

Maryland State Police



Internship Program

FIELD OPERATIONS 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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**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 not 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 one "Maryland's Finest." I wish you all the best for continued success.

Colonel Woodrow W. Jones III
Superintendent

Introduction

The Maryland Department of State Police, Field Operations Bureau, is the most visible and largest component of the Department. This bureau is composed of men and women in uniform who symbolize our Department. The patrol trooper has many responsibilities, such as identifying those who violate traffic and criminal laws of the state. The goal for all troopers on patrol is to promote safe driving, prevent crashes, investigate collisions, maintain traffic flow, save lives, apprehend criminals, and to build strong relationships within the community. Every member of the Department begins their career in the Field Operations Bureau.

The Maryland Department of State Police Field Operations Bureau models a paramilitary structure. There are 23 barracks throughout the state organized into six troops, each commanded by a captain. The six troops form two commands, the northern and the southern. These two commands are each commanded by a major. In addition, the Field Operations Bureau includes the Special Operations and Transportation Safety Command. These two commands consist of the Commercial Vehicle Enforcement Division (CVED), Automotive Safety Enforcement Division (ASED) and the Special Operations Division (SOD). Within those commands are subunits, consisting of Emergency Services, SPIDRE (DUI enforcement), CRASH (collision investigation), K-9 and S.T.A.T.E. (SWAT).

If you are interested in being the first to a scene, helping those in need, and representing a Department with a proud and distinct history, become one of Maryland's Finest and earn the title of Trooper.

Lieutenant Colonel Roland L. Butler
Chief – Field Operations 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, 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 timeframes 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 and My Learning Objectives are 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. These are objectives 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.



The Resources of the Maryland State Police



Interns will initially conduct their internship within the Field Operations Bureau. Interns will then be exposed to units/divisions within the Support Services Bureau and the Criminal Investigations Bureau. Interns are expected to be exposed to and/or experience the various skills, knowledge and abilities related to that position.

FIELD OPERATIONS BUREAU:



Uniform Patrol

Uniformed Troopers, assigned to one of the 23 barracks throughout the State, make up the most visible and recognizable part of the Maryland State Police. As the lead law enforcement agency in Maryland, the Maryland State Police offers a wide range of exciting assignments and specialized units that are as diverse as our team of Troopers. Although many Troopers are assigned to specialized divisions and units, the basic duties and responsibilities of every Maryland State Trooper include:

1. Trooper:

- Enforcing the criminal and motor vehicle laws of the State of Maryland
- Investigating traffic accidents
- Investigating and completing criminal investigations
- Providing basic medical attention to ill and injured persons
- Issuing traffic citations and warnings
- Interviewing witnesses, victims and suspects
- Writing field reports
- Arresting and processing suspects
- Preparing cases for court and testifying in court



Commercial Vehicle Enforcement Division

The Maryland State Police Commercial Vehicle Enforcement Division (CVED) keeps Maryland highways safe by encouraging and promoting a safe environment through education and safety inspections of commercial vehicles while enforcing state and federal laws. Currently there are eleven weight and inspection facilities located throughout Maryland. Personnel assigned to CVED include sworn troopers and civilians.

1. MSP Commercial Vehicle Compliance Technician:

- Knowledge of commercial motor vehicle operating systems, mechanical malfunctions and repair requirements
- Knowledge of commercial vehicle inspection, State and federal commercial vehicle laws and regulations, safety requirements and applicable hazardous materials laws
- Skill in assessing the safe operation and maintenance of commercial motor vehicles
- Ability to prepare complete, accurate and comprehensive reports
- Ability to understand, interpret, and apply commercial vehicle regulations and procedures
- Ability to testify in court concerning motor carrier preventive maintenance investigation

2. MSP Commercial Vehicle Safety Inspector:

- Knowledge of commercial motor vehicle operating systems, mechanical components and malfunctions, and repair
- Ability to conduct inspections to ensure compliance with State and federal commercial motor vehicle safety laws and regulations
- Ability to recognize regulation violations and determine appropriate course of action
- Ability to prepare and maintain inspection logs and reports
- Ability to use and maintain testing and measuring equipment;
- Ability to assess the safe operation and maintenance of commercial and freight motor vehicles
- Ability to testify at court proceedings concerning safety violations and non-compliance findings



Automotive Safety Enforcement Division

The Automotive Safety Enforcement Division (ASED) of the Maryland State Police is responsible, by law, for the State's Vehicle Safety Inspection Program, and serves as the central repository and clearinghouse for Safety Equipment Repair Orders (SERO) issued by all law enforcement agencies throughout the State. Personnel within ASED comprise of both sworn troopers and civilian personnel.

