Maryland State Police

Internship Program

SUPPORT SERVICES 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 of one “Maryland’s Finest.” I wish you all the best for continued success.

Woodrow W. Jones III

Colonel Woodrow W. Jones III
Superintendent

Support Services Bureau

Sun Tzu, author of "The Art of War," once said, "The line between disorder and order lies in logistics." Logistics is defined as the detailed coordination of a complex operation involving many people, facilities, or supplies. For the Maryland Department of State Police, this detailed coordination takes place within the divisions and subdivisions of the Support Services Bureau.

The Support Services Bureau is divided into four Commands: Technology and Information Management, Personnel, Logistics and Aviation. It provides materials and services to the Department of State Police and manages the Department's information technology and communications systems that support enforcement across the State.

If you are interested in a career managing major IT projects, human resources/recruiting, teaching, communications, mechanics, architecture or aviation, an internship with the Support Services Bureau has something for you. Below are brief descriptions of the various Commands within the Bureau. We look forward to working with you!

Technology and Information Management Command

The Technology and Information Management Command is comprised of four divisions: Central Records, Electronic Services, Information Technology, and Police Communications. Also encompassed is the IT Project Management Office (PMO) which manages development and implementation of the Department's major IT projects, such as licensing automation and 700 MHz radio. The Command administers collection and reporting of crime and traffic data; installs and maintains electronic communications used by all Troopers; implements and supports the enterprise levels state information technology systems used by the Department and citizenry; acts as statewide NCIC oversight; and oversees communication systems training.

Personnel Command

The Personnel Command coordinates the wide range of personnel services needed to support the operational elements of the Maryland State Police. These services include: recruitment, selection, and retention of sworn and civilian personnel, administration of human resources, management of the sworn promotional process, training and development of sworn and civilian personnel, the administration of disciplinary procedures and grievances for sworn and civilian personnel and administrative hearings.

Logistics Command

The Logistics Command is divided into three major support divisions: Facilities Management Division, Motor Vehicle Division and Quartermaster Division. The Logistics Command is responsible for procurement, maintenance, and distribution of the Department's vehicles, goods and services, as well as management of all building facilities, to ensure operational readiness.

Aviation Command

The Aviation Command provides airborne delivery of emergency medical transportation (Medevac), law enforcement, search and rescue, homeland security, and disaster assessment services to the public. The services of the Maryland State Police Aviation Command are funded via a surcharge on motor vehicle registrations, and thus no user of the services we provide is billed for the costs. The Aviation Command operates ten (10) Agusta AW-139 helicopters and two (2) airplanes from seven (7) bases located throughout the state.

The Aviation Command is comprised of two major divisions. The Flight Operations Division is the most visible part of our Command, as pilots, medical personnel, flight crews and supervisors performing the mission are assigned to Flight Operations. The Supports Operations Division supports the mission through Aircraft Maintenance Operations which maintains the aircraft fleet, a Procurement Section which ensures commodities and services are procured, and other supporting functions such as building maintenance, materials management, human resources support, and information technology support.

Lieutenant Colonel Dalaine Brady

Chief – Support Services 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 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/tasks 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 Support Services Bureau

Maryland State Police

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

AVIATION COMMAND:

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

1. Aviation Management – Intern will report to Director of Flight Operations or Flight Operations Commander
    - Management of flight operations and aviation maintenance
    - Development of long term fleet management
    - Management of pilot training, update/audit/maintain pilot records
    - Ability to follow and understand instructions and to communicate effectively
    - Familiarization with procurement, parts/medical supply management and human resources.
2. Aviation Medical Intern – Intern will report to MEDOPS Supervisor
    - Assist MEDOPS personnel with training (scheduling, course planning and other duties)
    - Familiarization with SYSCOM , AW-139 section, Fixed Wing section and maintenance
    - Introduced to the Quality Assurance Program
    - Exposure to procurement process and equipment selection/allocation
    - Attend MEDOPS training or testing. Participate in continuing education, crew upgrade, cadaver lab
    - Review and investigation of medical related aviation safety reports with the Safety Management Section
3. Aviation Maintenance – Interns will report to the Director of Maintenance
    - Knowledge of the diagnosis of problems and repair of components associated with aircraft.
    - Knowledge of the policies and procedures related to the repair of aircraft including FAA rules.
    - Skill in preparing proper agency or unit forms and records pertaining to the aircraft
    - Ability to review and investigate maintenance related safety reports
    - Assist with aircraft database updates and reporting system download and analysis

