i) allow the student to contribute to the preparation of the reports;
- j) make proposals for the evaluation of the student's activity, development, and conduct;
- k) give instructions to the student in connection with the service;
- l) at the end of the internship training, write characterizations and evaluate and qualify the students' practice service in the specific part of the internship notebook.

The educational institution's internship coordinator

The MRVT's tasks related to the internship training are coordinated by the course commanders.

The coordinator – in cooperation with the administrators of the school's other organisational units – plans, organizes, supervises and coordinates the internship training according to uniform requirements, monitoring, and evaluation, and keeps in touch with the coordinators at the local and regional police units providing internship training.

The coordinator performs his/her activities as a job task.

The school coordinator's rights and responsibilities are:

- α) to participate in the preparation of documents related to the internship training;
- β) to participate in the internship tutors' and coordinators' preparation for their tasks;-
- γ) to prepare the internship training schedule;
- δ) to prepare an extract from the practical training program of the school's Professional Program, the list of students, the system of theoretical and practical requirements related to students' activities, the internship notebook;
- ε) to prepare students for the internship training, organise their reception at the law enforcement units;

- φ) to ensure that students are provided with the necessary documents and provide them with information about getting to the assigned law enforcement unit;
- γ) to continuously supervise and monitor the realization of the internship, make out the plan for its inspection, organize and document the inspection;
- η) to communicate with the regional and local police units that provide the internship training, and with the internship tutors;
- ι) to prepare a summary report about the realization of the internship practice.

The form teacher

- a) prepares the students for meeting the requirements of the internship training, draws their attention to their reporting and administrative obligations related to the internship training;
- b) fills in the internship notebook before the internship training starts, and hands it over to the students;
- c) continuously follows students' activity during the internship training, if needed, keeps contact and negotiates with the tutor to promote the professional development of the student;
- d) after the internship training checks the internship notebook, in case of a deficiency, takes measures to eliminate it, records the fulfillment of the internship training, as well as absences.
- e) collects the internship notebooks and hands them over to the Educational Department.

V. BASED ON THE SUBJECT REQUIREMENTS DISPLAYED IN THE SCHOOL'S PROFESSIONAL PROGRAM, DURING THE INTERNSHIP STUDENTS ARE EXPECTED TO:

1. competently apply the rules of service behavior;
 2. recognize cases requiring police action;
 3. identify the requirements of legality, professionalism, proportionality, objectivity, safety, and effectiveness in the course of the measures observed;
 4. understand the process of on-site police actions and documentation activity, use the usual communication technology tools,
 5. assist the implementation of ID checks, fill in the ID check form;
 6. professionally communicate with the subjects of police measures,
 7. where appropriate, carry out a search of clothing, luggage, vehicles,
 8. be able to perform practical tasks corresponding to his/her level of theoretical knowledge,
 9. recognize measures that do not restrict personal freedom, legally and professionally assist in the implementation of patrol activities,
 10. understand the factors influencing police action, help the implementation of the measure in different settings;
 11. apply the specified security formations during the police action;
 12. apply in practice the data and case management rules related to the measure.
- In view of the students' legal status, they are not equipped with coercive devices.

Learning techniques during practical training

The training output requirement is that students are able to perform complex tasks independently. Practical training enables students to accomplish complex, gradually expanding tasks that require independence and are based on each other in terms of content and methodology.

Learning methodology

STOP - START - CONTINUE

During the continuous (summer) internship training police students are required to apply what they have learned in theory, and the intervention techniques and tactics they have learned in practice. During the internship, students exit the observer status and perform activities - within the limits of their competence - independently. Students' learning process is supported by their tutors. It is important that students

master professionally appropriate procedures as soon as possible and that the competencies necessary for effective work are constantly developed. A STOP – START – CONTINUE learning method, helps students to assess their own performance in the implementation of each police action, the actual level of the related competencies, just as to assess the level of their independence, and see, where further support and intervention is needed?

Steps to apply this method:

1. Choose a police action. Based on what you have learned, break down the process of action, the expected activities and behaviours into their elements in as much detail as possible! Take into account what you have learned, work together with your peers, and have it checked by your tutor and instructor in order to ensure that the process is developed in every detail!

2. Evaluate each sub-activity (and its required competencies): decide at what level you currently can carry it out by considering the following levels: I cannot do it yet, I need help / I am in the process of practicing it / I do it confidently.

