



Jeffrey R. Gahler,  
Sheriff

# HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

## Student Interns

|                                              |                                         |                    |                                       |                              |                 |
|----------------------------------------------|-----------------------------------------|--------------------|---------------------------------------|------------------------------|-----------------|
| <b>Distribution:</b>                         | <b>All Employees</b>                    |                    |                                       | <b>Policy Number:</b>        | <b>PER 0408</b> |
| <b>Responsible Unit:</b>                     | <b>Administrative Services Division</b> |                    |                                       | <b>Rescinds:</b>             |                 |
| <b>Original Issued Date:</b>                 | <b>12/15/16</b>                         | <b>Revision #:</b> | <b>2</b>                              | <b>Latest Revision Date:</b> | <b>07/13/26</b> |
| <b>Required 3-year review was completed:</b> |                                         | <b>08/01/26</b>    | <b>Next Required 3-yr Review Due:</b> |                              | <b>08/31/29</b> |

### 1. Purpose

The Harford County Sheriff's Office (HCSO) will partner with the educational institutions in our county, state, and region to offer volunteer intern opportunities. The objective is to provide a positive learning environment for interested students and allow students to experience various aspects and responsibilities of law enforcement and corrections.

### 2. Policy

The HCSO is committed to developing partnerships with the educational institutions of the region by encouraging students to participate in the HCSO Student Interns program.

### 3. Definitions

**INTERN:** A college or university student seeking to enhance their education and professional development in criminal justice, law enforcement, or another specific field in which the Agency can provide appropriate resources and practical experience. Interns participate in approved volunteer opportunities designed to support experiential learning, service learning, and applicable academic curriculum requirements.

### 4. References

MD CODE, Courts and Judicial Proceedings, § 5-301  
MD CODE, Labor and Employment, § 9-231.1

### 5. Procedures

#### A. Overview

1. Interns are not employees of the HCSO and therefore are not compensated for their service. There are no paid intern positions within the HCSO.
2. Interns are not law enforcement or correctional deputies, and they have no law enforcement or correctional authority.

3. Supervisors interested in using an intern will contact the Training Commander in writing using the form ([SO-212](#)) ([Memorandum](#)), expressing the need or role the intern will fill.

B. Intern Coordinator

1. The Training Commander coordinates and manages the Intern Program and has the following responsibilities:
  - a. Manage the application process, screening, selection, monitoring, and placement of interns.
    - i. Favorable communications with local colleges is imperative to the success of the intern program.
    - ii. Advertise the HCSO as an Equal Opportunity Employer on all applications.
    - iii. Communicate the availability of an intern to HCSO offices and commanders, when appropriate.
    - iv. Assess intern skills and place qualified interns in duties best suited to their abilities.
  - b. Develop and/or modify all program participant assignment descriptions.
  - c. Oversee the issuance and security of intern identification cards.
    - i. Interns will be issued a photographic identification card.
    - ii. The card will be visible at all times when interning within a HCSO facility and when representing the HCSO.
    - iii. Identification cards will be returned when the intern withdraws from the program or is otherwise separated.
  - d. Develop appropriate procedures necessary for effective integration of interns within the HCSO.

C. Intern Application Process

1. Interns will be required to complete an HCSO Internship Application ([SO-163](#)).
2. Intern applications will be forwarded to the Training Commander, who will, within 15 calendar days of receipt, screen the application and make the decision to accept or reject it.
3. Applications will not be rejected based solely on minor omissions or deficiencies, which can be corrected prior to any testing or interview process.
4. Student intern applicants will be at least 18 years old at the time of application and must be attending a college or graduate school with a course of study specific to public safety (law enforcement or corrections).

5. Student interns must obtain a letter from their educational institution requesting them to participate in the internship program. This letter must be submitted with the Internship Application.
6. Student Intern Applications are accepted according to the following schedule. Applications will not be accepted outside of the posted schedule, and no applications will be accepted late. There will be opportunities available to four interns during each designated semester.

Fall Semester – Applications accepted from April 1<sup>st</sup> through June 30<sup>th</sup>

Spring Semester – Applications accepted from September 1<sup>st</sup> through November 30<sup>th</sup>

Summer Semester – Applications accepted from February 1<sup>st</sup> through April 30<sup>th</sup>

#### 7. Background Investigation

- a. Interns will be screened by the Director of Human Resources prior to acceptance.
  - b. The Director of Human Resources and Training Commander will review the application and, if selected, assign a background investigator for additional screening.
  - c. Screening will include fingerprint check, questionnaire on prior drug use, a criminal record check and a Motor Vehicle Administration check. A valid photographic identification will be required from applicants.
8. The Training Commander will notify the applicant in the event of rejection.

#### D. Intern Selection Process

1. The decision to accept the services of an intern will be made by the Training Commander after the background investigation is approved by the HR Director.
2. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform, impartial manner.
3. Acceptance will require completion of the background check information.
4. All interns selected will be required to submit to a drug screen within two weeks of their designated start date. If the intern does not pass the drug screen, the internship opportunity will be revoked.
5. Division Commanders will receive notification from the Training Commander when an intern is selected and assigned to fill a position.

#### E. Training

1. All interns will receive an orientation, to include a general outline of the program, duties, and responsibilities.
2. Each intern prior to starting will receive on-the-job training as directed by the Division Commander assigned.