MOTOR VEHICLE DIVISION:

The Motor Vehicle Division (MVD) is responsible for procuring, maintaining, repairing, and disposing of all of the Department's vehicles. Members of MVD receive new vehicles, install the emergency equipment and issue the vehicles to troopers. In addition, most maintenance is completed by MVD mechanics in-house. In a typical year, MVD mechanics complete close to 15,000 service requests.

1. Automotive Services Mechanic:
    - Knowledge of the procedures, methods, tools and equipment used in the service, repair and maintenance of motor vehicles
    - Knowledge and skill in the proper use of tools, care and maintenance of standard hand and power tools
    - Ability to diagnose and correct routine motor vehicle malfunctions
    - Ability to maintain records, prepare reports and understand/carryout instructions
2. Automotive Services Specialist:
    - All of the knowledge, skills and abilities of an Automotive Services Mechanic
    - Knowledge of automotive electronic systems (circuit boards, processors, chips, computer hardware, etc.)
    - Skill in the use of specialized power tools and equipment
    - Ability to diagnose and repair major malfunctions of motor vehicles and equipment
    - Ability to rebuild, repair and replace complete automotive assemblies (engines or transmissions)
    - Ability to run diagnostic tests
3. Electronic Technician:
    - Knowledge of electronic theory and the installation and testing of electronic equipment
    - Knowledge of the care and use of required manual and power tools
    - Knowledge of repair practices concerning electronic components and circuitry
    - Ability to make adjustments and repairs to electronic equipment
    - Ability to test equipment in detecting and locating malfunctions
    - Ability to keep simple records

CENTRAL RECORDS DIVISION:

The Central Records Division (CRD) serves as the statewide repository of motor vehicle crash reports and crime data. Personnel within the CRD obtain, analyze and interpret data, prepare statistical tables, charts and publish reports as required by statute or regulation. The CRD contains the *Accident Reporting Section* (processes requests for accident reports, assists with the quality review of accidents reports and files/processes reports), the *Field Liaison Section* (reviews and assists with updating and creating new Uniform Crime Reporting training materials and Power Point presentations) and the *Incident Reporting Section* (collects and prepares UCR data entry into spreadsheets and/or a database and assists with reviewing, printing and filing of UCR forms).

1. Office Services Clerk:
    - Knowledge of office equipment and office procedures
    - Skills in maintaining files, logs and other records
    - Ability to understand, interpret laws, regulations, policies and procedures
    - Ability to type and compose correspondence, reports, and forms
    - Ability to perform arithmetic calculations
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
3. Office Manager:
    - Knowledge of policies, regulations and laws affecting the agency's clerical operations
    - Knowledge of the principles and practices of supervision, clerical procedures and practices
    - Ability to develop and implement procedures to improve clerical operations
    - Ability to plan, organize and manage clerical staff work through subordinate supervisors

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.

