

	LOM 1.13 Interns and Volunteers	
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	<i>Revision #: 1</i>	<i>Issued Date: 10/30/2017</i>
	<i>Document Manager: John Bowen</i>	<i>Approved By: Jeffrey Nye</i>

1.13 Interns and Volunteers

1.13.1 Volunteer

A volunteer is an individual who wants to gain work experience in the lab, without monetary inducement or academic class credit. They generally volunteer from five to twenty hours per week.

1.13.2 Intern

A student intern is generally a student who wants to gain work experience in the lab, usually without monetary inducement and for academic class credit. Arrangements are made between the student and the university / college where the student pays for class credits while completing the actual work in the lab. Student interns typically have a specific project they want to work on, and require the expertise of the lab personnel or the lab resources.

1.13.3 Requirements

- Interns and volunteers shall be a citizen of the United States at the time of application, or have a valid student visa.
- Interns and volunteers shall have a valid operator's or chauffeur's license without restrictions (except corrective lenses).
- Interns and volunteers shall not have a history of criminal convictions or excessive civil infraction violations.
- Interns and volunteers shall pass a controlled substances screening.
- Interns and volunteers shall have completed the Hepatitis B vaccination series by the start of the program.
- Interns and volunteers shall pass a fingerprint check.

Additional guidelines for Michigan State Police interns and volunteers are located in Official Order 92.

1.13.4 Application Process

The following forms shall be utilized when an individual applies for an intern or volunteer position within the laboratory:

- PD-37 Agreement for Provision of Unpaid Student Services to the Michigan State Police
- PD-39 Application for Internship
- FSD-34 Forensic Laboratory Program Screening form

The applying individual shall complete these documents and return them to the Laboratory Director (or their designee) where the position is desired. The signatures of the unit supervisor and Laboratory Director shall also be obtained prior to distribution as directed on the PD-39. All the signed, original documents shall be maintained at the respective laboratories. An intern or volunteer cannot begin until all of these documents have been completed.

The FS-13 Checklist for Student Volunteers and Interns shall be utilized for assuring all requirements have been met prior to beginning work.

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1.13.5

A DNA Staff Index sample shall be collected from the intern or volunteer in compliance with LOM 2.14 - DNA Staff Index. In addition, the intern / volunteer shall take and pass a drug screen prior to beginning work in the laboratory.