Maryland State Police

Internship Program

CRIMINAL INVESTIAGTION BUREAU

Providing the greatest resources and the best experiences to enhance the learning potential for those who may pursue a career in the law enforcement field.

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LT. GOVERNOR

COLONEL
WOODROW W. JONES III
SUPERINTENDENT

A MESSAGE FROM COLONEL WOODROW W. JONES III
SUPERINTENDENT OF THE MARYLAND STATE POLICE

Thank you for your interest in a student internship with the Maryland State Police. I appreciate your desire to learn about one of the finest law enforcement agencies in the country. Throughout the history of the Maryland State Police, thousands of dedicated men and women have worked diligently to fulfill our mission of serving and protecting the people of our state, while establishing our reputation of providing the highest quality of law enforcement services.

Regardless of where you are assigned during your internship, you will learn from outstanding men and women who excel in their specific field of service. I hope you take advantage of this valuable opportunity you have been given and apply yourself as completely as possible to learn all you can during your time with us. I hope this internship provides you a better understanding of the role of law enforcement in our society and, more specifically, the positive impact the members of the Maryland State Police have on our citizens each day.

Members of the Maryland State Police are held to high standards of conduct and commitment to our mission. While you are an intern with our Department, I expect you to maintain those same high standards and comply with our policies, while completing the specific tasks assigned to you by your supervisor. Do no hesitate to ask questions in order to better understand what is expected of you.

You will not deliberately be placed in situations that risk your safety or cause you to see or experience difficult circumstances. However, we are a full-service police department and you should be aware those situations could arise during your time with us. Do not hesitate to contact your supervisor if you have questions or concerns about these issues at any point during your internship.

You are embarking on an exciting experience. I hope your internship will be a valuable time of learning and experiencing the challenges and rewards of law enforcement. If you are interested in a career in law enforcement, I hope your time with us will cause you to consider applying to become of one “Maryland’s Finest.” I wish you all the best for continued success.

Woodrow W. Jones III

Colonel Woodrow W. Jones III
Superintendent

Criminal Investigation Bureau

The Criminal Investigation Bureau (CIB) provides the investigative functions for the Department and is charged with the investigation of criminal and drug violations, collection and forensic analysis of evidence and the regulation and registration of firearms within all jurisdictions across the State. The Bureau includes the Criminal Enforcement Division (CED), Forensic Sciences Division (FSD) and Licensing Division (LD).

If you are interested in a career in criminal investigations, crime scene and forensic evidentiary analysis or the licensing and regulation of firearms and professional public safety licenses, the Criminal Investigation Bureau has an opportunity for you. Below are brief descriptions of the various Divisions within the Bureau. I hope you find your time with us beneficial to your ultimate career selection. Thank you for considering the Maryland State Police. We look forward to working with you!

Criminal Enforcement Division

Recognizing that crime knows no boundaries, the Criminal Enforcement Division focuses on inter-jurisdictional and cross border crimes through the use of a regional, yet statewide configuration, which capitalizes on our statewide authority to investigate and apprehend criminals and criminal enterprises operating throughout the State. The Criminal Enforcement Division is comprised of special investigative groups that work on criminal investigations of all types, gang and firearms enforcement, computer crimes, missing children, homicides, fugitive apprehension, vehicle theft, insurance fraud as well as controlled dangerous substance manufacturing and distribution.

Forensic Science Division

The Forensic Sciences Division is an accredited, full-service forensic laboratory system offering analysis in the following disciplines: latent print/impressions, firearms/tool marks, controlled dangerous substances, toxicology, biology, trace evidence, questioned documents and crime scene. Although this Division operates under the administration of the Maryland State Police, the laboratory provides forensic and crime scene services to all Maryland's law enforcement agencies.