To demonstrate the method, in the example (chart no 4.) we have focused on police communication because it is a key element of police action and part of the culture of action. It helps to achieve the objective of the action, possibly to avoid physical violence, and last but not least, strengthens the positive image of the police officer and the entire organisation. Communication weaves through police actions and it is a quality-forming element of the complex implementation.

You can fill in the template of Annex no. 1, “Activity list in police communication”, at the beginning and end of the internship. This gives you the opportunity to compare how you have improved and consciously plan your learning goals, which can be helped by your instructor or tutor.

In the blank template in Annex 2, you can make a separate analysis related to a chosen police action or public service competence.

Both prepared materials can be a valuable part of the self-reflection that can be attached to the portfolio.

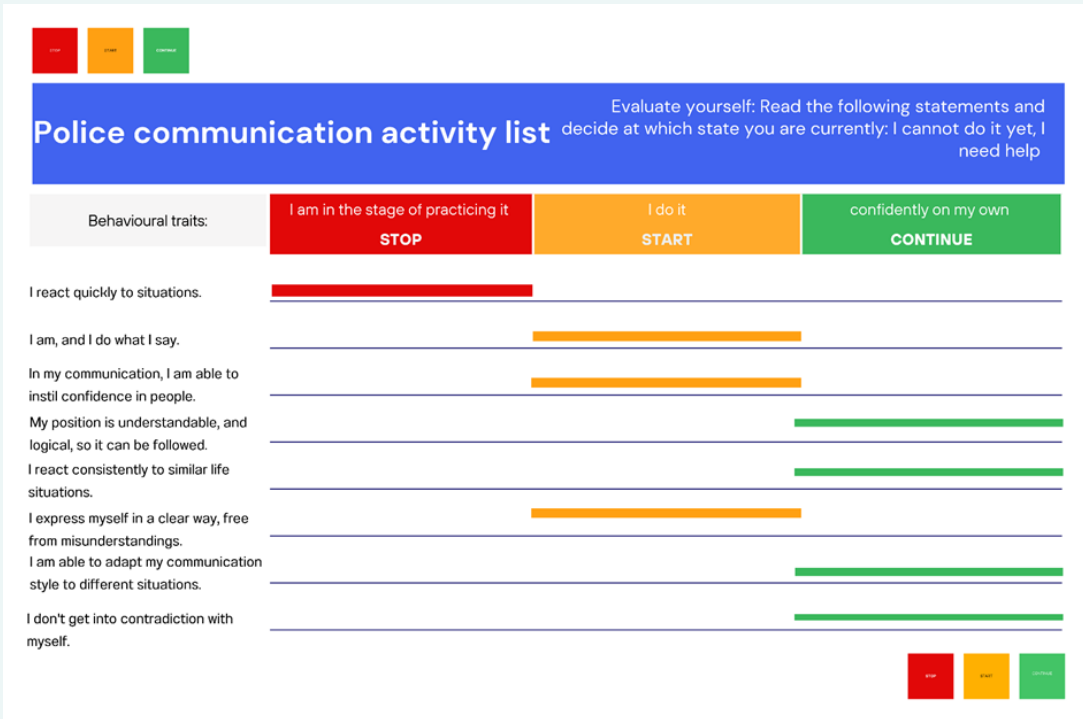


chart no. 4. Activity list

Where the **STOP** stage applies to you, it is necessary to think over the situation before proceeding. This can be done by refreshing theoretical knowledge, or with the support of your tutor.

Identification of the problem		
Area for improvement	What indicates the problem?	How can you know that the problem is solved?
<p>Timely response to situations falls short of what is expected.</p>	<p>The analysis helps you gain a better insight into the origin of the deficiency and to develop an appropriate solution.</p> <p>e.g.: Initiating action with citizens is difficult and slow, which arises uncertainty in the citizen.</p> <p>In the short time available during the course of action, you draw unreliable conclusions, which makes it impossible to consider the expected reactions.</p> <p>The solution to the situation is delayed in time. The citizen subject to the police action does not consider your instructions to be followed.</p> <p>You improvise when taking action, and deviate from the professional protocol.</p> <p>Deviation results in unexpected situations, and the events of the situation do not go according to your intention.</p>	<p>The measure is under your control.</p> <p>Communication responds to the situation in a timely manner and is adequate to the situation.</p> <p>The citizen cooperates.</p> <p>At the same time, the communication is resolute and creates confidence in the citizen subject to the police action.</p>

chart no. 5. Identification of the problem

The identification of the problem is definitely justified. Along the given criteria, you will also have the opportunity to analyse a problem identified independently or with the help of your tutor using the given template. (Annex 3)

Enriching the student portfolio

The primary goal of the student portfolio is to provide an overview of the learning process you went through, the way you acquired professional knowledge.

