

MARYLAND STATE POLICE INTERNSHIP PROGRAMS



Standard Internship Program is non-paid and provides an introductory opportunity to students interested in learning about the administrative and operational support services of department. All students who reside in the State of Maryland or attend school out of state, are welcome to apply. The goals of the Standard Internship Program are as follows:

- To provide students the opportunity to become familiar with police operations and better understand, through firsthand experience and training, the complexities of the criminal justice system.
- To foster students' interests in law enforcement careers.
- To assist students interested in pursuing a law enforcement career with the Maryland State Police or other law enforcement agencies prepare for the police officer application process.
- To enable senior high school, college and graduate school students to earn credits and obtain valuable career-related experience through meaningful and appropriate volunteer work.
- To offer senior high school students the opportunity to earn community service credits toward graduation
- To encourage and support a culture of community among young people and build a foundation of commitment to volunteering.

Qualifications

- Must be a senior attending high school, college or graduate student.
- Must obtain a letter of recommendation from their educational institution to participate in the internship program before the intern completes an application.
- Must be of excellent moral character.
- Must have a Motor Vehicle Administration Record without serious offenses.
- Must not have criminal convictions of any kind.
- Must be physically and mentally capable of performing assigned duties.
- Must be able to work for 10 hours a week for 8 weeks for a total of 80 hours.

Global Internship Program- is a non-paid professional development program; designed for active students and already skilled workers looking to explore other career paths. The program's goal is to align an individual's Criminal Justice field of interest, establish learning objectives, and identify functional roles, and duties within the Maryland State Police. Program participants are paired with expert career Ambassadors who will establish practical hands-on experiences, facilitate engagement opportunities to further the development of an individual's area of interest, and build upon existing knowledge and skill sets. The Global internship typically range from 1 week to 1 month. Each unit assignment within the global internship can/may range from 1 day to 1 week.

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Qualifications

- May be a senior attending high school, college, graduate student or tenured professional.
- Must be of excellent moral character.
- Must have a Motor Vehicle Administration Record without serious offenses.
- Must not have criminal convictions of any kind.
- Must be physically and mentally capable of performing assigned duties.

The Maryland State Police is a paramilitary organization. All of the subdivisions of the Department fall under the Office of the Superintendent and are part of one of the three bureaus. Below you will find the responsibilities of each bureau.

[Field Operations Bureau \(FOB\)](https://mdsp.maryland.gov/Organization/Pages/FieldOperationsBureau.aspx): The Maryland Department of State Police, Field Operation Bureau, is the centerpiece and largest law enforcement arm of the Department. This bureau is comprised of highly trained sworn men and women who dutifully represent the Department. Patrol Troopers have numerous responsibilities, ensuring that drivers adhere to state vehicular laws and regulations is the primary charge.

<https://mdsp.maryland.gov/Organization/Pages/FieldOperationsBureau.aspx>

Uniform Patrol Trooper

MSP Commercial Vehicle Compliance Technician

Commercial Vehicle Enforcement Division

MSP Commercial Vehicle Safety Inspector

Commercial Vehicle Enforcement Division

MSP Vehicle Safety Inspector

Automotive Safety Enforcement Division

MSP Vehicle Safety Inspector Supervisor

Automotive Safety Enforcement Division

[Support Services Bureau \(SSB\)](http://mdsp.maryland.gov/Organization/Pages/SupportServicesBureau.aspx): Support Services Bureau provides reinforcement to the following four Commands: Technology and Information Management, Personal, Logistics, and Aviation. SSB provides materials and services to the Department of State Police and manages the Department's information technology and communication systems that support enforcement across the State.

<http://mdsp.maryland.gov/Organization/Pages/SupportServicesBureau.aspx>

Automotive Services Mechanic

Aviation Command

Aviation Medical Intern

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Aviation Command
Automotive Services Mechanic
Motor Vehicle Division
Automotive Services Specialist
Motor Vehicle Division
Electronic Technician
Motor Vehicle Division
Office Service Clerk
Central Record Division
Administrative Specialist
Central Record Division

The Criminal Investigation Bureau provides the investigative function for the Department and is tasked 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.

[Office of the Superintendent:](#) Includes staff and units that directly support the administrative and operational responsibilities of the Secretary. Those units and staff report to the Chief of Staff.

