

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” -Filled

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

THE MARYLAND DEPARTMENT OF STATE POLICE
2024 Internship Position Opportunities

- 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
- 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

THE MARYLAND DEPARTMENT OF STATE POLICE

2024 Internship Position Opportunities

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)

THE MARYLAND DEPARTMENT OF STATE POLICE
2024 Internship Position Opportunities

- 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
- 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.

THE MARYLAND DEPARTMENT OF STATE POLICE
2024 Internship Position Opportunities

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

THE MARYLAND DEPARTMENT OF STATE POLICE
2024 Internship Position Opportunities

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
- 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

THE MARYLAND DEPARTMENT OF STATE POLICE

2024 Internship Position Opportunities

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.
- 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.

THE MARYLAND DEPARTMENT OF STATE POLICE
2024 Internship Position Opportunities

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.