1. MSP Vehicle Safety Inspector:

- Conducts inspections and investigations of Maryland licensed Vehicle Safety Inspection Stations to ensure compliance and enforcement of State and federal motor vehicle safety laws, rules and regulations
- Inspects and measures various systems/components of motor vehicles
- Investigates inspection related complaints at licensed Safety Inspection Stations
- Issues citations, safety equipment repair orders, and warnings at Maryland licensed Vehicle Inspection Stations for violations to Code of Maryland (COMAR) regulations
- Prepares and maintains inspection and investigation reports and manuals
- Revokes registration of non-compliant vehicles
- Testifies in court and administrative hearings regarding violations and post-crash investigative findings
- Assists with the examination of post collision vehicles in accident investigations
- Assists with Safety Equipment Repair Order (SERO) classes given to Department of Maryland State Police (MSP) and allied agency personnel

2. MSP Vehicle Safety Inspector Supervisor:

- Performs all of the duties listed for an MSP Vehicle Safety Inspector
- Plans, schedules and evaluates the work of MSP Vehicle Safety Inspectors
- Trains MSP Vehicle Safety Inspectors
- Collects and records survey data from Maryland licensed Vehicle Inspection Stations
- Prepares and maintains inspection and investigation reports and manuals
- Revokes registration of non-compliant vehicles
- Assists with the examination of post collision vehicles in accident investigations
- Performs salvage inspections; Assists with Safety Equipment Repair Order (SERO) classes given to Department of Maryland State Police (MSP) and allied agency personnel

SUPPORT SERVICES BUREAU:



Aviation Command:

The MSP Aviation Command operates and maintains aircraft dispatched from seven locations throughout Maryland to provide 24-hour coverage for medical transportation of sick and injured patients, law enforcement support, search and rescue operations, and homeland security missions.



Education and Training Division:

The Division administers Department training programs, including curricula development, in-service, and specialized training. In order to become a Maryland State Trooper, candidates must complete a 26 week live-in, military-style training academy. Candidates receive college level academic courses, equivalent to 45 college credits. Candidates also receive driver training, firearms training, defensive tactics, survival skills, First Responder Certification and criminal/traffic law. Upon graduation, troopers are among the most highly trained law enforcement officers in the country.



Police Communications Support Division:

The Police Communications Support Division (PCSD) is responsible for the statewide oversight of the National Crime Information Center (NCIC) for all Maryland law enforcement agencies, as well as communication systems training for all Maryland State Police personnel, including Police Communications Operators (PCOs), MSP Headquarters compound security, and statewide management of the Regional Automated Property Information Database (RAPID).



Human Resources Division:

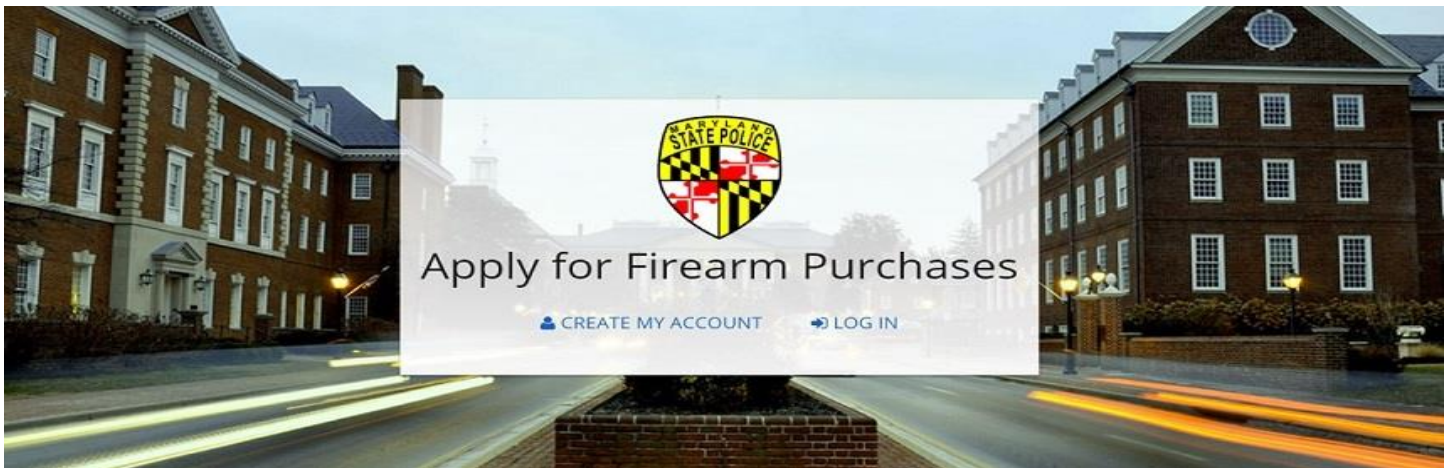
The Human Resources Division is comprised of two operating sections. The Employment Services Section is responsible for all sworn and civilian recruitment activities, salary administration, as well as classification and compensation procedures. The Personnel Administration Section oversees the Department's medical administration, and personnel related support in the areas of attendance control, retirement benefits, and performance evaluation record keeping.