<https://mdsp.maryland.gov/Pages/Welcome.aspx>

Criminal Intelligence Analyst
Maryland Coordination and Analysis Center
Administrative Aide/Office Manager
Strategic Planning Command
Administrative Specialist
Strategic Planning Command
Legal Intern
Office of the Department Prosecutor
Public Affairs Officer
Office of Media Communications

Criminal Investigative Bureau

<http://mdsp.maryland.gov/Organization/Pages/CriminalInvestigationBureau.aspx>

Technical Investigation Section
Homicide Unit-Cold Case
The Scientific Services Branch
Forensic Sciences Division

MARYLAND STATE POLICE INTERNSHIP PROGRAMS



Maryland State Police Office of the Department Prosecutor Office-Filled

Job Title: Legal Administrative Intern Assistant

Number of Interns: 1

Reports to: Shane Hockins, Management Advocate II

Locations: 1201 Reisterstown Road, Pikesville, MD 21208

Job Overview: The Legal Administrative Intern Assistant will provide administrative support to the Maryland State Police Office of the Department Prosecutor Office in areas ranging from communications to general office management while gaining hands-on experience in the daily prosecutorial process.

Responsibilities and Duties:

- Research a variety of legal issues related to the work of the MSP Office of the Department Prosecutor.
- Draft memorandums, correspondence, and pleadings.
- Attend in-person trials, hearings, depositions, mediations, and meetings.
- Organize and maintain files; assemble subpoenas for issuance; and respond to subpoenas.

La Plata Barrack "H" -Filled

Job Title: Intern

Number of Interns: 1

Reports to: Lt. Nicole Forchion

Locations: 610 Taylor Avenue, Annapolis, MD 21401

Responsibilities and Duties:

- Observe the enforcement of criminal and motor vehicle laws of the State of Maryland
- Investigate traffic accidents; evaluate and complete criminal investigations
- Issue traffic citations and warnings; participate in Ride-alongs
- Write field reports; prepare administrative support and clerical assistance where needed
- Cross train and shadow other barrack commands

Salisbury Barrack "E" -Filled

Job Title: Intern

Number of Interns: 1

Reports to: Lt. John D. Revel, Commander

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Locations: 2765 North Salisbury Boulevard, Salisbury, MD 21801

Responsibilities and Duties:

- Observe the enforcement of criminal and motor vehicle laws of the State of Maryland
- Investigate traffic accidents; evaluate and complete criminal investigations
- Issue traffic citations and warnings; participate in Ride-alongs
- Write field reports; prepare administrative support and clerical assistance where needed
- Cross train and shadow other barrack commands

Risk Management Unit- Headquarters

Job Title: Risk Management Intern

Number of Interns: 1

Reports to: Margaret Michele, Risk Manager

Locations: 1201 Reisterstown Road, Pikesville, MD 21208

Job Overview: The Risk Management Intern will learn about risk management as it applies to the Law Enforcement profession. The intern will become familiar with occupational safety and health standards, fire code requirements, environmental issues, emergency preparedness and injury prevention, etc.

Responsibilities and Duties:

- Hands-on experience to implement risk management solutions for Maryland State Police
- Conduct facility inspections, analyzing injuries, developing and distributing targeted safety material and training for injury prevention.

Hagerstown Barrack “- Filled

Job Title: Intern

Number of Interns: 1

Reports to: Lt. Brian Kloss, Commander

Locations: 18345 Col. Henry K. Douglas Drive Hagerstown, Maryland 21740

Responsibilities and Duties:

- Observe the enforcement of criminal and motor vehicle laws of the State of Maryland

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- Investigate traffic accidents; evaluate and complete criminal investigations
- Issue traffic citations and warnings; participate in Ride-alongs
- Write field reports; prepare administrative support and clerical assistance where needed
- Cross train and shadow other barrack commands

Maryland State Police- Headquarters- Personnel Administrative Section

Job Title: Administrative Assistant Intern

Number of Interns: 1

Reports to: Lieutenant Kimberly Smith, Commander

Locations: 1201 Reisterstown Road, Pikesville, Maryland 21208

Job Overview: The Administrative Assistant Intern provides direct clerical support to the division's commander. Additionally, the Administrative Assistant Intern will be responsible for assisting with general duties including, but limited to, research, data entry and general coordination.

