

# **INTERPOL'S INTERNSHIP POLICY**

## **I. AIM AND PURPOSES OF INTERPOL'S INTERNSHIP PROGRAMME**

INTERPOL offers internship possibilities for a limited number of persons from any member country. The main aim of the Internship Programme is to be of mutual benefit to the Intern and to the Organization.

The purposes of the INTERPOL Internship Programme shall be to provide the Interns with:

- a better understanding of the Organization's goals and objectives and how international police co-operation is organized;
- an insight into how an international organization operates;
- a framework to enhance their educational experience through practical work assignments, thereby developing skills which will be useful for their career and future employment;
- the possibility of working in a multicultural, multilingual and multiethnic environment, contributing to the development of mutual understanding, trust and tolerance.

INTERPOL, through its Internship Programme, shall:

- benefit from the input of qualified persons whose background will enable them to give a fresh point of view and up-to-date academic knowledge, which will enhance the work of INTERPOL;
- create projects with a low degree of difficulty, during a specific period.

## **II. APPLICATION AND SELECTION**

### **2.1 Application**

INTERPOL offers continuous openings for internships.

Applicants are requested to complete an INTERPOL Internship Application Form. Applications are valid for a period of one year as from the date they are received by INTERPOL.

### **2.2 Selection criteria**

In order to be eligible for an internship at INTERPOL, applicants should:

- be a national of a member country
- have attained the legal age of majority in the country of which they are a national
- be enrolled in, or have graduated from, an accredited academic institution
- be fluent in English and the official working language regularly used in the duty station where the Internship will take place (French, Spanish or Arabic), if that language is not English
- have studied in an area of interest to INTERPOL.

Additional assets will be:

- knowledge of other official languages of the Organization (French, Spanish, and/or Arabic);
- ability to work in a multilingual and multicultural environment;
- willingness to work as a member of a team.

### **III. DUTIES AND RESPONSIBILITIES**

#### **3.1 Intern status**

Interns are not in any way considered as staff members of INTERPOL, and consequently shall not be entitled to privileges and immunities, nor to rights and benefits provided in the Staff Regulations and Staff Rules. Accordingly, they shall not perform a staff member's functions, nor represent the Organization externally.

Interns may not undertake any duties without the authorization of their Internship co-ordinator and are expected to carry out all assigned tasks in compliance with the instructions given by their Internship co-ordinator, and to follow the administrative guidelines given by the Training Office.

#### **3.2 Duties and responsibilities of the Intern**

During the internship, the Intern shall comply with relevant INTERPOL rules and policies including, in particular security and safety rules, and follow the instructions and guidelines received from INTERPOL staff.

The Intern shall respect the impartiality and independence of INTERPOL, and shall neither seek nor accept instructions from any authority external to INTERPOL during the internship.

The Intern shall refrain from any conduct that would adversely reflect on INTERPOL and shall not engage in any activity that is incompatible with the aims, objectives, and interests of INTERPOL.

The Intern undertakes to exercise the utmost discretion in all matters of official business of INTERPOL and to not use, under any circumstances, any information about INTERPOL acquired during the internship, or to communicate it to a third party, or to publish it, even after the end of the internship, except with the formal written agreement of INTERPOL. Should the Intern be found in breach of this obligation, the Organization reserves the right to terminate the internship and to engage in any applicable legal proceedings.

Any reports produced by the Intern strictly for academic purposes shall be submitted to INTERPOL prior to delivery to the competent academic authorities.

Interns shall not take with them any INTERPOL documents at the end of the internship.

#### **3.3 Responsibility vis-à-vis accidents and/or illness.**

INTERPOL shall not be liable for any injury, disability, or death suffered by an Intern, or for any medical or hospital expenses which may be incurred in the course of his/her internship. INTERPOL shall not be liable for any material or physical damage that the Intern may cause to third parties, except in cases where such damage was a result of the performance of duties as instructed by INTERPOL officials. Interns are covered by INTERPOL's civil liability insurance for the performance of their duties as Interns.

## **IV. PRACTICAL CONDITIONS**

### **4.1 Assignment to a specific unit within the Organization**

Interns shall perform their tasks within the specific unit to which they will be assigned during the internship. Interns should not be assigned to operational units within the Organization, particularly to the Command and Co-ordination Centre.

### **4.2 Duration**

The minimum duration of an internship shall be 2 months. The maximum duration shall be 9 to 11 months. Exceptionally, an internship of less than 2 months may be considered.

### **4.3 Internship allowance**

Interns will normally be paid a monthly allowance of 350 euros. In other duty stations (Abidjan, Bangkok, Buenos Aires, Harare, Nairobi, Yaoundé, Vienna, New York and San Salvador) the amount of the allowance will be determined by the UN index, in the same way as salaries, which are based on that index.

Interns are expected to pay for their visa, transportation, housing, food, health insurance and any other expenses incurred during the internship, as well as making all applicable arrangements for obtaining the necessary visa for entering the country and finding accommodation.

### **4.4 Working time and absences**

In principle, Interns shall be required to work 37.5 hours per week.

In exceptional cases, part-time work for Interns may be accepted. Interns may exceptionally be requested to perform extra hours; compensation will however only result in time off.

Interns shall be entitled to the same public holidays as INTERPOL staff. All other absences must be justified and authorized.

### **4.5 Missions**

Interns will not be allowed to participate in official missions, as they are not considered officials or staff members of INTERPOL.

### **4.6 Training activity**

Interns will normally not be authorized to participate in any training activity during their internship.

### **4.7 Potential employment**

Interns may apply for any advertised vacant position, whether before, during, or after the internship, if they believe they fulfil the requirements.

#### **4.8 Evaluation**

Interns' performance will be assessed at the end of the Internship.

#### **4.9 Early termination of the internship**

Internships may be terminated at any time, with a period of notice of two weeks. Notice shall be given in writing, stating the relevant reasons.

Ronald K. Noble  
Secretary General