

Maryland State Police



Internship Program

OFFICE OF THE SUPERINTENDENT

*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.*

Table of Contents

| | |
|--|-------------|
| Superintendent’s Message..... | i |
| Internship Program Overview..... | 1-2 |
| Resources of the Criminal Investigations Bureau..... | 3-6 |
| Supporting Documents & Forms..... | 7-16 |
| Ride-a-long Assumption of Risk and Release from Liability..... | 7 |
| Confidentiality Agreement..... | 8 |
| Terms of Agreement..... | 9 |
| Code of Conduct..... | 10 |
| My Daily Activity Log..... | 11-13 |
| Student Evaluation Form..... | 14 |
| Supervisor Evaluation Form..... | 15-16 |



STATE OF MARYLAND
MARYLAND STATE POLICE
1201 REISTERSTOWN ROAD
PIKESVILLE, MARYLAND 21208-3899
410-486-3101
TOLL FREE: 1-800-525-5555
TDD: 410-486-0677



LARRY HOGAN
GOVERNOR
BOYD K. RUTHERFORD
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 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

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 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 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 the assignments detailed by the respective division/unit. These are objectives/assignments 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 Office of the Superintendent

Maryland State Police



Interns will be placed in a position listed under a unit for their internship. Interns are expected to be exposed to and/or experience the various skills, knowledge and abilities related to that position.



Maryland Coordination and Analysis Center

The Maryland Coordination and Analysis Center coordinates the efforts of federal, state and local agencies to gather, analyze, and share intelligence information with law enforcement, public health, and emergency responder personnel.

1. Criminal Intelligence Analyst:

- Learns to collect, analyze, assess and disseminate criminal intelligence information of a confidential nature in order to provide analytical support for all federal, state and local agencies involved in law enforcement, public health and welfare, public safety and homeland security in Maryland
- Ability to learn criminal intelligence relevant to assigned jurisdiction and area of expertise
- Ability to learn to determine proper priorities and courses of action
- Ability to assess situations from direct observation and/or information relayed by others of known reliability
- Ability and willingness to understand and follow directives, instructions and standard operating procedures
- Learns to perform detailed research of criminal investigations and intelligence documents relating to organized crime, terrorism and professional criminals
- Knowledge/ability of preparing oral briefings and written reports
- Assists in the preparation of reports for distribution within the Maryland State Police and other allied agencies
- Assists in the preparation of correspondence for use by the Maryland State Police and other allied agencies
- Perform other related duties as directed



Strategic Planning Command

The Strategic Planning Command deals with all planning within the Department. The command manages the Budget and Finance Division, Grants Management Section, Inspection & Compliance Division and the Planning and Research Division. Within the Planning and Research Division is the Accreditation Section.

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 materials

2. Administrative Specialist:

- Knowledge of reference and research methods and techniques in collecting, compiling and organizing information and data
- Knowledge of basic analytical principles, basic statistical procedures and techniques
- Ability to collect, compile, code, edit, classify and tabulate statistical and qualitative data
- Ability to prepare and present reports, ideas and information clearly and concisely



Office of the Department Prosecutor

The Prosecutor's Unit represents the Department in cases involving appeals to the Office of Administrative Hearings (OAH) from the Licensing and Automotive Safety Enforcement Divisions; emergency suspension hearings; civilian disciplinary mitigation hearings; and sworn officer disciplinary trial boards under the Law Enforcement Officers' Bill of Rights.

1. Legal Intern:

- Provide administrative support for two prosecutors
- Case file processing and correspondence
- Review and organize case files for OAH
- Correspondence with Appellants and OAH personnel
- Observe court proceedings
- Maintain case database
- Respond to unemployment requests
- Performs other related duties

NEWS RELEASE



MARYLAND STATE POLICE



Headquarters | 1201 Reisterstown Road | Pikesville, Maryland | 410.486.3101 / 800.525.5555 | TTY 410.486.0677

Office of Media Communications

The Office of Media Communications is responsible for ensuring accurate and timely information is provided to the media and citizens regarding public safety incidents and issues involving the Maryland State Police.

Public Affairs Officer:

- Working knowledge of the principles of communications, effective public relations, English grammar use and composition, and the organization and capabilities of various communication media including newspapers, radio, television and social media;
- Working knowledge of desktop computer system and programs to include Microsoft Word and Publisher;
- Excellent writing and public speaking skills, with the ability to edit work product;
- Ability to gather information and prepare a variety of informational or promotional material to include news releases, newsletters, brochures, scripts, and social media posts;
- Ability to assist in the organization of news conferences or special events;
- Experience with video or podcast production is an added advantage;
- Enthusiastic desire to learn and accept and complete duties as directed.

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 me 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.



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: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |
| Date: _____ | Hours: _____ | Trooper's Signature: _____ | ID: _____ |

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