Licensing Division

The Licensing Division administers the provisions of the Annotated Code of Maryland and COMAR related to: The licensing and registration of firearms; wear and carry permits; security guards/private detectives and agencies; special police, railroad police and other public safety licensing functions as defined by statute or regulation. The Division's primary functional areas of responsibility are grouped into two main categories: the licensing and regulation of professional public safety licenses, and the regulation of firearms dealers and transfers of regulated firearms. The Division is comprised of the following units: Firearms Registration Unit, Handgun Qualification License Unit, Handgun Permit Unit, Inspection and Compliance Unit, Police & Security Systems Unit, Security Services Unit and the Administrative Investigation Unit.

Lieutenant Colonel Norman W. Dofflemyer

Chief – Criminal Investigation Bureau

Internship Program Overview

Below are the written requirements and practical assignments to meet our standards for internship. Our program has been designed with some flexibility to satisfy your college or university's requirements and/or obligations for credits. As such, any obligatory matters should be discussed or negotiated with a supervisor with the Maryland State Police before your internship begins.

The Application Process

Every intern applicant must first complete our on-line application and pass an abbreviated background investigation. The background investigation will include: a criminal history check, a driver's license check and a reference check. A supervisor from our Department will then conduct an interview with you and explain the program's process and expectations. At that time, students are required to read, understand and sign our Waiver of Claim and Release of Liability (Form 45), Confidentiality Agreement and Terms of Agreement. In the event the application is rejected, Human Resources Division will notify the applicant of the rejection within 30 days.

Timeframes for Our Program

Internships will be completed in the fall, the spring or the summer. Applications for internships should be submitted within the following time frames:

Fall: May 15 - June 15

Spring: October 15 - November 16

Summer: March 1 - March 31

*The above timeframe may be waived at the discretion of HRD.

Internship applications will remain on file for one (1) year, after which a new application will be required.

Supervision and Mentorship

Every Section/Division will have a program supervisor who manages the internship program. The responsibility of the supervisor is to ensure the application process is completed and that the intern understands the requirements. The supervisor will assign the student intern to a mentor. The mentor will be a trooper, investigator or civilian, typically assigned to a work group or unit, who will follow the student throughout the entire program, ensuring that the My Daily Activity Log is being completed properly and in a timely manner. The mentor's primary role is to facilitate assignments within their work group or unit and to act as the liaison for any and all other required program assignments. Mentors are not required or expected to provide every experience. The mentor serves as a first line supervisor for the intern and should be readily available to answer questions and provide guidance. In any situation where the intern is not satisfied with their experience, they should feel free to contact the program supervisor. Finally, the mentor or the supervisor may complete any midterm or final evaluations required from the educational institution.

Written Requirements & Assignments

1) Maintain the **My Daily Activity Log**, a list of practical assignments, during each of your tours by securing the date, your work hours and your mentor's signature.
2) Complete the **My Learning Objectives** or assignments detailed by the respective division/unit. These are objectives/ assignments are designed to help you evaluate career options, establish connections for future employment opportunities, and understand the role and responsibilities of a particular division/unit.

Qualifications for Student Interns

1.) Must be at least 16 years old and must be attending or be a recent graduate from a high school, college or graduate school.
2.) Must obtain a letter from their educational institution requesting to participate in the internship program before the intern completes an application.
3.) Must be of excellent moral character.
4.) Must have a Motor Vehicle Administration Record without a serious offense.
5.) Must not have criminal convictions of any kind.
6.) Must be physically and mentally capable of performing assigned duties.

MARYLAND STATE POLICE CORE VALUES

Integrity: Maryland State Police personnel shall uphold the public trust by being honest and maintaining the highest standards of ethical and moral character.

Fairness: Treat every person with respect and dignity in an unbiased, courteous and professional manner, remain in control and respond appropriately when dealing with a citizen or an MSP employee and protect the constitutional rights of all persons through impartial enforcement of the law.

Service: Provide dedicated and compassionate assistance to all persons; promote leadership, cooperation and assistance to fellow employees, allied agencies and other governmental entities; strive to improve the service we provide, the quality of life in the communities we serve and the relationships we have with the community; and obey all Maryland State Police policies.

