

BURLINGTON MUNICIPAL JOINT INSURANCE FUND

Administrative Policies & Procedures

Date Adopted: 10/20/09

POLICY: Police Accreditation Interns

PURPOSE: Establishing a Procedure for Reimbursing Member Police Agencies for Intern used Exclusively to Assist in Accreditation Process

The Burlington Municipal Joint Insurance Fund (BURLCO JIF) Recognizes that police agencies that are accredited have better liability and workers compensation claims experience due to positive impact that the program has on our ability to defend claims.

In recognition of the positive impact this program has on our claims experience, the Fund has previously adopted procedures wherein member agencies can apply for reimbursement of 50% of the accreditation fee, a \$1,000 grant from the MEL, and a 5% MEL liability discount.

Because many police agencies do not have adequate resources to dedicate to the accreditation process, and due to the fact that a large portion of the work is administrative in nature, the JIF has authorized this program to reimburse qualifying agencies for the cost of a college intern to assist in the administrative work of maintaining accreditation records and typing polices for review and modification by the chief or his/her designee.

QUALIFYING INTERN:

In order to qualify under the program, an intern must:

1. Be enrolled in an accredited 2 or 4-year institution of higher learning.
2. Follow a course of study that will lead to a career in law enforcement or related activities.
3. Complete an application for the program and be approved by the Chief of Police.
4. Upon completion, agree to submit a report to the JIF on his/her experience with the program, including an evaluation of his/her contributions to the accreditation process.

REIMBURSEMENT:

Members will be eligible to receive reimbursement of up to \$10 per hour for up to 100 hours of assistance paid to interns under the program:

1. The intern must be hired as either a full-time or part-time employee of the municipality.
2. The municipality will be responsible for all additional costs incurred as a result of hiring the intern including but not limited to:
 - A. Payroll taxes
 - B. Supplies and equipment as well as work space.

NOTE: The JIF will cover the intern for liability and workers compensation at no additional cost.

3. The municipality must submit vouchers with sufficient documentation to substantiate the expense has been incurred under the program.
 - A. Vouchers may be submitted on a monthly basis or at the conclusion of the program.