Responsibilities and Duties:

- Create and format division forms; prepare presentations for internal meetings
- Conduct research; analyzes and presents information in support of the division's priorities and goals.
- Assist with planning, coordinating and executing MSP Youth 2023 Summer Weekend Seminar.

Quartermaster Division

Job Title: Procurement Intern

Number of Interns: 1

Reports to: Gary Burgess, Internship Coordinator

Locations: Jessup, MD

Job Overview: Procurement interns will work directly with procurement-classified employees, to include Procurement Officer Trainees, Procurement Officers I - III, and the Chief Procurement Officer. Procurement officers procure commodities, equipment, services, supplies, information technology and other needs for the Maryland State Police through bidding, contracts and proposals set forth under COMAR Title 21 for all procurements.

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Responsibilities and Duties:

- Completing Credit Card Orders
- Completing Small Procurements (getting quotes)
- Assembling Credit card statements
- Performing follow-ups vendors, end users, and/or approving agencies
- Working on SBR/MBE/VSBE reports; (MBE [Minority Owned Business Enterprise], SBR [Small Business Reserve], VSBE [Veteran Small Business Enterprise])
- Assisting in the organization of contract and purchase order files
- Assisting Procurement Officers assemble paperwork needed to complete larger procurements that are more complicated
- Completing Filing related tasks
- Performing Retention File disposal
- Performing Order Follow-ups
- Performing Vendor Research (MBE [Minority Owned Business Enterprise], SBR [Small Business Reserve], VSBE [Veteran Small Business Enterprise])
- Completing Vendor Tax Verifications
- Completing Vendor SDAT Verifications
- Database entry into FMIS (Financial Management Information System)
- Database entry into EMMA (eMaryland Marketplace)
- Data entry into IFBs and RFPs for pertinent contract information

Frederick Barrack “B” Filled

Job Title: Intern

Number of Interns: 1

Reports to: Lt. Stephen Johnson

Locations: 110 Airport Drive East, Frederick, MD 21701

Responsibilities and Duties:

- Observe the enforcement of criminal and motor vehicle laws of the State of Maryland
- Investigate traffic accidents; evaluate and complete criminal investigations
- Issue traffic citations and warnings; participate in Ride-alongs
- Write field reports; prepare administrative support and clerical assistance where needed

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- Cross train and shadow other barrack commands

Central Records Divisions Filled

Job Title: Data Entry Clerk/Office Service Clerk

Number of Interns: 1

Reports to: Ida Williams, Director

Locations: Woodlawn, MD

Job Overview: The primary responsibility of this position is data entry Uniform Crime Reporting (UCR) forms into a specific database that being tested.

Responsibilities and Duties:

- Data entry the following forms into a specific database. The forms are as follows: ----
Return A- Monthly Count of Offenses Known to Police,
Maryland Supplementary Homicide Report 1a Murder
Maryland Supplementary Homicide Report 1b Manslaughter
Law Enforcement Officers Killed or Assaulted
Maryland Age, Sex and Race of Persons Arrested (under 18 years of age)
Maryland Age, Sex and Race of Persons (18 years of age and over)
Annual Law Enforcement Employee Data
Maryland Domestically Related Report
Monthly Return of Arson Offenses Known to Law Enforcement
Maryland Supplementary Motor Vehicle Robbery Report (Carjacking).
- Assist Incident Reporting Section with filing of UCR forms.
- Assist with reviewing UCR forms
- Assist with printing of UCR forms
- Perform other duties as assigned.

Bel Air Barrack “- Filled

Job Title: Intern

Number of Interns: 1

Reports to: Lt. Timothy Mullin, Commander

Locations: 1401 Belair Road Bel Air, MD 21014

Responsibilities and Duties:

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- Observe the enforcement of criminal and motor vehicle laws of the State of Maryland
- Investigate traffic accidents; evaluate and complete criminal investigations
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- Write field reports; prepare administrative support and clerical assistance where needed
- Cross train and shadow other barrack commands

Facilities Maintenance Division

Job Title: Entry Level Engineer/Architect Intern

Number of Interns: 1

Reports to: Joseph Cameron, Director

Locations: 1201 Reisterstown Road, Pikesville, MD 21208

Job Overview: To assist the Facilities Maintenance Division on various agency projects.

