



*Colonel Richard L. Hart Jr.  
Chief Deputy*

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Sheriff

## **Office of the Sheriff Carroll County, Maryland**

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*Colonel Dennis A. Strine  
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## **College Internship Program**

### **General Duties:**

Carroll County Sheriff's Office Internship Program is a non-paid mentorship initiative that provides an introductory opportunity to students interested in learning about the administrative and operational functions of our agency. It helps give students direction on what career path they may want to pursue both in the civilian and sworn field.

Our program has been designed to provide some flexibility to meet college/university academic needs by offering practical and technical opportunities throughout our Office's bureau's: Law Enforcement, Corrections, and Administrative Services.

### **Availability:**

Flexible hours around school schedule.

### **Eligibility:**

- Must be at least 18 years of age.
- Preferably in Junior or Senior year of college/university.
- Must be in good academic standing with college/university.
- Must possess a valid form of identification or driver's license.
- Must be able to read, write and speak English.
- Must have own transportation to the internship location.

### **Minimum Qualifications and Requirements:**

- Must currently be enrolled at a university/college studying Criminal Justice or another related field.
- Must obtain a letter from their educational institution requesting to participate in the internship program before the intern completes an oral interview.
- The student will not receive financial compensation from the Carroll County Sheriff's Office. The privilege provided to the student to learn on-the-job, and the work assignments completed for the agency will be considered a fair exchange.
- The work experience places no employment obligation upon either the student or the Carroll County Sheriff's Office.
- 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.
- Ideally the Intern will work a total of 135 hours, however, that number can be adjusted based on the parameters of the applicant's university's curriculum. The work schedule, including shift and time, will be determined by the student and the Carroll County Sheriff's Office.

### **Essential Tasks:**

This program is designed to meet both the academic and career objectives of students while providing useful administrative and operational support services to the Carroll County Sheriff's Office. The goals of the Student Intern Program are as follows:

- To provide students the opportunity to become familiar with police operations and better understand, through direct experience and training, the complexities of the criminal justice system.
- To foster students' interest in law enforcement/corrections/public safety careers.
- To assist students interested in pursuing a law enforcement/corrections/public safety career with the Carroll County Sheriff's Office or other law enforcement agencies.
- To enable college/university students to earn course credits and gain valuable career-related experience through meaningful and appropriate volunteer work.

### **Selection Process:**

The selection will be based on, but not limited to, the student successfully completing the following steps and the number of internships available.

- Completion of online Application
- Completion and review of Criminal History Form and resume
- Oral Interview
- Completion and review of Confidential Questionnaire
- Background Investigation/Fingerprinting
- Drug Screen
- Final Command Review/Interview
- Final Internship Offer

\*\*\*This is a competitive process and only a limited number of internships are available each semester\*\*\*

### **APPLICATION PROCESS:**

All students interested in interning with the Carroll County Sheriff's Office are required to complete an online application through [PoliceApp.com](https://PoliceApp.com). Submissions are accepted during the timeframes listed below and do not guarantee placement.

**Fall Internships:** submissions are accepted from April 1<sup>st</sup> through May 31<sup>st</sup> of each year.

Start Date: End of August or beginning of September

**Spring Internships:** submissions are accepted from September 1<sup>st</sup> through October 31<sup>st</sup> of each year.

Start Date: End of January or beginning of February

Due to scheduling conflicts, the Carroll County Sheriff's Office will not be offering summer internships.

### **REQUEST PROCEDURE:**

To be considered for this position, qualified candidates must complete and submit an internship application electronically through [PoliceApp.com](https://PoliceApp.com). **Applications must be submitted no later than 11:59 p.m. on Tuesday, October 31, 2023.**

*"One or more internships may be filled using this vacancy announcement"*

***The Carroll County Sheriff's Office is an Equal Opportunity Employer***