Criminal Investigation Bureau

Resources

<u>Forensic Sciences Division</u>

The Forensic Sciences Division (FSD) is comprised of two branches, the Operational Services Branch and the Scientific Services Branch.

The Operational Services Branch is comprised of the Crime Scene Section and the Forensic Support Services Section. The Crime Scene Section (CSS) is responsible for processing crime scene evidence, to include: identification, collection, preservation, photographing, sketching, storage and transportation of evidence into the laboratory facilities. Bloodstain pattern analysis, facial composite generation and bullet trajectory determination are also available. Along with processing of crime scenes, the technicians work closely with criminal investigators, providing technical assistance, thereby allowing investigators the opportunity to conduct a thorough investigation.

The Scientific Services Branch is comprised of the Biology Section, Chemistry Section, Pattern Evidence Section, and Trace Evidence Section. The Biology Section is made up of the Casework, Database, and Technical Units. The Chemistry Section is made up of the Toxicology and Controlled Dangerous Substances (CDS) Units. CDS is divided into three Labs: one at the Pikesville Laboratory, one in Berlin at the MDSP barrack, and one in Hagerstown at the MDSP barrack. The Pattern Evidence Section is made up of the Latent Prints/Impressions Unit and the Firearms/Tool Marks Unit. The Latent Prints/Impressions Unit is divided into two Labs: one at the Pikesville Laboratory and the other in Hagerstown at the MDSP barrack. The Trace Evidence Section is made up of the Trace Evidence Unit and the Questioned Documents Unit.

Qualifications / Requirements:

- Currently enrolled in a Forensic Science program (or Life or Physical Science major with a minor in Forensic Science) from an accredited university, college or graduate school. Other than administrative tasks for various units, our crime scene section is the only section that will consider interns obtaining a criminal justice degree.
- Applicants from online programs may be considered on a case-by-case basis.

Due to the limited number of internships available, we DO NOT accept applications from high school students or those enrolled in a certificate or associate degree program.

- Must have completed sophomore year of undergraduate studies; graduate students are eligible to apply.

If you were recently approved to a new school/program, but have not begun classes yet, please also submit your acceptance letter.

- Must have availability Monday through Friday between the hours of 7AM-5PM.
- Must successfully pass a background check; this takes approximately 1 week to complete for U.S. citizen.
- Must be a U.S. citizen or legal resident.

Preferred Qualifications:

- Lab experience
- Coursework pertaining to the discipline(s) of interest

Application Process:

Interns interested in an internship with FSD are required to also complete FSD's packet found at the following web address:

https://mdsp.maryland.gov/Organization/Pages/CriminalInvestigationBureau/ForensicSciencesDivision/FSDInternshipProgram.aspx

Open application dates by school semester:

Fall: May 15 - Jun 15

Spring: Oct 15 - Nov 16

Summer: Mar 1 - Mar 31

FSD will conduct a review of your application after the deadline.

FSD Internship Coordinators:

Dawn Trusty
dawn.trusty@maryland.gov
443.357.1465

Amy Kelly
amy.kelly@maryland.gov
443.357.1414

Licensing Division:

The Maryland State Police Licensing Division administers the provisions of the Annotated Code of Maryland and COMAR related to the licensing and registration of firearms, handgun permits, security guards, private investigation agencies and other licensing functions as defined by statute or regulation. Their firearms review committee reviews and approves firearms to be legally purchased in the State. Interns will be expected to be exposed to certain knowledge, skills and abilities associated with the following classifications:

1. **Administrative Aide / Office Manager**:

- Knowledge of office practices, procedures and equipment
- Knowledge of business English, spelling, punctuation and grammar
- Ability to maintain records and prepare reports; data entry involving MITS and ESD Work Orders
- Ability to perform basic arithmetic computations; statistical data collection of Preventive Maintenance information
- Ability to maintain confidentiality of records, reports and other material