Responsibilities and Duties:

- Create and write project justifications for facility improvement projects
- Assemble data collections from barrack equipment that Maryland State Police owns
- Conduct research on equipment life cycles; assist with preparing specifications
- Collect data and write work specifications for equipment maintenance contracts
- Perform other related duties assigned

Qualifications:

- Must be a college or graduate student
- Must obtain a letter from their educational institution requesting to participate in the internship program before the intern completes an application.
- Must be of excellent moral character.
- Must have a Motor Vehicle Administration Record without serious offenses.
- Must not have criminal convictions of any kind.
- Must be physically and mentally capable of performing assigned duties.
- Must be able to confidentially possess computer skills including Microsoft Office Suites, PowerPoint, Google Doc
- High degree of organizational skill and problem-solving ability
- Respect for details; ability to execute accurately at a high-level supervision.
- Ability to prioritize/execute to achieve project goals with discretion

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Forestville Barrack “L”- Filled

Job Title: Intern

Number of Interns: 1

Reports to: Lt. George White, Commander

Locations: 3500 Forestville Road, Forestville, MD 20747

- Aid administrative staff with filing and file retention/organization
- Busy work - shredding documents and disposing of shredded paper, organizing supplies
- Learn - Ride-a-longs with patrol troopers and sit with duty officers to gain experience and knowledge
- Assist the PG Courts Liaison with communications and scheduling
- Utilize case search to determine case status of old criminal files
- Perform other duties as assigned

College Park Barrack “Q”- Filled

Job Title: Intern

Number of Interns: 1

Reports to: Lt. Brian Wiesemann, Commander

Locations: 10100 Rhodes Island Avenue, College Park, MD 20747

- Aid administrative staff with filing and file retention/organization
- Busy work - shredding documents and disposing of shredded paper, organizing supplies
- Learn - Ride-a-longs with patrol troopers and sit with duty officers to gain experience and knowledge
- Assist the PG Courts Liaison with communications and scheduling
- Utilize case search to determine case status of old criminal files
- Perform other duties as assigned

McHenry Barrack “W”- Filled

• **Job Title:** Intern

• **Number of Interns:** 1

• **Reports to:** Lt. Michael Sigmund, Commander

• **Locations:** 67 Friendsville Road, McHenry, MD 21541

Responsibilities and Duties:

- Observe the enforcement of criminal and motor vehicle laws of the State of Maryland
- Investigate traffic accidents; evaluate and complete criminal investigations

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- Issue traffic citations and warnings; participate in Ride-alongs
- Write field reports; prepare administrative support and clerical assistance where needed
- Cross train and shadow other barrack commands

Maryland Coordination Analysis Center-Filled

- **Job Title:** Intelligence Analyst Intern
- **Number of Interns:** 1
- **Reports to:** David Curry, Criminal Intelligence Analyst

Job Overview: The Criminal Investigative Support Division (CISD), Tactical Assistance Branch (TAB) within the Maryland Coordination and Analysis Center (MCAC) directly supports law enforcement customers by identifying, creating and sharing relevant and actionable intelligence information, assessments, briefings and investigative support. Analysts perform a wide range of analytical functions that require self-discipline and initiative in researching, analyzing, and reporting on criminal threats to the State of Maryland.

Analysts provide predictive analysis based on relevant local, regional, national or international intelligence and information, trends or activities. In addition to analytical responsibilities, analysts conduct liaison and outreach activities that require strong interpersonal skills to develop relationships throughout the federal, state and local law enforcement communities.

Responsibilities and Duties:

- Continual evaluation of ALL available information, data, reports, etc., for trends, patterns, tactics and procedures.
- Research, compile, analyze and map any data associated with criminal activity and investigations.
- Search/query (or have done) all appropriate databases when investigating a case or incident
- Prepare analytical reports and briefings to assist law enforcement, and other government customers
- Contact all necessary agencies who should have awareness of the case and/or incident
- Enter pertinent information into identified relevant database(s) or tracking system, to ensure correct and timely reporting collection of information.

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- If applicable, complete initial case investigation and send out notification of the case within 48 hours.
- Plan the deployment of resources for prevention, intervention, and suppression of criminal activities
- Provide investigative case support to assist in criminal investigations.
- Produce and disseminate Threat Assessments, Intelligence Assessments, Intelligence Bulletins and information sharing bulletins.
- Serve as liaison to selected groups of law enforcement, regional fusion centers, and public sector individuals or agencies.
- Gather, research, and analyze information to develop criminal information products.
- Detect and describe tactical, administrative, and strategic links, patterns, and trends in crimes or terrorism.
- Respond to inquiries from law enforcement and other agencies.
- Perform other necessary duties as required.