Later, in the course of practicing your profession, countless situations will arise, with the conscious reflection of which you will gain new knowledge and your competencies will develop. Writing the student portfolio makes it possible to master this learning form / method: you can become more conscious in observing, interpreting and processing what you encounter. The analysis and evaluation of a police action is suitable to demonstrate that you have gone deep into the topic. The predefined aspects help you to make your analysis and evaluation, but you are free to include new aspects. Analyse an action using the template in the Annex 4.

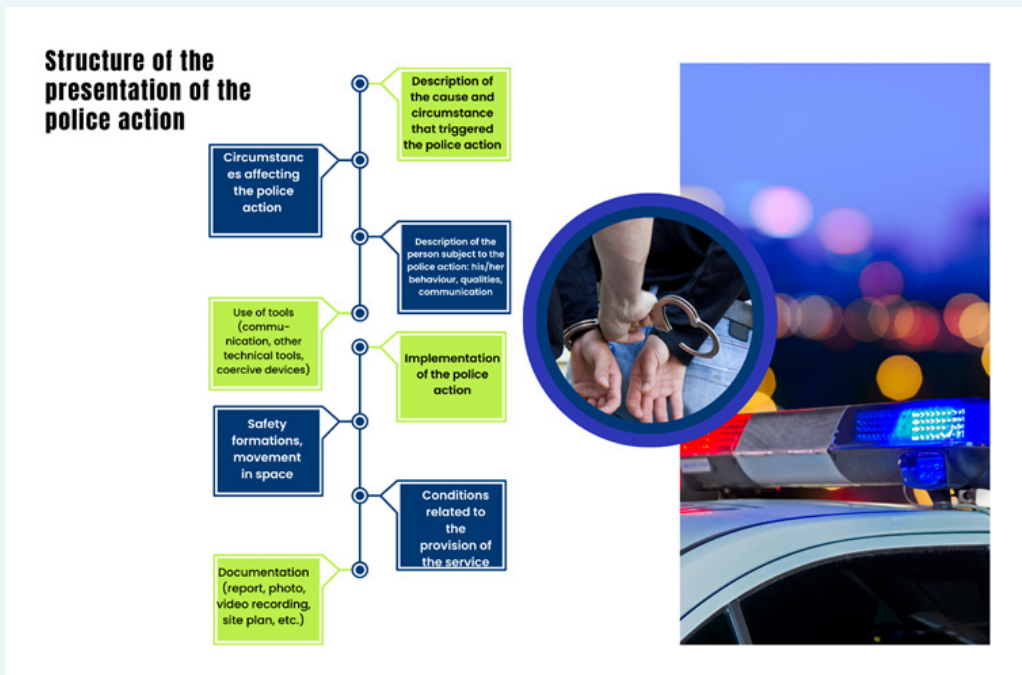


chart no. 6. Structure of the presentation of the police action

VI. STUDENT'S CHARACTERIZATION WRITTEN BY THE FORM TEACHER

The role and content of student's characterization

During the internship, the tutor constantly monitors the student's activities, professional development, and dedication to the police profession. Before the first meeting with the student, the tutor will try to gather as much relevant information as possible so that to have sufficient knowledge about the student when beginning his or her tutoring work. The student must take this into account, and strive to make the possibly most favorable impression. When applying for a career in policing, it is a must to review previous relationships. For example, they should expect that before the internship starts, the tutor will check their social media connections, shares, and comments. The first impression obtained this way, can even determine the student's entire police career. With the student's characterization written by the form teacher, our school wishes to help tutors' orientation to get to know the student entrusted to him, his personality traits, career, and social circumstances as quickly as possible, to be able to start tutoring work as consciously as possible.

