



## **Massachusetts State Police** **Available Internship Descriptions**

### **1. Scientific Track:**

#### **Crime Lab**

Internships are available in the below noted units. Internships are not available in our Drug Analysis Unit and interns are not permitted to respond to crime scenes or participate on any case related work. Students who are seeking an internship in the State Police Crime Laboratory are advised that all crime lab personal must be willing to submit to a DNA sample (mouth swab).

#### **Identification Section**

The Identification Section deals with civilian and criminal fingerprint supported records. There are over 3 million records on file in manual and/or electronic format. Inter projects include: copying, sorting, filing, and data entry of fingerprint records. Interns may also be involved in special projects such as preparing training materials, updating or reorganizing files. Interns will be exposed to the use of the Automated Fingerprint Identification System (AFIS) and fingerprint identification techniques.

#### **Forensic Biology Section**

DNA: The intern may assist in such tasks as validation projects, administrative/clerical support, and performance check duties. Interns will learn from subject matter experts regarding the policies, procedures, and responsibilities of the Crime Laboratory and the DNA Unit.

Criminalistics: The intern may assist in such tasks as validation projects, administrative/clerical support, and performance check duties. Interns will learn from subject matter experts regarding the policies, procedures, and responsibilities of the Crime Laboratory and the Criminalistics Unit.

Trace/Arson & Explosives: The intern may assist in such tasks as validation projects, administrative/clerical support, and performance check duties. Interns will learn from subject matter experts regarding the policies, procedures, and responsibilities of the Crime Laboratory and the Trace/Arson & Explosives Unit.

Crime Scene Services (latent prints, photography): The intern may assist in such tasks as validation projects, administrative/clerical support, and performance check duties. Interns will learn from subject matter experts regarding the policies, procedures, and responsibilities of the Crime Laboratory and the Crime Scene Services Section.

## **Forensic Chemistry Section**

Toxicology: The intern may assist in such tasks as validation projects, administrative/clerical support, and performance check duties. Interns will learn from subject matter experts regarding the policies, procedures, and responsibilities of the Crime Laboratory and the Toxicology Unit.

Postmortem Toxicology: The intern may assist in such tasks as validation projects, administrative/clerical support, and performance check duties. Interns will learn from subject matter experts regarding the policies, procedures, and responsibilities of the Crime Laboratory and the Postmortem Toxicology Unit.

Quality Assurance: The intern may assist in such tasks as quality assurance projects, administrative/clerical duties, and quality system support. Interns will learn from subject matter experts regarding the policies, procedures, and responsibilities of the Crime Laboratory and the Quality Assurance Unit.

## 2. Law Enforcement Track:

### Barracks

Interns perform a variety of administrative tasks in a support capacity. Duties include:

- Assisting Court Officers with preparing for Court hearings
- Conducting research on cases, assisting court officers with organizing files, records and preparing documents for court
- Attending sobriety check points and observing and assisting where appropriate with Preliminary Breath Tests
  - o Keeping track of and documenting the number of individuals who are tested
- Conducting research on general criminal cases, updating records, utilizing Excel
- Organizing and filing accident reports
- Assisting with documenting arrest and accident reports (fax to appropriate newspapers)
- Researching requests for accident reports and verifying that the proper protocol was established in order to disseminate the report to the requesting individuals.

### Collision Analysis and Reconstruction Section (C.A.R.S)

Recon's office is located at 555 North King St Northampton. Duties may include the entering of data into a database, assisting with typing boilerplate language into report narratives in Microsoft Word, assisting in post-crash vehicle inspections, and if allowed, accompanying Troopers on initial crash investigation callouts during hours he/she is interning. Should a court appearance take place during the semester, he/she may attend the proceedings as a member of the public.

### CAT Team – Northampton

Student interns will assist staff with the coordination of the School Safety Project. Specific duties include:

- Assisting with the coordination of Lock Down Drills
- Assisting with conducting research and surveys to assess the safety of schools that were determined to have safety problems
- Attending and participating in presentations on school safety initiatives
- Typing site surveys
- Filing

### Fire & Explosion Investigation Section

The Fire & Explosion Investigation Section is located at the Massachusetts Department of Fire Services (DFS) in Stow, MA. As an intern, your time will be divided between field work and work at the DFS office. Interns will be assigned to investigation teams based on geographic location and will have opportunities to accompany Fire & Explosion personnel to investigation sites. You will be exposed to all aspects of investigation, including crime scene photography, diagramming, witness interviewing, evidence collection and report writing. You will also have opportunities to take part in the training of our Accelerant Detection and Explosive Detection K-9 units. Interns are invited to attend training classes, conferences and lectures that are offered throughout the year, as well as visit the Commonwealth Fusion Center.

As a member of the Fire & Explosion Investigation section, interns with an interest in hazmat, code compliance, fire data and public education, homeland security or data analysis will be given an opportunity to work with these sections.

### Fusion Center

The Fusion Center seeks a goal oriented student looking to enter a career in law enforcement, criminal justice or computer information systems. The student intern will help with: data entry, quality control and general research to support criminal intelligence and active case investigations. Strong computer and writing skills preferred. Confidentiality is a must. Student will gain a wide base of knowledge.