Qualifications:

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

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2024 Internship Position Opportunities

Maryland State Police Office of the Department Prosecutor Office-Filled

Job Title: Legal Administrative Intern Assistant

Number of Interns: 1

Reports to: Shane Hockins, Management Advocate II

Locations: 1201 Reisterstown Road, Pikesville, MD 21208

Job Overview: The Legal Administrative Intern Assistant will provide administrative support to the Maryland State Police Office of the Department Prosecutor Office in areas ranging from communications to general office management while gaining hands-on experience in the daily prosecutorial process.

Responsibilities and Duties:

- Research a variety of legal issues related to the work of the MSP Office of the Department Prosecutor.
- Draft memorandums, correspondence, and pleadings.
- Attend in-person trials, hearings, depositions, mediations, and meetings.
- Organize and maintain files; assemble subpoenas for issuance; and respond to subpoenas.

La Plata Barrack “H” -Filled

Job Title: Intern

Number of Interns: 1

Reports to: Lt. Nicole Forchion

Locations: 610 Taylor Avenue, Annapolis, MD 21401

Responsibilities and Duties:

- Observe the enforcement of criminal and motor vehicle laws of the State of Maryland
- Investigate traffic accidents; evaluate and complete criminal investigations
- Issue traffic citations and warnings; participate in Ride-alongs
- Write field reports; prepare administrative support and clerical assistance where needed
- Cross train and shadow other barrack commands

Salisbury Barrack “E” -Filled

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Job Title: Intern

Number of Interns: 1

Reports to: Lt. John D. Revel, Commander

Locations: 2765 North Salisbury Boulevard, Salisbury, MD 21801

Responsibilities and Duties:

- Observe the enforcement of criminal and motor vehicle laws of the State of Maryland
- Investigate traffic accidents; evaluate and complete criminal investigations
- Issue traffic citations and warnings; participate in Ride-alongs
- Write field reports; prepare administrative support and clerical assistance where needed
- Cross train and shadow other barrack commands

Risk Management Unit- Headquarters

Job Title: Risk Management Intern

Number of Interns: 1

Reports to: Margaret Michele, Risk Manager

Locations: 1201 Reisterstown Road, Pikesville, MD 21208

Job Overview: The Risk Management Intern will learn about risk management as it applies to the Law Enforcement profession. The intern will become familiar with occupational safety and health standards, fire code requirements, environmental issues, emergency preparedness and injury prevention, etc.

Responsibilities and Duties:

- Hands-on experience to implement risk management solutions for Maryland State Police
- Conduct facility inspections, analyzing injuries, developing and distributing targeted safety material and training for injury prevention.

Hagerstown Barrack “- Filled

Job Title: Intern

Number of Interns: 1

Reports to: Lt. Brian Kloss, Commander

Locations: 18345 Col. Henry K. Douglas Drive Hagerstown, Maryland 21740

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Responsibilities and Duties:

- Observe the enforcement of criminal and motor vehicle laws of the State of Maryland
- Investigate traffic accidents; evaluate and complete criminal investigations
- Issue traffic citations and warnings; participate in Ride-alongs
- Write field reports; prepare administrative support and clerical assistance where needed
- Cross train and shadow other barrack commands

Maryland State Police- Headquarters- Personnel Administrative Section

Job Title: Administrative Assistant Intern

Number of Interns: 1

Reports to: Lieutenant Kimberly Smith, Commander

Locations: 1201 Reisterstown Road, Pikesville, Maryland 21208

Job Overview: The Administrative Assistant Intern provides direct clerical support to the division's commander. Additionally, the Administrative Assistant Intern will be responsible for assisting with general duties including, but limited to, research, data entry and general coordination.

Responsibilities and Duties:

- Create and format division forms; prepare presentations for internal meetings
- Conduct research; analyzes and presents information in support of the division's priorities and goals.
- Assist with planning, coordinating and executing MSP Youth 2023 Summer Weekend Seminar.

