

Student Interns

342.1 STUDENT INTERN PROGRAM

The St. Mary's County Sheriff's Office understands the importance of a close working relationship with the community it serves. The Student Intern Program is a prime example of this relationship. The Student Intern Program gives students an opportunity to observe and participate in designated activities within the agency. Student interns are potential deputies, correctional officers and civilian applicants, and this program gives the agency an opportunity to observe these potential applicants in action. Student interns are not sworn officers and shall only perform duties and activities that do not require a sworn officer.

342.2 PROGRAM RESPONSIBILITY

The responsibility for the coordination of this program is assigned to the Administrative Division Commander or designee. Specific responsibilities include coordination with high schools, colleges and universities, interviewing prospective interns, evaluating intern eligibility, coordinating necessary form completion, and program evaluation.

342.3 PROGRAM ELIGIBILITY

Candidates shall meet the following requirements to be eligible to participate in the program:

- (a) Minimum of 16 years old.
- (b) Currently enrolled as a student in a Maryland college or university, or a St. Mary's County resident enrolled in an out-of-state college or university. St. Mary's County residents will be given preference over out-of-county resident applicants.
- (c) Currently a junior or senior enrolled and taking criminal justice courses in a St. Mary's County high school.
- (d) Approval of the faculty advisor, as needed per respective applicant's college or university.
- (e) Successful completion of a background investigation and oral interview conducted by the Administrative Division Commander or designee..
- (f) Completion of a Student Intern Program Application, Liability Waiver and Student Intern Work Agreement.

342.4 PROCEDURES

Application

- (a) Applicants should submit their application and resume starting in February for the upcoming summer season.
- (b) By April 1st, all applications will be reviewed, and interviews scheduled. Since majority of the applicants are involved in studies out of the area, phone interviews with the Administrative Division Commander or designee are acceptable.

St. Mary's County Sheriff's Office

LE Policy Manual

Student Interns

- (c) Upon successful submission of required application paperwork and completion of the oral interview, interns will be selected as need exists per respective division commander. For credit purposes, most students must notify their schools of the acceptance of an intern position by the end of the school year, so it is imperative to complete the hiring process by late April.
- (d) The Administrative Division Commander or designee will notify candidates and invite all to orientation. At orientation, interns are provided ID and access cards, copies of pertinent policies and other documents to be signed, a tour of the facility, and an established schedule.

Operations

The Administrative Division Commander will coordinate the placement of interns within the agency based on requests received from the various divisions. The intern will be given as many diverse assignments as feasible related to their degree program. Once assigned, commanders shall exercise normal supervisory/managerial authority over interns and shall assign a sworn officer, correctional officer or senior civilian employee to monitor the intern's progress.

- (a) Student interns shall receive training appropriate to any assigned duties.
- (b) Interns will carry their issued photo I.D. card identifying them as such.
- (c) Interns will not wear uniforms, but their dress will be consistent with the county civilian attire policy.

Removal from Program

An intern may be removed from the program at any time, if circumstances warrant such action, for the benefit of the agency. Recommendations for removal shall be directed to the sheriff via detail report.