1. Office Manager: Office Manager: Intern will report to ETD Administrative Support Staff
    - Knowledge of the policies, regulations and laws affecting the agency's clerical operations and their interpretation and application
    - Knowledge of the principles and practices of supervision; knowledge of clerical procedures and practices, business English and arithmetic
    - Knowledge of the safe and efficient use of office equipment
    - Ability to understand, interpret and apply the laws, regulations, policies and procedures which pertain to clerical operations of the agency
    - Ability to use computer software applications, such as word processing, database and spreadsheets
    - Ability to communicate effectively with the public, co-workers and others
    - Ability to plan, organize and manage clerical staff work through subordinate supervisors
    - Knowledge and skill involving various Administrative Duties; to include compiling Orientation Manuals, Firearms Manuals and EVOC Manuals
    - Ability to assist instructors with paperwork, assist with graduation and organize class files for commanders
    - Ability to be exposed to scenarios by assisting as role players for academy class
    - Observation of academy classes during which interns will observe trooper candidates and experience the daily routine of a candidate

Information Technology Division:

The Technology and Information Management Command is comprised of four divisions: Central Records, Electronic Services, Information Technology, and Police Communications. Also included is the IT Project Management Office (PMO) which manages development and implementation of the Department's major IT projects, such as Licensing Automation and 700 MHz Radio. The Command administers collection and reporting of crime and traffic data; installs and maintains the electronic communication systems used by all Troopers; implements and supports the enterprise level state information technology systems used by the Department and citizens; acts as statewide NCIC oversight; and oversees communication systems training.

1. Inventory Control Specialist:
    - Knowledge of physical distribution systems including storage, handling and disposition of property
    - Ability to understand and apply laws, regulations and procedures applicable to inventory operations and property disposal; identify problems and recommend solutions
    - Working knowledge of reports and inventory control principles
    - Ability to lift at least 50 pounds
2. Computer Network Specialist:
    - Knowledge of the concepts of data communications
    - Knowledge of the functions and capabilities of computer software and hardware
    - Ability to learn the structure of local or wide area computer networks
    - Ability to learn computer operating systems software, network communications software/applications
    - Ability to learn the functions and capabilities of local or wide area computer network hardware
    - Ability to learn the principles and practices of data communications
    - Ability to learn to adjust local or wide area computer network components and diagnose and correct network software and hardware problems
3. IT Technical Support Specialist:
    - Knowledge of virtual and physical server infrastructures
    - Knowledge of iSCSI and NTFS attached storage
    - Review and keep up to date with MDSP IT policy manuals and vendor manuals and periodicals regarding the configuration, administration and security of systems
    - Knowledge of firewall and VPN system configurations accounts
    - Basic understanding of IOS updates and security patches
    - Administrative and Production servers - monitor and document system configurations, accounts, assist with application updates, OS and security patches, and IOS updates
    - Understand the Google email system to include user management and troubleshooting
    - Diagnose and troubleshoot IT problems including internetwork connectivity issues, system outages, and reported problems using logs and network tools
    - Evaluate new hardware and software for use on the network and systems in test lab environment

Electronic Services Division:

Manages MSP communications equipment, policies and procedures; serves as the communications liaison with outside entities. ESD procures and installs computers and radio equipment in MSP vehicles.

1. Radio Technician:
    - Knowledge of the installation, testing, and repair of radio equipment
    - Knowledge of radio transmitting and receiving practices
    - Knowledge of digital communications and microprocessor controlled radio transmitting and receiving equipment
    - Knowledge of microwave multiplexing and general radio-telephone practices; knowledge of the National Electric Code for electrical equipment
    - Ability to safely operate and maintain manual and power tools
    - Ability to make adjustments and repairs to transmitters, receivers and related equipment
    - Ability to adjust frequency modulated or amplitude modulated radio transmitters and receivers to proper modulation deviations or modulation levels and operating frequency in accordance with Federal Communication Commission regulations
    - Ability to understand and follow schematics
    - Ability to use and maintain test equipment such as oscilloscopes and volt-ohm meters
    - Ability to prepare and maintain records
2. 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

Police Communications Support Division:

The Police Communications Support Division (PCSD) is responsible for the Statewide oversight of 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).