Quartermaster Division

Job Title: Procurement Intern

Number of Interns: 1

Reports to: Gary Burgess, Internship Coordinator

Locations: Jessup, MD

Job Overview: Procurement interns will work directly with procurement-classified employees, to include Procurement Officer Trainees, Procurement Officers I - III, and the Chief Procurement Officer. Procurement officers procure commodities, equipment, services, supplies, information

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technology and other needs for the Maryland State Police through bidding, contracts and proposals set forth under COMAR Title 21 for all procurements.

Responsibilities and Duties:

- Completing Credit Card Orders
- Completing Small Procurements (getting quotes)
- Assembling Credit card statements
- Performing follow-ups vendors, end users, and/or approving agencies
- Working on SBR/MBE/VSBE reports; (MBE [Minority Owned Business Enterprise], SBR [Small Business Reserve], VSBE [Veteran Small Business Enterprise])
- Assisting in the organization of contract and purchase order files
- Assisting Procurement Officers assemble paperwork needed to complete larger procurements that are more complicated
- Completing Filing related tasks
- Performing Retention File disposal
- Performing Order Follow-ups
- Performing Vendor Research (MBE [Minority Owned Business Enterprise], SBR [Small Business Reserve], VSBE [Veteran Small Business Enterprise])
- Completing Vendor Tax Verifications
- Completing Vendor SDAT Verifications
- Database entry into FMIS (Financial Management Information System)
- Database entry into EMMA (eMaryland Marketplace)
- Data entry into IFBs and RFPs for pertinent contract information

Frederick Barrack “B” Filled

Job Title: Intern

Number of Interns: 1

Reports to: Lt. Stephen Johnson

Locations: 110 Airport Drive East, Frederick, MD 21701

Responsibilities and Duties:

- Observe the enforcement of criminal and motor vehicle laws of the State of Maryland

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- Investigate traffic accidents; evaluate and complete criminal investigations
- Issue traffic citations and warnings; participate in Ride-alongs
- Write field reports; prepare administrative support and clerical assistance where needed
- Cross train and shadow other barrack commands

Central Records Divisions Filled

Job Title: Data Entry Clerk/Office Service Clerk

Number of Interns: 1

Reports to: Ida Williams, Director

Locations: Woodlawn, MD

Job Overview: The primary responsibility of this position is data entry Uniform Crime Reporting (UCR) forms into a specific database that being tested.

Responsibilities and Duties:

- Data entry the following forms into a specific database. The forms are as follows: ----
Return A- Monthly Count of Offenses Known to Police,
Maryland Supplementary Homicide Report 1a Murder
Maryland Supplementary Homicide Report 1b Manslaughter
Law Enforcement Officers Killed or Assaulted
Maryland Age, Sex and Race of Persons Arrested (under 18 years of age)
Maryland Age, Sex and Race of Persons (18 years of age and over)
Annual Law Enforcement Employee Data
Maryland Domestically Related Report
Monthly Return of Arson Offenses Known to Law Enforcement
Maryland Supplementary Motor Vehicle Robbery Report (Carjacking).
- Assist Incident Reporting Section with filing of UCR forms.
- Assist with reviewing UCR forms
- Assist with printing of UCR forms
- Perform other duties as assigned.

Bel Air Barrack “- Filled

Job Title: Intern

Number of Interns: 1

Reports to: Lt. Timothy Mullin, Commander

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Locations: 1401 Belair Road Bel Air, MD 21014

Responsibilities and Duties:

- Observe the enforcement of criminal and motor vehicle laws of the State of Maryland
- Investigate traffic accidents; evaluate and complete criminal investigations
- Issue traffic citations and warnings; participate in Ride-alongs
- Write field reports; prepare administrative support and clerical assistance where needed
- Cross train and shadow other barrack commands

Facilities Maintenance Division

Job Title: Entry Level Engineer/Architect Intern

Number of Interns: 1

Reports to: Joseph Cameron, Director

Locations: 1201 Reisterstown Road, Pikesville, MD 21208

Job Overview: To assist the Facilities Maintenance Division on various agency projects.

Responsibilities and Duties:

- Create and write project justifications for facility improvement projects
- Assemble data collections from barrack equipment that Maryland State Police owns
- Conduct research on equipment life cycles; assist with preparing specifications
- Collect data and write work specifications for equipment maintenance contracts
- Perform other related duties assigned

Qualifications:

- Must be a college or graduate student
- Must obtain a letter from their educational institution requesting to participate in the internship program before the intern completes an application.
- Must be of excellent moral character.
- Must have a Motor Vehicle Administration Record without serious offenses.
- Must not have criminal convictions of any kind.
- Must be physically and mentally capable of performing assigned duties.
- Must be able to confidentially possess computer skills including Microsoft Office Suites, PowerPoint, Google Doc
- High degree of organizational skill and problem-solving ability
- Respect for details; ability to execute accurately at a high-level supervision.