2. **Management Associate:**

- Knowledge of office practices, procedures and equipment
- Knowledge of business English, spelling, punctuation and grammar
- Skill in typing on a keyboard of a personal computer at a minimum speed of 40 words per minute may be required, depending on the specific requirements of the position
- Ability to compose routine and business correspondence
- Ability to maintain records and prepare reports
- Ability to maintain confidentiality of records, reports and other material
- Ability to deal with officials, the public and co-workers in a courteous and tactful manner

At the direction of Licensing Division personnel, interns will also be asked to complete tasks associated with assembling spreadsheets for data entry, statistical data entry, and contacting applicants to schedule appointments and informal hearings.

Criminal Investigations:

The Criminal Enforcement Division provides investigative services, both overt and covert, to support the Department's mission of achieving public safety by improving the quality of life for the citizens of Maryland.

Preventing and reducing violent crime in Maryland is a key goal of the Maryland State Police and one of the primary strategies to meet this goal is a focus on inter-jurisdictional (county to county) and cross border (state to state) crime. Recognizing that 'crime knows no boundaries' and criminals utilize jurisdictional boundaries to their benefit to avoid detection and to further their criminal enterprises, the Maryland State Police is uniquely qualified with state-wide authority and ability to impact crime in Maryland.

The Criminal Enforcement Division is comprised of special investigative groups that conduct and complete investigations regarding gang activity, firearms enforcement, computer crimes, missing and exploited children, homicides, fugitive apprehensions, vehicle thefts, identity fraud, sale and distribution of narcotics, various property crimes, and violent crimes against persons.

1. **Management Associate**:

- Knowledge of office practices, procedures and equipment;
- Skill in typing on a keyboard of a personal computer
- Skill in prioritizing work assignments in order to meet required deadlines
- Ability to compose routine and complex business correspondence
- Ability to maintain records and prepare reports
- Ability to interpret Department and Bureau procedures according to manuals and other written documentation so that correspondence and reports are submitted accurately
- Ability to maintain confidentiality of records, reports and other material
- Knowledge and skill of Organizing and maintaining files, to include reviewing cases and inputting case information into a spreadsheet and completing a case summary
- Scan all case file materials and then enter the scanned file into the appropriate drive
- Communicate effectively with the public and agency personnel by answering phones, forwarding calls and taking accurate messages
- Maintain confidentially of all matters related to the Division

Interns may be asked to perform other duties that are not sworn law enforcement related.

Computer Crimes / Digital Forensic Analysis

The Computer Crimes Section (CCS) conducts thorough investigations into criminal activity facilitated through the use of computers, the Internet, and other areas of high technology, with a focus on the technology-facilitated exploitation of children and provides technical and investigative assistance to other MSP units and allied agencies. The CCS increases Maryland's law enforcement capacity to investigate crimes against children by providing specialized training in investigative techniques. This Section also educates the general public on current issues relating to Internet safety.

The Digital Forensics Laboratory (DFL) serves the digital forensic needs of the Department of Maryland State Police and the Internet Crimes Against Children Task Force (ICAC) and all federal, state, and local agencies upon request. The DFL conducts impartial and objective analyses of digital evidence using the best available tools and procedures, with examiners available to provide expert testimony when needed. Additionally, the DFL provides training and technical assistance to prosecutors and law enforcement investigators concerning the seizure, storage, and analysis of digital evidence.

1. **Administrative Aide**:

- Knowledge of office practices, procedures and equipment
- Knowledge of business English, spelling, punctuation and grammar
- Ability to maintain records and prepare reports; data entry involving MITS and ESD Work Orders
- Ability to perform basic arithmetic computations; statistical data collection of Preventive Maintenance information
- Ability to maintain confidentiality of records, reports and other material

2. **Administrative Specialist**:

- Knowledge of reference and research methods and techniques used in collecting, compiling, and organizing data and information
- Knowledge of basic analytical principles and techniques
- Knowledge of the nature and function of organizations, organization charts, staffing patterns, and work-flow diagrams
- Knowledge of basic statistical procedures and techniques
- Ability to prepare and present reports
- Ability to learn an agency's purpose, programs, organization and procedures
- Ability to collect, compile, code, edit, classify, and tabulate statistical and qualitative data

At the direction of Computer Crimes personnel, interns may be asked to perform other duties not noted above. Additionally, due to the confidential nature of certain types of investigations, interns may be restricted in certain areas.

