

**ORDINANCE NO. 29-2017**

**AN ORDINANCE OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF HANOVER ESTABLISHING A NEW ARTICLE IV ENTITLED "COLLEGE INTERNSHIP PROGRAM" UNDER CHAPTER 61 OF THE CODE OF THE TOWNSHIP ENTITLED SALARIES AND COMPENSATION; PERSONNEL POLICIES**

**WHEREAS**, the Township Committee believes that a need exists to provide college students who are interested in pursuing a career in government with an opportunity to serve as an intern in a department or bureau of the Township to gain practical experience in the field of government.

**NOW, THEREFORE, BE IT ORDAINED**, by the Township Committee of the Township of Hanover in the County of Morris and State of New Jersey as follows:

**Section 1.**

**Section 61-43.** There is hereby established a new Article IV entitled "College Internship Program" under Chapter 61 of the Code of the Township entitled Salaries and Compensation; Personnel Policies.

**Purpose and Intent.** It is the intention of the Township Committee to establish an Internship Program for college students interested in pursuing a career in government. The Internship Program (hereinafter referred to as the "Program") will provide individuals with an opportunity to work in a government environment to obtain firsthand knowledge and experience in the administration of government operations and the delivery of services similar to a teaching practicum.

The regulations and guidelines set forth in this new Chapter shall not supersede or override the Hanover Township Police Department's Internship Program Guidelines which are described in the Department's Policies and Procedures Manual at Chapter 10 of Volume 12. Rather, this Ordinance shall serve as a supplement to the Police Department's Internship Program.

**Section 61-44. Administration of the Internship Program.**

- A. The Business Administrator/Township Clerk shall designate a member of the Department of Administration to serve as the Program Coordinator who will be responsible for administering all aspects of the

Program such as, but not limited to, the recruitment of candidates and assessing the progress of interns as they complete their internships.

- B. The Program will provide college students to intern in any one of the Township's departments or bureaus based on their college curriculum or major. Depending on college or university requirements, the length of an internship may be six (6) to eight (8) weeks.
- C. The procedures set forth in this policy are in addition to any requirements mandated by the intern's respective college or university.

**Section 61-45. Qualification Requirements.**

- A. Internship applicants should be enrolled in either a two (2) year county college degree program, or a four (4) year college or university program. Ideally, candidates selected for internship should be in the second year of a county college program or a junior or senior enrolled in a four (4) year college or university. Applicants in a post-graduate program will also be considered for internship.
- B. Qualified applicants who are Hanover Township residents will take precedent over non-residents.

**Section 61-46. Application Process.**

- A. Applicants must complete an application on a form approved by the Business Administrator/Township Clerk.
- B. A letter of interest must be submitted along with a completed application form giving the reason or reasons why he/she is interested in completing an internship in one of the Township's departments or bureaus.
- C. Applicants must also submit a current resume which includes a description of skills and abilities and the intended course of study.
- D. Applicants must provide a current grade transcript from their respective college or university.
- E. Applicants shall be required to undergo a thorough background check including but not limited to driver's record, computer criminal history check and personal and/or employee reference check. The background check will be performed by the Hanover Township Police Department.
- F. The Intern Coordinator will schedule a personal interview with the prospective student upon completion of items A. through E. described above.

- G. The Intern Coordinator shall submit all documentation along with recommendation(s) to the Business Administrator/Township Clerk in the selection of intern candidates to participate in the program.

**Section 61-47. Orientation and Training.**

- A. All interns will be required to participate in orientation and training to acquaint them with the rules and regulations governing the Township and the conduct of business. Interns will be expected to conduct themselves as professionals as they will represent both a department or bureau and their respective college or university. Orientation and training sessions may take place on an individual basis with the department or bureau head. Orientation will also include office business practices including the proper handling of telephone calls and welcoming members of the public who arrive at the office.
- B. Interns shall also receive position-specific training to ensure they have adequate knowledge and skills to complete tasks and assignments required for the position.
- C. Interns shall conform to the Township's approved dress code.
- D. Failure to comply with any Township ordinances, rules, regulations or policies will result in the immediate dismissal of an intern from the program with a report of the intern's conduct submitted to the intern's respective college or university.

**Section 61-48. Other Program Requirements.**

- A. The internship will dovetail with the student's curriculum schedule on a weekly basis so as not to interfere with an intern's classes.
- B. Interns will be expected to complete a minimum of six (6) weeks of service or the minimum number of hours required by their respective college or university whichever is greater.
- C. Interns will be evaluated on their ability to perform tasks and assignments independently, or in coordination with Township employees.
- D. Upon completion of the internship, the intern will participate in an exit interview with the Intern Coordinator.
- E. Interns will be asked to submit their written evaluation of the Township's Internship Program in order to provide department and bureau heads with an assessment as to how the Program can be improved or modified in the future.

**Section 2.** In case, for any reason, any section or provision of this Ordinance shall be held to be unconstitutional or invalid, the same shall not affect any other section or provision of this Ordinance, except so far as the section or provision so declared unconstitutional or invalid shall be severed from the remainder or any portion thereof.

**Section 3.** All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are, to the extent of such inconsistency, hereby repealed.

**Section 4.** This ordinance shall take effect in accordance with the law.

TOWNSHIP COMMITTEE  
TOWNSHIP OF HANOVER  
COUNTY OF MORRIS  
STATE OF NEW JERSEY

ATTEST:

  
Joseph A. Giorgio, Township Clerk

  
Ronald F. Francioli, Mayor

DATE OF INTRODUCTION: November 20, 2017

DATE OF ADOPTION: December 14, 2017