

Baltimore County Police Department  
Student Intern Program



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Dear Prospective Intern,

The Baltimore County Police Department is committed to developing partnerships within our community. One endeavor to work as community partners with colleges and universities is the *Student Intern Program*. This program allows the Baltimore County Police Department and the student to benefit from shared experiences.

The Baltimore County Police Department has established the Student Intern Program and is available to university and college students who meet the requirements for participation. The objective of the Student Intern Program is to provide a positive learning environment for interested college students to experience the various aspects and responsibilities of law enforcement while completing a project as part of their studies.

The interns, while working on operational, administrative, and support functions, will be provided an atmosphere for learning. Coordination of the Internship Program rests with Officer Tabitha Weinstein in the Personnel Section. Officer Weinstein will ensure communication is made directing the intern to his or her initial job assignment and supervisor. The criterion for participation in the Baltimore County Police Department's Student Internship Program is as follows:

- \* The student enrolled in a four-year degree program will have a Junior or Senior standing at an accredited four-year university or college. The student enrolled in a two-year degree program will have completed two thirds (2/3) of required credits toward a degree at an accredited two year university or college.
- \* **The student must be currently enrolled, through his or her respective college or university, in an internship or independent study class.**
- \* The student must currently have a 2.5 or higher grade point average on a 4.0 scale.
- \* The student must, prior to acceptance into the Internship Program, submit a cover letter, a completed application form, a professional resume, at least one letter of recommendation from a faculty advisor or professor, and an unofficial transcript of *all* college work. Reference and criminal background checks will then be conducted.

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\* The student must, upon completion of the Internship Program, take part in an exit interview with a representative from the Baltimore County Police Department. Prior to the exit interview, each intern will complete an evaluation of the Internship Program.

Any felony arrest may preclude an intern from participation in the Internship Program. All misdemeanor arrests will be reviewed on a case-by-case basis and may be a cause for exclusion from the program. Misdemeanor arrests include, but are not limited to:

- Theft
- Fraud
- Drug-Related Offenses
- Resisting Arrest
- Obstructing a Peace Officer
- Sex-Related Offenses

**NOTE:** Failure to complete the program due to an arrest for any of the above-listed offenses during participation in the Student Intern Program will result in dismissal, with notification to the college or university for a failing grade.

Upon acceptance, **the intern will be required to schedule contact hours mandated by the intern's college degree requirements.** As examples, this may be:

- At least 12 hours per week during regular semester sessions of 15 weeks.
- Sixteen hours per week during the Summer Internship Program of a 10-week duration.
- Both the intern and supervisor can adjust hours of work.

The Baltimore County Police Department Dress Code for Interns is as follows:

Male interns shall wear appropriate attire for an office environment, in good repair, clean, and neatly pressed at all times. This may include: a dress shirt buttoned at the neck, a conservative business-type necktie, normal business-type trousers, and polished business or dress-type shoes. **NO JEANS** will be allowed.

Female interns shall wear appropriate attire for an office environment, in good repair, clean, and neatly pressed at all times. This may include: business suits, dresses, blouses, skirts, hosiery, shoes, pant suits, or dress slacks. **NO JEANS** will be allowed.

The respective supervisor shall determine what clothing is appropriate for interns on occasions when certain job assignments mandate variation from normal business-type clothing.

Interns will be assigned to various areas of responsibility including exposure to patrol and traffic operations. Student interns may be scheduled to participate in ride-alongs with a member of Patrol during their internship. During ride-along participation, the intern will

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be considered the same as any other civilian participant. If the patrol officer is processing an arrest or has any reason for entering the Detention area, the ride-along will wait for the patrol officer in an area separate from the Detention area.

While interns will be exposed to many areas of Police work, there are some restrictions. The following restrictions conform to interns:

- Covert police functions.
- Police gun ranges while engaged in "live fire" operations.
- Police Detention Facility.
- Interns will not be allowed to operate any Department vehicles.
- Interns will not park in any area designated for police vehicles.
- Supervisors will ensure that interns are not placed in a position where they would be exposed to possible dangerous incidents.
- Interns will not be allowed to carry any firearm.

The student will be expected to complete a research paper on a topic assigned by the Internship Coordinator. The student will be credited 16 hours for this project. Expectations for the project will be given to the student during orientation.

If there are any questions or concerns, please contact Officer T.L. Weinstein at 410-887-6278 or at the following address:

Baltimore County Police Department  
Attn: Ofc. T.L. Weinstein : Personnel Section  
700 E. Joppa Road  
Towson, MD 21286

e-mail: [tweinstein@baltimorecountymd.gov](mailto:tweinstein@baltimorecountymd.gov)