FORM 45

Confidentiality Agreement

(Internship)

The undersigned hereby acknowledges and agrees that information acquired through police investigations and enforcement by the Maryland Department of State Police may be sensitive in nature and should be respected with the utmost confidentiality. Accordingly, I shall treat any and all information received through my contact with the Maryland State Police as confidential. This information includes, but is not limited to, materials relating to criminal investigations, collision investigations, death investigations, traffic enforcement and/or any other information designated as confidential by the Maryland State Police, its employees, or any allied agencies. The undersigned's use or disclosure of said confidential information for any purpose other than that which it was intended, shall constitute a breach of this agreement and may subject the undersigned to criminal charges, civil remedies, and discharge from the Maryland State Police Internship Program. In consideration of the permission given to _____, to participate in the Internship program, the undersigned hereby acknowledges and agrees that information acquired may also be forwarded to Maryland State Police Employment Services Section for consideration in any future employment with the Maryland State Police.

Intern Name (printed): _____ Date: _____

Intern Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(If under 18 years of age)

Witness Signature: _____ Date: _____

9-77(08-18)

Terms of Agreement

(Internship)

The undersigned agrees to intern with the Maryland Department of State Police for a period beginning on _____, _____ and ending on _____, _____.

I understand I will be expected to arrive on time and communicate in advance with my supervisor (or mentor).

I understand this position is not a paid position, and I am expected to keep a daily activity log and a journal, which will describe my experiences and the things I have learned. I understand that this position may be terminated at any time at the discretion of the Maryland Department of State Police and its designee.

I understand that I will be evaluated at the completion of the agreement. Any concerns or questions that I have about the evaluation and/or the program will be immediately brought to the attention of my supervisor or mentor.

I have read the Internship Handbook and the Confidentiality Agreement and will abide by them. I understand there is a background investigation conducted as part of the screening process for my application.

Intern Name (printed): _____ Date: _____

Intern Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(If under 18 years of age)

Witness Signature: _____ Date: _____

9-76 (08-18)

CODE OF CONDUCT

1. Employees having contact with interns will be professional at all times.

2. Employees will not engage in inappropriate contact with interns inside and outside the work environment. Employees are placed in a position of trust while engaged with any instruction or supervision of an intern.

3. Employees will not engage in a personal or sexual relationship with any student intern while the intern is participating in the Internship Program.

4. Interns will be appropriately attired and be punctual for all appointments and assignments. Interns will obey orders from superiors (written or verbal), except when compliance of such orders would require the commission of an illegal act.

5. Interns shall treat official business as confidential; this includes interns not taking photos. Interns will not operate a MSP vehicle and will not engage in police activities. Interns are to observe police activities and will follow directions as to where they are to remain during such activities.

6. Employees shall use good judgment while mentoring an intern. Employees will not place interns in any high risk situations or incidents that may cause bodily harm.

7. Interns should exercise caution with their social media posts and understand their social media accounts may be reviewed for content while participating in the Intern Program.

My Daily Activity Log

(Each assignment must be signed by a Supervisor, Mentor or Trooper upon completion.)

Completed hours within the assigned bureau:

(The log reflects the assignment(s) the intern participated in.)

