

## **Greetings Members:**

*The below is a change in our Association By-Laws, it articulates a new level of membership in Article 2: INTERN MEMBERSHIP, which benefits students or those who have completed Forensic education and are serving as Interns in a Law Enforcement agency; to be a member of our Association as: INTERN MEMBERSHIP LEVEL. Our members will be voting on this addition at the December 2021 meeting.*

### **SCAFO INTERN MEMBERSHIP (Article 2: Intern Membership Level)**

The Intern Membership program will be capped at 10 approved candidates. This cap will be revised (if necessary) after one year. During this year, SCAFO will monitor the Intern Membership Program. At the conclusion of this first year of the Intern Membership Program, the SCAFO Executive Board will determine if any changes are required.

#### **INTERN MEMBERSHIP POLICIES AND PROCEDURES**

- A Law Enforcement Agency (LEA) Active SCAFO Member will recommend the proposed Intern Member applicant, previously vetted by that agency. If accepted by the SCAFO Membership Committee, the Intern Member will be assigned a mentor to accompany that Intern member to all SCAFO meetings and training events.
- Intern Members must be accompanied by their mentor to gain entry to SCAFO meetings and training events. A representative from the intern's LEA may substitute for the mentor should the mentor be unavailable. If a substitute from the Law Enforcement Agency is not available, the Intern Member can contact a SCAFO Membership Committee member to assign a substitute to the Intern Member.
- Intern Members will wear identification at each SCAFO meeting or training event to differentiate Active members from SCAFO Intern members. This identification will consist of a clear plastic badge with an "Intern Member" ribbon affixed to the badge.
- When possible, Intern Members will be assigned a task at each SCAFO meeting or training event. This will allow the Intern Members more opportunities to mingle with professionals in attendance and build up professional contacts. This will also enable the Intern Members to become more familiar with how the SCAFO organization functions.
- Intern Members must be familiar and adhere to all SCAFO rules of conduct contained in Article 8 within the By-laws. Intern Members must never misrepresent SCAFO or their level of membership with our Association or other Law Enforcement Agencies. Intern Members must also never act in a manner

that brings disgrace or embarrassment to our Association or individual members.

- Violation of any of SCAFO rules of conduct contained in the Association By-Laws including what SCAFO determines to be unprofessional behavior will be grounds for the Individual's Intern Membership status to be terminated. Subsequent requests to apply for Active Membership by an intern whose membership has been terminated will be denied.
- While intern Members will enjoy the inclusion of being part of SCAFO, intern members do not have nominating or voting privileges.

### **SCAFO SPEAKER PRIVILEGE**

- The guest speakers will be consulted and given the option to exclude Intern Members from a presentation should the speaker be concerned about the content being presented.

### **SPONSOR / MENTOR RESPONSIBILITIES**

- A mentor will be responsible for vetting an Intern Member applicant.
- Intern Member applicants will be excluded from the "Readings" requirement.
- A mentor must agree to take on the responsibility of monitoring the Intern they recommend for SCAFO Intern Membership. Part of this responsibility includes checking in with an assigned SCAFO Board Member at each meeting to advise regarding the status of the Intern Member.
- A mentor must also agree to bring any concerns regarding an Intern Member's negative conduct to the SCAFO Executive Board upon learning of this conduct.

### **MEMBERSHIP FEES AND TIME LIMITS**

An approved Intern Membership will last the duration of their internship associated with a law enforcement agency. With SCAFO Executive Board approval, the intern membership status may be extended up to one year to allow the intern time to seek permanent employment in this field. This extension may allow an intern access to job openings regularly announced at SCAFO meetings, training events, or on the SCAFO website. The Intern Membership Status of the individual will be terminated at the conclusion of the one-year extension.

- Once hired by an agency, the former intern member will be encouraged to apply for Active Membership.
- An approved candidate for the SCAFO Intern Membership will be responsible to pay an annual \$35.00 membership fee and the \$5.00 application fee.

- Intern Members may attend the annual SCAFO training conferences as long as they are accompanied by their mentor or a representative from their law enforcement agency. The Intern Members will be granted a 25% discount on the registration fees at the SCAFO Annual Conference.

11-04-2021