Tutors are provided with the following information about the student:

1. admission score
2. family circumstances (complete, truncated family, financial background, housing conditions)
3. integration into the class and student accommodation community
4. relationship with peers
5. his ability to act (active, interested, passive, dismissive,)
6. undertaken or received function or mandate
7. initiative
8. activity in classes, interest in the curriculum
9. efficiency, diligence
10. adaptability, empathy
11. independence, self-confidence, self-criticism
12. sense of responsibility
13. respect for others
14. conduct towards his superiors
15. determination, action, authority
16. reliability and precision
17. stress resistance, psychological tolerance
18. mental capacity
19. physical endurance
20. discipline
21. grooming, general appearance
22. outstanding or below-average abilities

23. sports performance
24. assessment of disciplinary situation
25. performance in the course of practice service at school, and in internship training
26. communication skills
27. decision-making skills
28. role consciousness, level of identification with the police profession
29. results of the competency assessment

VII. EVALUATION OF THE INTERNSHIP PRACTICE, AND THE DEVELOPMENT OF PUBLIC SERVICE COMPETENCES

During the internship training, it is the law enforcement tutor who pays special attention to the student because he will see the student as his future partner, who may need help, and whose activity has to be assisted. The internship training will be successful if, by the end of the internship training, they will have mutual respect and trust in each other. For this to happen, both the tutor and the student must study the table below and strive to have the highest possible score by the end of the internship training. If one of the areas is to be developed, this table serves as a guide, it shows what to develop. An important benefit of tutoring is, that initial support creates the foundations for later independent work and task awareness. During the internship training, the tutor must develop the following public service competencies (but we have to note, that this will not succeed without the student's motivation and diligence):

<i>Name of the competence</i>	<i>Definition</i>	<i>Behavioural trait(s)</i>
compliance, discipline	Able to learn, accept and apply correctly the rules and norms prescribed.	Knows and learns the controls related to his/her activity and applies them according to the situation. Accepts relationships of subordination.
decisiveness, confidence	Knowing his own abilities, and capacities, he is able to act decisively in order to enforce the goals of the organization.	Believes that he can use his abilities to accomplish his tasks. Strong and confident in his actions.

<p>problem-solving ability</p>	<p>Able to identify emerging problems and formulate possible solutions.</p>	<p>If problems emerge, he is able to identify them and propose solutions.</p> <p>If problems emerge, he is able to implement the solution chosen from among the possible alternatives or take steps to solve it.</p>
<p>psychological stability</p>	<p>Able to maintain his performance even in difficult, demanding situations.</p>	<p>He performs effectively even in stressful or unexpected situations.</p> <p>He is able to adapt to constantly changing tasks and situations.</p> <p>He performs well in monotonous situations.</p>
<p>emotional intelligence</p>	<p>Recognizes and understands the emotional state of the other person and the connection between it and the resulting behavior, and treats them accordingly.</p>	<p>He's aware of his own emotional state. Understands the connection between his own emotions, thoughts, and behavior. Recognizes and identifies the emotional state of the other person.</p> <p>As a result of effective emotional management, he/she adjusts his/her behavior and reactions to the situation. He's in control of his temper.</p>

<p>communication</p>	<p>Able to express himself verbally and in writing in accordance with the situation, and to interpret the communication of others in an appropriate manner.</p>	<p>In the course of work, his communication with colleagues and citizens is tailored to the situation.</p>
<p>cooperation (ability for engaging in teamwork)</p>	<p>Coordinates his activities and behavior with others in order to perform his task.</p>	<p>In order to obtain the necessary knowledge, he asks for help in his immediate work environment. Strives to cooperate with others in order to solve the task. Recognizes obstacles to cooperation and strives to remove them.</p>
<p>efficient work (readiness for self-education, endeavor for quality)</p>	<p>Consciously seeks to expand and improve his knowledge and practical knowledge necessary for the performance of his work.</p>	<p>Is characterized by a need for self-development. (Recognizes the deficiencies and limitations of his knowledge. Asks for help in expanding and supplementing his knowledge, and uses the acquired knowledge.) Carries out his work with precision, exigence, and care.</p>

The student's self-assessment, self-reflexion

The first period of the internship is called the learning period. Especially during this period, but also in the future, it is extremely important for the student to talk to his tutor daily for his own development.

It is up to both of them that these discussions and evaluations take place in a friendly, relaxed atmosphere. The success of these discussions and evaluations depends mostly on honesty and an atmosphere of trust. The student should make efforts to make his commitment to the police profession obvious to the tutor. Of course, there may be

difficulties that may arise from generational differences or different communication styles, so this requires special attention not only from the tutor but also from the student. It should be taken into account, that resulting from the workload, these conversations may extend beyond working hours, but it is worth sacrificing free time as well. It certainly will pay off in the course of faster police career socialization. Of course, conversations and evaluations can be done in other forms as well (chat, Viber, e-mail, etc.), but this can only complement direct conversations.