Assignment: _____(TOTAL HOURS: ___)

Date: _____ Hours: _____ Trooper's Signature: _____ ID: _____
Date: _____ Hours: _____ Trooper's Signature: _____ ID: _____
Date: _____ Hours: _____ Trooper's Signature: _____ ID: _____
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09-72(10-19)

Assignment: _____ (TOTAL HOURS: ___)

Date: _____ Hours: _____ Trooper's Signature: _____ ID: _____
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Assignment: _____ (TOTAL HOURS: ___)

Date: _____ Hours: _____ Trooper's Signature: _____ ID: _____
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MARYLAND STATE POLICE

Human Resources Division

STUDENT INTERNSHIP EVALUATION FORM

Intern Name: _____
Intern's Supervisor: _____
Barrack/Unit/Division: _____

Place an X in the box of the number that best reflects your level of agreement/disagreement with each of the following statement. **1 = Strongly Agree; 5 = Strongly Disagree**

I achieved my learning goals during the internship	**1**	**2**	**3**	**4**	**5**
Through my duties, I received training in a profession/field related to my studies	**1**	**2**	**3**	**4**	**5**
I experienced some of the realities of working in the profession/field.	**1**	**2**	**3**	**4**	**5**
I successfully completed my assigned responsibilities and duties	**1**	**2**	**3**	**4**	**5**

Evaluate the following aspects of your internship by placing an X in the box of the number that best reflects your experience. If the aspect does not apply, leave it blank. 1 = Outstanding; 5 = Unsatisfactory

Work Environment:

Clarity of organization structure	**1**	**2**	**3**	**4**	**5**
Access to necessary material and/or equipment	**1**	**2**	**3**	**4**	**5**
Collegiality/friendliness of the employees	**1**	**2**	**3**	**4**	**5**
Attitude of respect for interns	**1**	**2**	**3**	**4**	**5**

Support and Feedback:

From your supervisor	**1**	**2**	**3**	**4**	**5**
From other employees with whom you interacted	**1**	**2**	**3**	**4**	**5**

Opportunity to be Creative:

Willingness of others to consider your ideas	**1**	**2**	**3**	**4**	**5**

Interaction with Others:

Opportunity to contribute to a team project	**1**	**2**	**3**	**4**	**5**
Questions were encouraged and answered	**1**	**2**	**3**	**4**	**5**
Access to one or more mentors (supervisor or employees)	**1**	**2**	**3**	**4**	**5**

Overall Evaluation of Internship (circle one): Superior Excellent Satisfactory Unsatisfactory

Additional Comments:

_____

_____

Intern's Signature: _____ Date: _____

MARYLAND STATE POLICE

Human Resources Division

Supervisor Evaluation Form

Intern's Name: _____ Date: _____

Intern's Supervisor: _____ Barrack/Unit/Division: _____

Internship Start Date: _____ Internship Completion Date: _____

Please rate the intern's performance in the following areas by placing an "X" in the appropriate rating for each characteristic:

Characteristics	Excellent	Above Average	Average	Below Average	Poor	N/A
Punctuality						
Willingness to learn						
Creativity (Problem solving)						
Ethical behavior						
Dependability						
Attention to Detail						
Teamwork						
Work speed						
Interpersonal skills						
Communication skills (oral)						
Communication skills (written)						
Technical competence						
Managerial potential						
Judgement						
Adaptable to variety of jobs						
Accepts constructive criticism						
Ability to work independently						
Accepts responsibility						
Professionalism						
Overall skills for the position						

B. Performance Assessment

1. How well was the intern prepared for this internship?

2. Can you suggest instructional areas which would benefit this intern?

3. What professional characteristics did you like most about this intern?

4. What are the intern's strengths and weaknesses? (interacting with others, oral and written, and leadership)

5. In what areas does the intern need improvement?

6. Discuss area where the intern has made significant improvement?

7. Would you recommend this intern for future employment? Explain.

8. Are there any other areas involving the internship program and/ or the intern on which you wish to comment?

_____

Evaluator's Name/Title

_____

Evaluator's Signature

QUALIFCATIONS & REQUIREMENTS

If you later choose a career with the MSP, the following information contains the basic requirements, qualifications, benefits, etc., to become either a sworn employee or a civilian employee.