1. Police Communications Officer:
    - Knowledge of typing and other standard office procedures
    - Knowledge of map reading and map interpretation
    - Skill in performing multiple tasks simultaneously
    - Ability to use multi-channel radios, keyboards and computer terminals
    - Ability to type accurately at a minimum of twenty net words per minute
    - Ability to understand and carry out directions, receive, record, and transmit radio messages clearly
    - Ability to maintain files and records
    - Ability to communicate precisely, clearly and accurately in emergency situations
    - Ability to remain calm and respond appropriately in stressful situations
2. IT Functional Analyst:
    - Knowledge of the functions and uses of mainframe or large client server-based application systems
    - Knowledge of the principles and practices of training users of automated application systems
    - Skill in providing problem analysis and ongoing user support, coordinating system development and implementation, and training users on the functionality of applications for agency or statewide systems housed on mainframe computers or large client server platforms
    - Skill in creating, reviewing and updating application documentation and training materials
    - Skill in conducting classroom and one-on-one training on the functionality of complex computer applications
    - Ability to communicate effectively and establish and maintain effective working relationships with system users, vendors, computer operations personnel, programmer analysts, and support staff.
3. Database Specialist:
    - Knowledge of database management systems, software and tools
    - Knowledge of operating system data, communications software and relational databases
    - Skill in implementing, controlling and evaluating database management systems
    - Skill in documenting new and revised database management systems procedures and standards
    - Skill in using diagnostic and performance tools and other software products to maintain established standards for database management systems

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.

1. HRD-Archivist/Records Clerk - Intern will report to the Internship Coordinator
    - Organize and manage all files and documents in an orderly manner in the HRD records room
    - Retrieve requested files from the Archive Room upon request
    - Coordinate and collaborate with Personnel Associate regarding records management
    - Ensure that files are properly secured and locked at all times when not in use
    - Provide clerical support, i.e., Data Entry, Photocopying and Scanning, mail pick up and sorting, Special Projects and other HRD duties as assigned
    - Participate in ride-a-alongs
    - Track and update verification of employment spreadsheet

Facilities Management Division:

The Facilities Management Division provides professional and quality maintenance support in an efficient, economical, and prioritized manner for all MSP owned and leased buildings, utilities and grounds to ensure the safety and comfort of its inhabitants and visitors. The Facilities Management Division also ensures the planning, design, engineering, construction, leasing and operation of all new and renovated MSP facilities and structures meet the needs, standards and requirements of the MSP as well as State and Federal regulatory agencies.

1. Maintenance Mechanic:
    - Knowledge of techniques and practices used in the following trades; electricity, plumbing, steam fitting, refrigeration and air-conditioning
    - Knowledge of carpentry, metalworking, painting, plastering and masonry
    - Skill in the use of trade tools and equipment utilized in the respective trade areas
    - Ability to prepare reports, schedule work and make rough estimates of time and material needed to complete projects
    - Ability to use adjustment gauges and lubrication equipment
2. Maintenance Chief:
    - Knowledge of the hazards and safety precautions involved in the use of boilers, maintenance and cleaning of boilers and their components
    - Skill in operating boilers, evaluating the safety and efficiency of boiler operations
    - Skill in maintaining fuel consumption records
    - Skill in operating and maintaining central A/C equipment and components
    - Skill interpreting and following blueprints, schematics and engineering specifications
3. Agency Project Engineer / Architect:
    - Knowledge of the engineering or architectural principles, standards, practices and methods related to building design, construction, maintenance and operation
    - Knowledge of industry standards and practices applicable to building design, construction and maintenance
    - Knowledge of State and federal laws, regulations and codes applicable to building design, construction and maintenance
    - Ability to prepare project plans, specifications, feasibility reports and cost estimates
    - Ability to analyze technical data in order to evaluate the engineering integrity, safety, economy, efficiency and costs of construction and maintenance projects
    - Ability to prepare technical reports and make recommendations based on engineering or architectural procedures, standards and practices

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(10-19)

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 (10-19)

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: _____

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Assignment: _____ _____(TOTAL HOURS: ___)

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Assignment: _____ _____(TOTAL HOURS: ___)

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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

QUALIFICATIONS & 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 and/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/