3. Training must include specific tasks to be performed.
4. Interns will be informed they are not sworn deputies and can only act in the role they are assigned.

F. Conduct and Appearance

1. The Division Commander where the intern is assigned will determine the proper attire for the intern. Most responses will require business casual as the preferred appearance standard.
2. All interns will be given a copy of the Code of Conduct ([PER 0101](#)) policy and will be required to adhere to the applicable standards of conduct.

G. Supervision

1. A supervisor will be assigned to manage each intern.
2. Any supervisory issues should be discussed with the appropriate Division Commander for a resolution.
3. The Training Commander will be notified of performance issues or concerns with an intern.

H. Corrective Action

1. If an intern exhibits behavior that is inappropriate, his supervisor will immediately address the issue.
2. If the actions or behavior are correctable, the supervisor should interview the intern immediately, document the incident via memorandum, and forward his findings to the Training Commander for review.
3. If the behavior continues or the behavior is such that dismissal is appropriate, the intern will be interviewed/counseled by the Division Commander to which he is assigned. The Division Commander will communicate the results of the counseling session with the Training Commander and make a recommendation as to the future status of the intern.
4. The educational institution associated with the intern will be notified of any significant disciplinary issues by the intern.
5. With just cause, the Administrative Services Division Commander is authorized to dismiss an intern.

I. Reporting

1. Supervisors of interns will ensure any required records of service hours or other mandated documentation from the educational institution are maintained for each intern under their supervision.

J. Records

1. The Training Commander will retain records pertaining to the intern program and assignments of the interns.
2. The same policies and practices, as used for Civilian Personnel, relevant to security, confidentiality and retention of records, and selection process materials will apply to interns.

K. Insurance Protection for Volunteers

1. Liability coverage for volunteers against whom claims or suits are filed will be in accordance with the Local Government Tort Claims Act if the volunteer was acting within the scope and authority of his duties.
2. Volunteers are covered on a limited basis through the Chesapeake Employers Insurance Company (CEIC) for injuries sustained during the course of volunteer activities. This coverage is for medical services and treatment only. The volunteer is not entitled to permanent or partial disability through CEIC and is not covered for lost time.

## 6. Summary of Changes

A. On 07/31/25 the use of the “Explorer Program” was replaced with “HCSO Public Safety Cadet Program.”

B. On 07/13/26 the following revisions were made:

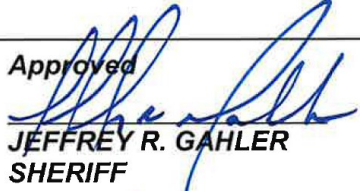
1. Under Section 3.D Definitions, edited the definition of INTERN.
2. Under Section 5.A.3 Overview, removed the reference to Services and Support Chief and replaced with Training Commander and included reference to [SO-212](#) (Memorandum).
3. Under Section 5.B.1.a Intern Coordinator, removed the reference to background investigations.
4. Revised Section 5.C.4 Intern Application Process to reflect that student intern applicants will be at least 18 years old at the time of application and must be attending a college or graduate school with a course of study specific to public safety (law enforcement or corrections).
5. Revised Section 5.C.5 Intern Application Process to clarify that students that receive a letter from their educational institution requesting them to participate in the internship program must submit the letter with the Internship Application.
6. Revised Section 5.C.6 Intern Application Process as follows:
  - a. Student intern applications are accepted according to the following schedule. Applications will not be accepted outside of the posted schedule, and no applications will be accepted late. There will be opportunities to have four (4) interns during each designated semester.

Fall Semester – Applications accepted from April 1<sup>st</sup> through June 30<sup>th</sup>

Spring Semester – Applications accepted from September 1<sup>st</sup> through November 30<sup>th</sup>

Summer Semester – Applications accepted from February 1<sup>st</sup> through April 30<sup>th</sup>

7. Revised Section 5.C.7.c Background Investigation to clarify that screening will include fingerprint check and a questionnaire on prior drug use; and removed the reference to the requirement of a birth certificate from applicants.
  8. Under Section 5.C.8, removed the 30 day notification requirement for the Training Commander to notify the applicant in the event of rejection.
  9. Revised Section 5.D.1 Intern Selection Process to clarify the decision to accept the services of an intern will be made by the Training Commander after the background investigation is approved by the HR Director.
  10. Inserted the following text at Section 5.D.4 Intern Selection Process: "All interns selected will be required to submit to a drug screen within 2 weeks of their designated start date. If the intern does not pass the drug screen, the internship opportunity will be revoked."
  11. Inserted the following text as Section 5.G.3 Supervision: "The Training Commander will be notified of performance issues or concerns with an intern."
  12. Revised Section 5.I.1 Reporting to clarify that any required records of service hours or other mandated documentation from the educational institution are maintained for each intern under their supervision.
  13. Added the following language at Section 5.K.1 Insurance Protection of Volunteers: "Liability coverage for volunteers against whom claims or suits are filed will be in accordance with the Local Government Tort Claims Act if the volunteer was acting within the scope and authority of his duties."
  14. Removed Section 5.L Recognition.
- C. On 08/01/26 the Agency 3-year policy review was conducted, and no changes were made.

Approved  
  
JEFFREY R. GAHLER  
SHERIFF  
DATE 7/16/26