

THE MARYLAND DEPARTMENT OF STATE POLICE  
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”**

**Job Title:** Intern

**Number of Interns:** 1

**Reports to:** Lt. Everett D. West II

**Locations:** 9500 Mitchell Road, La Plata, MD 20646

**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

**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

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- 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 “O”-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
- 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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**Maryland State Police- Headquarters- Personnel Administrative Section-Filled**

**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

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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.

### **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)

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- 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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**Central Records Divisions**

**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.

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**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:**

- 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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**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” & College Park “Q”-Filled**

**Job Title:** Administrative Support Intern

**Number of Interns:** 1

**Reports to:** Lt. George White, Commander Forestville Barrack “L”  
Lt. Brian Wiesemann, Commander, College Park “Q”

**Locations:** 3500 Forestville Road, Forestville, MD 20747  
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
- Issue traffic citations and warnings; participate in Ride-alongs
- Write field reports; prepare administrative support and clerical assistance where needed
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**Berlin Barrack “V”**

- **Job Title:** Intern
- **Number of Interns:**
- **Reports to:** Cpl. Francisco Ruiz
- **Locations:** 9758 Ocean Gateway, Berlin, MD 21811

**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