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- Ability to prioritize/execute to achieve project goals with discretion

Forestville Barrack “L”- Filled

Job Title: Intern

Number of Interns: 1

Reports to: Lt. George White, Commander

Locations: 3500 Forestville Road, Forestville, MD 20747

- Aid administrative staff with filing and file retention/organization
- Busy work - shredding documents and disposing of shredded paper, organizing supplies
- Learn - Ride-a-longs with patrol troopers and sit with duty officers to gain experience and knowledge
- Assist the PG Courts Liaison with communications and scheduling
- Utilize case search to determine case status of old criminal files
- Perform other duties as assigned

College Park Barrack “Q”- Filled

Job Title: Intern

Number of Interns: 1

Reports to: Lt. Brian Wiesemann, Commander

Locations: 10100 Rhodes Island Avenue, College Park, MD 20747

- Aid administrative staff with filing and file retention/organization
- Busy work - shredding documents and disposing of shredded paper, organizing supplies
- Learn - Ride-a-longs with patrol troopers and sit with duty officers to gain experience and knowledge
- Assist the PG Courts Liaison with communications and scheduling
- Utilize case search to determine case status of old criminal files
- Perform other duties as assigned

McHenry Barrack “W”- Filled

• **Job Title:** Intern

• **Number of Interns:** 1

• **Reports to:** Lt. Michael Sigmund, Commander

• **Locations:** 67 Friendsville Road, McHenry, MD 21541

MARYLAND STATE POLICE INTERNSHIP PROGRAMS



Responsibilities and Duties:

- Observe the enforcement of criminal and motor vehicle laws of the State of Maryland
- Investigate traffic accidents; evaluate and complete criminal investigations
- Issue traffic citations and warnings; participate in Ride-alongs
- Write field reports; prepare administrative support and clerical assistance where needed
- Cross train and shadow other barrack commands

Maryland Coordination Analysis Center-Filled

- **Job Title:** Intelligence Analyst Intern
- **Number of Interns:** 1
- **Reports to:** David Curry, Criminal Intelligence Analyst

Job Overview: The Criminal Investigative Support Division (CISD), Tactical Assistance Branch (TAB) within the Maryland Coordination and Analysis Center (MCAC) directly supports law enforcement customers by identifying, creating and sharing relevant and actionable intelligence information, assessments, briefings and investigative support. Analysts perform a wide range of analytical functions that require self-discipline and initiative in researching, analyzing, and reporting on criminal threats to the State of Maryland.

Analysts provide predictive analysis based on relevant local, regional, national or international intelligence and information, trends or activities. In addition to analytical responsibilities, analysts conduct liaison and outreach activities that require strong interpersonal skills to develop relationships throughout the federal, state and local law enforcement communities.

Responsibilities and Duties:

- Continual evaluation of ALL available information, data, reports, etc., for trends, patterns, tactics and procedures.
- Research, compile, analyze and map any data associated with criminal activity and investigations.
- Search/query (or have done) all appropriate databases when investigating a case or incident
- Prepare analytical reports and briefings to assist law enforcement, and other government customers

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- Contact all necessary agencies who should have awareness of the case and/or incident
- Enter pertinent information into identified relevant database(s) or tracking system, to ensure correct and timely reporting collection of information.
- If applicable, complete initial case investigation and send out notification of the case within 48 hours.
- Plan the deployment of resources for prevention, intervention, and suppression of criminal activities
- Provide investigative case support to assist in criminal investigations.
- Produce and disseminate Threat Assessments, Intelligence Assessments, Intelligence Bulletins and information sharing bulletins.
- Serve as liaison to selected groups of law enforcement, regional fusion centers, and public sector individuals or agencies.
- Gather, research, and analyze information to develop criminal information products.
- Detect and describe tactical, administrative, and strategic links, patterns, and trends in crimes or terrorism.
- Respond to inquiries from law enforcement and other agencies.
- Perform other necessary duties as required.

Qualifications:

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