The role of the student portfolio

For the professional qualifying examination, students must prepare their portfolio, which is evaluated by the examination board, and this evaluation is one element of the final qualification assessment.

It is a collection of documents that provides insight into the student's knowledge, skills, and attitudes in the field of law enforcement. One of the freely chosen topics of the portfolio can also be the documentation of the tasks performed during the internship. If they were involved in the execution of tasks related to different branches of service (apprehension, arrest, investigation at a road traffic accident scene, participation in squad deployment, etc.), the written report on this may be included in the portfolio. A thank you letter written by a citizen or organization can also be attached, just as a copy of the diploma obtained during the internship, or a photo or newspaper article. Attention to compliance with data protection rules must be paid! The preparation of the portfolio should be given special emphasis, since in the course of the preparation students:

- learn how to produce service documents,
- learn to think and act in a systematic way,
- learn to identify significant elements,
- learn self-reflection,
- learn the police profession as a whole.

When making the decision about the graduates' place of appointment, the head of the police unit may take the content of the portfolio into account as well.

VIII. SCHOOL ALLOWANCES, BENEFITS, DISCOUNTS GRANTED DURING THE INTERNSHIP

Scholarship

While students participate in technical school education - including the period of internship training -, the monthly amount of the scholarship is:

- eight percent of the scholarship base if the average of the grades obtained at the end of the previous academic year is between 2.00-2.99,
- twenty-five percent of the scholarship base if the average of the grades obtained at the end of the previous academic year is between 3.00-3.99,
- forty-two percent of the scholarship base if the average of the grades obtained at the end of the previous academic year is between 4.00-4.49,
- fifty-nine percent of the scholarship base if the average of the grades obtained at the end of the previous academic year is above 4.49.

Besides that, law enforcement technical school students are entitled to law enforcement scholarship during both school- and internship training.

The **law enforcement scholarship** consists of

- basic law enforcement scholarship,
- basic law enforcement scholarship supplement
- and study allowance.

The monthly amount of the **law enforcement basic scholarship** is two hundred percent of the law enforcement salary base.

The extent of the law enforcement basic scholarship supplement is

- thirty percent of the law enforcement salary base for performing class secretary duties,
- ten percent of the law enforcement salary base for performing other duties.

The monthly sum of the study allowance

- fifty percent of the law enforcement salary base, if the average of the grades received in the end rating of the previous semester is between 3.51 and 4.00,
- sixty percent of the law enforcement salary base, if the average of the grades received in the end rating of the previous semester is between 4,01–4,50,

- seventy percent of the law enforcement salary base, if the average of the grades received in the end rating of the previous semester is above 4,50.

Meal allowance

As a monetary redemption of the free meals students are entitled to on school training days, during the internship they receive food standards, which currently amounts to 2,286 HUF/day.

Students are obliged to account for that sum with an invoice for food or food service issued to the Technical School. The dates of the invoices must fall on the days of out-of-school tasks or the previous 2 days! Feed, live animals (except animals prepared for placing on the market and intended for human consumption), plants not yet harvested, medicines, cosmetics, tobacco and tobacco products, alcohol, or alcoholic food cannot be accounted for, and the costs not justified by invoice cannot be reimbursed!

Travel expenses

The cost of a single round trip between the place of residence and the place of internship training per related period of execution of tasks will be reimbursed retrospectively against the tickets submitted.

If during the period of territorial internship training, a student is assigned to practical training to be completed at the Technical School, the cost of the one-time extra round trip to and from the place of residence or internship training place to the Technical School will also be reimbursed.

The eligible costs are:

- 50% economy ticket for long-distance bus, and 100% of the additional long-distance charge that may arise,
- 50% economy railway ticket for Class 2, and 100% of the express train surcharge or seat reservation that may arise.

Laptop usage

For the entire period of training, including the time of internship training, the student receives a laptop for exclusive use and guarding. He bears full moral and material responsibility for the device and its accessories, which cannot be transferred to third parties.

Clothing supplies for students

For internship training students are provided with the clothing they get for school training. They are predominantly composed of products identical to or parallel

to the police officer's service clothing, but police IDs and embellishments are not included. Accordingly, the dress code, and the methods of wearing them change in sync with that of the police officers depending on the season and task.