### Dive Team - Underwater Recovery Team (URT)

The URT is one of the most requested Internship assignments at the Massachusetts State Police. A division of the URT is located in Boston and is convenient to students in the Metro Boston area who don't own vehicles and therefore are not able to intern at other MSP sites due to the inaccessibility of public transportation.

The URT is responsible for conducting a variety of water related missions in lakes, rivers, ponds and quarries as well as the immediate coastline of Massachusetts including Cape Cod and the waters off the coasts of Nantucket and Martha's Vineyard.

Some of the functions of the URT include: Active search and rescue, evidence location and recovery, body location and extrication, vehicle location and recovery, underwater survey for security purposes and hull searches.

In many instances the URT will work in conjunction with the MSP Air Wing, the US Coast Guard and the Massachusetts Environmental Police for rapid transportation and support to remote areas of the Commonwealth.

Student Interns assigned to the URT will assist with the following:

- Accompanying Dive Team on search and rescue missions
- Assisting with Field Investigations (sketching and documentation)
- Administrative support (scheduling, conducting research, updating records)
- Maintenance of Equipment (dive tanks, vest, etc.)
- Electronic duties (sonar, underwater digital imaging)
- Assisting with the 4<sup>th</sup> of July security

### State Police Detective Unit (SPDU)

Interns assigned to SPDU Worcester will work closely with State Police Detectives on assignments including the following:

- Documentation of the Chain of Custody of Property and Evidence
- Preparation of Case Files
- Transcribing of Statements and officer's notes
- Filing of reports
- Input of data into our records management systems
- Routine office maintenance
- Interns will occasionally be invited to accompany State Police Detectives in the field. This is heavily dependent on the nature of the call.
- Other assignments as determined by the Unit Commander and Detectives assigned to the unit

### 3. Training Track:

#### Academy - Criminal Justice Internship (Law Enforcement majors may also apply)

The Academy, located in New Braintree, MA, is responsible for providing training to State Police recruits and Special State Police Student Officers. The Director of Training oversees the curriculum provided to the recruits. The intern will be assigned to the Director of Training/Curriculum Unit and will be responsible for a wide variety of duties required to provide training to police recruits. Below is a partial list of the duties involved.

- Assist the Health and Wellness unit with incumbent PT testing (set-up/records)
- Assist Administrative Staff with filing of personnel and training records, as well as responding to record requests
- Assist various units (Defensive Tactics, Firearms Training Unit, Emergency Vehicle Operations Course, and Curriculum Unit) with training, (they may also be role players during scenarios)
- Assist with gear issue/supply area maintenance during recruit training
- Set-up training venues for upcoming training programs
- Prepare scenario cruisers for use during training
- Perform other duties as directed by the Director of Training or his/her designee

#### **4. Public Administration, Law and Industrial Track:**

##### Academy – Public Water Supply & Sewerage Treatment Internship

The intern will observe, monitor and provide assistance to the Department’s Sewerage Treatment Plant Operator as he handles the daily operations of maintenance and repair of the sewage treatment plant equipment and three sewage pumping stations.

##### Academy - Facilities Management Internship

The intern will observe, monitor and provide assistance to the Facilities Director as he oversees three large buildings, a small neighborhood, a water treatment plant, a clean water supply, and a maintenance team.

##### Academy - Food Service Internship

The intern will be assigned to the Director of Food Services/Head Chef responsible for providing food to the staff and recruits. When a class is in session the kitchen staff could be responsible for providing over 200 meal three times a day. We are looking for a motivated intern willing to take an active role in the food service industry at the Massachusetts State Police Academy. Below is a partial list of the duties involved.

- Assist with menu planning and building.
- Implement and practice food cost controls.
- Assist with all areas of food production and service.
- Implement and practice Compass food safety standards.
- Learn and practice proper receiving and storage practices.
- Lend assistance throughout food service department.
- Practice safe work environment procedures.
- Perform other duties as directed by the Director of Food Services

## **5. Communications Track:**

### Media Relations Unit – Social Media Position

The Media Relations Unit informs the public about incidents involving State Police via television, radio, print media outlets and social media. Strong Microsoft Office and internet skills are required for this assignment.

The following is a summary of student intern duties:

- Assist with preparing press releases
- Assist with managing the Department's social media outlets such as Facebook and Twitter and Instagram

### Media Relations Unit – Photography and Videography Position

The Media Relations Unit is looking for an intern with the following skills and experience:

- Previous experience in videography (recording, editing or publishing), especially HD video
- Experience using video or audio editing software (i.e. iMovie/iLife, Final Cut, Avid, Adobe Premiere, etc.)
- Knowledge of digital video cameras, DSLR still cameras and audio recorders
- Film/media, art, theater or music coursework or experience

### Strategic Planning Section

The intern may assist in such tasks as: researching and writing reports on emerging trends in law enforcement, communicating with other law enforcement agencies, developing and utilizing databases for tracking policies, and providing administrative and clerical support. High attention to detail is a must. Strong computer skills preferred.