SWORN EMPLOYEES:

In order to become a Maryland State Trooper, you must:

- Be a United States citizen or legal resident
- Possess a high school diploma or GED
- Possess a valid driver's license in any state and have a satisfactory driving record
- Possess visual acuity correctable to 20/20, binocularly
- Be at least 20 years of age but not older than 59
- Be in excellent physical condition
- Have a good reputation and sound moral character
- Not have any current court orders relating to domestic violence
- Be truthful in every stage of the application process
- Comply with our body modification policy

Benefits:

While in the academy, trooper candidates earn $35,000.00. Upon successful completion of the academy, the salary increases to $50,504.00, which does not include shift differential, uniform allowance, overtime, and other incentives. The Maryland State Police offers a comprehensive compensation package for its Troopers. In addition to the starting salary (which begins your first day in the Academy), MSP also offers:

•Salary increases annually for 18 years: Upon your hiring date anniversary you will receive an increase in your salary. All steps must be funded annually by the State Legislature and are not guaranteed.

•An Associate Degree can be earned from the Academy at no cost to the employee.

•Assigned vehicle: each Trooper will be assigned an agency take home vehicle (this privilege may be suspended or revoked in accordance with department policy).

•Bilingual, fitness and collegiate degree financial incentives: MSP will provide a financial incentive to those employees who meet the conditions associated with these programs.

•Automatic, non-competitive promotions to Trooper First Class, Senior Trooper and Master Trooper:

1. Trooper First Class: a Trooper will be promoted to the rank of Trooper First Class when she/he has completed three years of service with the MSP and met all procedural requirements.
2. Senior Trooper: a Trooper First Class will be promoted to the rank of Senior Trooper when she/he has completed 10 years of service with the MSP and met all procedural requirements.
3. Master Trooper: a Senior Trooper will be promoted to the rank of Master Trooper when she/he has completed 15 years of service with the MSP and met all procedural requirements.

•All uniforms and equipment will be provided by the Department.

Paid Leave:

Vacation: 10 - 25 days per year, based on years of service (may accrue up to 600 hours)
Sick Leave: 15 days per year (may accrue unlimited sick leave)
Personal Leave: 6 days per year
Holidays: 11 days per year
Military Leave: 15 days per year (maximum) for members of the Armed Forces Reserves or National Guard

Health Insurance: The State Police subsidizes 80% of the cost of health insurance (PPO, POS or HMO).

Family & Medical Leave: Twelve weeks per year available for all Troopers to care for a child or family member.

Retirement: It is mandatory that Troopers retire at the age of 60. Troopers participate in a liberal pension program which permits voluntary retirement after 25 years of creditable service or at the age of 50. Troopers with prior military service may be credited with up to five years of Maryland State Police time toward retirement after completing 10 years of creditable service with the Department.

Secondary Employment: Troopers who have average or above average job performance are permitted to engage in approved forms of secondary employment.

The information presented above is meant as an overview of the benefits offered by the Maryland State Police. For specific details on any of the above information, please contact the Recruitment and Selection Unit or the Employment Services Selection.

CIVILIAN EMPLOYEES:

When most people think about the Maryland State Police, they picture a Trooper. While Troopers are generally the "public" face of the Maryland State Police, we could not exist without our civilian employees. From the Police Communications Operators who provide the link between citizens and Troopers, to the mechanics who keep the police cars on the road, each is an integral part of the team.

You will work for an organization that provides an essential function for the State. While not as visible as Troopers on the road, each civilian employee is just as necessary for the completion of our mission.
Please direct any questions regarding open Maryland State Police civilian positions to Mr. Bruce Tanner at 410-653-4349.

The following links are available if you are interested in a career with the Maryland State Police:

https://www.jobapscloud.com/MD/?Keyword=&Loc=&DeptNumber=410101

https://dbm.maryland.gov/