CRIMINAL INVESTIGATION BUREAU:



Crime Scene Investigations – Forensic Sciences Division:

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 crime scenes, the technicians work closely with criminal investigators, providing technical assistance, thereby allowing investigators the opportunity to conduct a thorough investigation. The technicians are available to Maryland's law enforcement community twenty-four hours a day.



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. The firearms review committee reviews and approves firearms to be legally purchased in the State.



Criminal Investigations:

The Criminal Enforcement Division is comprised of multifaceted investigative sections that work jointly with one another to 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.

**Full time internships are also available within the Support Services Bureau and the Criminal Investigations Bureau. Please contact the Human Resources Division Internship Coordinator for more details.*

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: _____

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: _____

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.

Learning Objectives

Objective#1: Identify and describe the rank and organizational structure of the Maryland State Police (MSP)

Activities/Resources:

- 1) Ask supervisor about the chain of command and its importance
- 2) Research MSP rank and organizational structure on the MSP website
- 3) Find an article in a law enforcement magazine about the chain of command

Evaluation/Verification:

- 1) Produce a chart of the rank structure
- 2) Produce a chart of the organizational structure

Objective #2: Identify, define, and articulate the various stages of citizen contact--from field inquiry to arrest

Activities/Resources:

- 1) Interview various Troopers and supervisors
- 2) Go on ride-a-longs and focus on field inquiries, traffic stops, and arrests
- 3) Research the definitions of inquiry, reasonable articulable suspicion (RAS), probable cause, and arrest
- 4) Read Maryland criminal law and case law

Evaluation/Verification:

- 1) Include a narrative in the executive summary explaining the key concepts
- 2) Compile dictionary entries of the key concepts
- 3) Provide a written case study of your observation from stop to arrest applying the concepts

Objective #3: Understand the implications and limitations of the 4th and 5th Amendments with respect to law enforcement procedures

Activities/Resources:

- 1) Review constitutional law and principles relating to law enforcement, and in particular stop and frisk, search and seizure, the laws of arrest, and the law on confessions
- 2) Read *Terry v. Ohio*
- 3) Read *Miranda v. Arizona*
- 4) Define stop and frisk
- 5) Define custodial interrogation

Evaluation/Verification:

- 1) Summarize *Terry v. Ohio*
- 2) Summarize *Miranda v. Arizona*
- 3) Recite the *Miranda* warnings
- 4) Reflective commentary on the observing the *Miranda* warnings

Objective #4: Observe and better understand drunk driving enforcement

Activities/Resources:

- 1) Go on ride-a-longs to observe DUI enforcement efforts
- 2) Attend DUI checkpoint activities
- 3) Research Maryland law on the legalities of DUI checkpoints
- 4) Research the differences in Maryland Motor Vehicle laws §21-902 a, b, c, and d
- 5) Interview a Drug Recognition Expert (DRE)

Evaluation/Verification:

- 1) Summary/reflective commentary on observations, interview, and observation experiences
- 2) Chart of the 7 Drug Categories for the DRE program
- 3) Chart of the differences in DUI/DWI and §21-902 a, b, c, and d

Objective #5: Observe law enforcement to evaluate career options and establish connections for future employment opportunities (*networking*)

Activities/Resources:

- 1) Learn and list the stages involved in the hiring process with the MSP and various law enforcement agencies
- 2) Interview new and seasoned Troopers to seek advice on hiring and work/life balance
- 3) Observe/participate in routine patrol, Dispatch/Communication centers, CID (criminal investigative division), crime prevention, Records/Administrative functions, assist agency administration in preparing reports and other administrative duties/projects as requested
- 4) Obtain a copy of the job description

Evaluation/Verification:

- 1) Job application
- 2) Checklist of qualifications
- 3) Summarize the advice you were given by the Troopers

Required hours to be completed:

Complete a minimum of **40 hours** with a Uniformed Patrol

Complete **6 hours** with the Commercial Vehicle Enforcement Division

Complete **6 hours** with the Automotive Safety Enforcement Division

Complete **4 hours** with the Aviation Command

Complete **4 hours** with a Police Communications Operator

Complete **8 hours** at the Education & Training Division – Academy

Complete **8 hours** with the Human Resources Division -Recruiting

Complete **24 hours** within the Criminal Investigations Division

Once you have completed **one-hundred (100)** hours in the above fields, you may choose any division or area that you wish to return to or have not visited to complete your internship. If you have additional hours to complete, you may also choose to work at another installation or at another division. This is your opportunity to focus on a particular field or specific interest, gain additional experiences and network with people with whom you may wish to start your career with. Your mentor will assist you with making these connections.

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