AGREEMENT
GUIDELINES FOR BOROUGH OF PARAMUS INTERNS

While an intern at the Borough of Paramus (Borough), I, _____, a student at _____, will adhere to the following guidelines:

1. I will not divulge or discuss with anyone other than appropriate Paramus personnel any information to which I might be exposed to through my internship with the Borough. This includes any operational information of the department to which I am assigned, or information concerning other Borough operations. I understand that failure to follow the guidelines can lead to dismissal from the Borough internship program.

2. I will follow the Borough policies and procedures related to the work unit to which I am assigned.

3. I understand that all notes, papers and memoranda concerning my internship must be reviewed by my Borough supervisor before any dissemination is made to my school or any instructor or person not an employee of the Borough.

4. If assigned to the Borough Police Department, I will always keep myself in a non-participant role when working with sworn personnel.

6. While performing an internship, I promise not to do anything in my personal life which would embarrass the Borough or cause a negative public perception of myself or the Borough.

7. I understand that during my internship I will be required to assist in administrative duties. I will insure that all administrative work I undertake will be completed in a proper and timely manner.

8. I understand that during my internship I am responsible to the Borough Department Head or his/her designee of the department to which I am assigned.

9. I understand that my internship can be terminated at any time without cause by the Borough Administrator and the Borough Department Head.

_____ _____
Signature of Intern Date

This student is recommended by _____
to participate in the Borough internship program. **(college/university)**

_____
(Print Name & Title of College/University Official Approving Internship Application)

_____ _____
Signature of College/University Official Date