The scope and number of garment products are as follows:

- practice jacket without inscription, 1 piece
- practice trousers, 2 pairs
- practice spencer without inscription, 1 piece
- practice boots, 1 pair
- embroidered fabric cap (pilotka), dark blue, silver, 1 piece
- knitted cap, dark blue, silver 1 piece
- embroidered name badge, 1 piece
- service waistband, black, 1 piece
- label, small (Rendvédelmi Technikum (Law Enforcement Technical School)) strap, black, 2 pieces
- label, large (Rendvédelmi Technikum), 2 pieces
- embroidered velcro graduation mark (student) Grade I and II, 3-3 pieces
- embroidered velcro arm badge (MRVT), 3 pieces
- raincoat (PVC), 1 piece
- knitted gloves, black, 1 pair
- practice T-shirt, white (Rendvédelmi Technikum), 2 pieces
- kit-bag, 1 piece
- visibility vest, plain, 1 piece
- tennis shirt, dark blue, 2 pieces

Students do not have coercive devices during the internship training, they are provided to them at the time of appointment together with the tactical belt.

School uniform



STUDENT RANK
INSIGNIA AND
STAFF
INDICATOR,
I. YEAR



STUDENT
SUMMER
OUTFIT



STUDENT
BETWEEN-
SEASON OUTFIT



STUDENT
WINTER
OUTFIT



STUDENT
WINTER
OUTFIT WITH
VISIBILITY
VEST

IX. DEADLINES, AMOUNT OF ABSENCE, PRESENTATION OF PROOF OF ABSENCE, REPORTING OBLIGATIONS DURING INTERNSHIP PRACTICE

On the first day of school training after the internship, the student must hand over the internship notebook to the form teacher, who will review it, and verify what is documented in it.

It is important that the internship notebook is kept up-to-date, and all activities and their times during or at the end of the services must be documented – this will be checked by the internship tutor.

During the internship, the rate of absence must not exceed 20%, and it must be justified in all cases. Unjustified absenteeism must not occur! The method of justification shall be based on the management measure in force. Efforts should be made to ensure that the student spends as much time as possible in the police unit since this serves to ensure that the police profession is learned as thoroughly as possible.

According to the relevant part of the Service Regulation, the student must report the absence and any incidents affecting the student verbally and in writing to the police unit, and the school as well.

X. KEEPING CONTACT WITH THE TECHNICAL SCHOOL

Contacts: students belong to the training institution during the internship as well, so it monitors their internship activities too. If necessary, all students have the opportunity to contact the school. The form teacher, the course commander, or another leader or teacher can help if is needed, or questions arise. The contact details of those involved in the internship training are included in the internship notebook.

XI. WHAT TO DO AFTER COMPLETING THE INTERNSHIP TRAINING

The student is obliged to justify absences from the internship service, and to present the documents about it to his form teacher.

On the first day of instruction after the internship training, the student must hand over the internship notebook to his form teacher, who checks the performance of the tasks specified in the notebook, the fulfillment of the mandatory number of hours, and the justification of absences.

After the internship training, the student must write a report, which has to cover:

- the description of the main activity carried out during the practical training,
 - the fulfillment of the tasks prescribed,
 - management and organization experienced during the training,
 - eating and accommodation conditions.

Annex 1.

Police communication activity list			
Evaluate yourself: Read the following statements and decide at which state you are currently: I cannot do it yet, I need help			
Behavioural traits:	I am in the stage of practicing it STOP	I do it START	confidently on my own CONTINUE
I react quickly to situations.			
I am, and I do what I say.			
In my communication, I am able to instil confidence in people.			
My position is understandable, and logical, so it can be followed.			
I react consistently to similar life situations.			
I express myself in a clear way, free from misunderstandings.			
I am able to adapt my communication style to different situations.			
I don't get into contradiction with myself.			

Annex 2.

Police communication activity list			
Evaluate yourself: Read the following statements and decide at which state you are currently: I cannot do it yet, I need help			
Behavioural traits:	I am in the stage of practicing it STOP	I do it START	confidently on my own CONTINUE
.....			
.....			
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.....			
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Annex 3.

Identification of the problem		
The analysis helps you gain a better insight into the origin of the deficiency and to develop an appropriate solution.		
Area for improvement	What indicates the problem?	How can you know that the problem is solved?

Annex 4.

The police action:

.....

Aspects

Analysis

Description of the cause and circumstance that triggered the police action

Circumstances affecting the police action

Description of the person
subject to the police action:
his behaviour, qualities,
communication

Safety formations, movement
in space

Use of tools (communication,
other technical tools)

Use of devices (coercive
devices)

Implementation of the police
action

Documentation (report, photo,
video recording, site plan, etc.)

