P.O. 1403 Internship Program			
Effective From:	02/24/2026	Effective To:	Current

P.O. 1403 – Internship Program

1. POLICY
   - i) The Louisiana State Police maintains an Internship Program that provides qualified participants with structured, educational opportunities to gain practical experience in a professional law-enforcement environment. The program is administered in a fair and consistent manner and is open to all eligible applicants without regard to race, color, religion, sex, national origin, disability, or any other classification protected by law. All interns shall adhere to applicable LSP policies, maintain professional conduct, and perform assigned duties under appropriate supervision to support the mission and standards of the Department.
2. PURPOSE
   - i) The Louisiana State Police offers an internship program to enhance the criminal justice and law enforcement curricula of colleges, universities, and service members transitioning to the civilian workforce by offering volunteer opportunities for experiential and service learning. The program is designed to meet both the academic and career objectives of students and transitioning service members, while providing useful administrative and operational support to the Department.
   - ii) Interns are unsalaried staff who actively participate in the functional operation of the LSP.
3. ELIGIBILITY
   - i) Interns may include:
     - a) College or university students (minimum age of 18 years), preferably majoring in criminal justice or a related field, who volunteer to earn course credit or student service learning hours.
     - b) SkillBridge personnel, who are active-duty military members approved to participate in the Department of Defense SkillBridge Program during their final 180 days of service, seeking civilian work experience in law enforcement or related fields.
4. PROCEDURES
   - i) Applications will be processed on a first-come, first-served basis. There are no predetermined numerical limits, and placement will be based on the availability of assignments at the time requests are received.
   - ii) Applicants must read the following Internship Program forms:
     - a) Eligibility Requirements (DPSSP 6687).
     - b) Rules of Conduct (DPSSP 6689).
   - iii) Applicants must complete the following Internship Program forms:
     - a) Applicant Form (DPSSP 6685).
     - b) Release of Information Authorization (DPSSP 6686).
     - c) Intern Duties and Responsibilities (DPSSP 6688).
     - d) Waiver of Liability (DPSSP 6695).
   - iv) Applicants' criminal history background will be checked through the National Crime Information Center (NCIC) and the Louisiana Automated Computerized Criminal History (LACCH). Fingerprint submission is the only acceptable method of checking an applicant's criminal history.
   - v) Applicants will be checked through the Office of Motor Vehicles for revocations, suspensions, Driving While Intoxicated (DWI) arrests, or serious traffic offenses.
   - vi) Applicants may be required to have a face-to-face interview with the Internship Program Coordinator or their designee. The applicant will complete and sign the Interview Warning Form (DPSSP 6690) prior to the interview.
   - vii) The Program Coordinator will notify the applicant's educational institution whether an

applicant does/does not meet internship qualifications.

viii) Accepted applicants may be issued a photo intern identification card. Upon completion of the internship, the identification card will be returned to the Program Coordinator and filed with the intern's application records. Lost or stolen identification cards will be reported to the Program Coordinator.

ix) The Monthly Activity Log (DPSSP 6691) will be completed by each intern. The Intern Supervisor will forward it to the Program Coordinator monthly. A copy may be provided to the educational institution, and the original will be filed with the intern's application records.

x) An Intern Evaluation Form (DSSP 6692) will be completed for each intern at the conclusion of the internship. The Intern Supervisor will forward the completed form to the Program Coordinator. A copy may be provided to the educational institution, and the original will be filed with the intern's application records.

5. STATE POLICE INTERNSHIP PROGRAM COORDINATOR

i) The Recruiting Commander, or their designee, shall be the Internship Program Coordinator for the Department. Troop/Section coordinators seeking interns shall contact the Program Coordinator.

ii) The Program Coordinator shall:

a) Serve as the central repository for all intern applications and records.
b) Provide an Internship Application packet to interested applicants, upon request.
c) Ensure that the Internship Application packets are fully and properly completed.
d) Submit a background request to Internal Affairs for processing. Upon completion of the background check, Internal Affairs shall notify the Program Coordinator of the results of the background check.
e) Determine who should conduct any required face-to-face interviews with applicants.
f) Coordinate the Internship Program with the Troop/Section designee.
g) Serve as the liaison with educational institutions and military commands to ensure compliance with program requirements.

6. TROOP/SECTION INTERN SUPERVISOR

i) Troop/Section commanders who are assigned an intern shall designate an Intern Supervisor. The coordinator's responsibilities with respect to the assigned intern shall include:

a) Orienting the intern to the Department and its mission.
b) Defining the intern's role and tasks to be performed.
c) Assigning the intern to appropriate tasks within their scope of studies or military experience.
d) Providing the intern with the necessary space, materials, and facilities to support the participant's duties.
e) Supervising the intern's performance and holding regular conferences for evaluation and feedback.
f) Exposing the intern to as many aspects of the Department as practicable.
g) Adhering to all institutional requirements.
h) Ensuring that the intern accurately maintains the Monthly Activity Log (DPSSP 6691).
i) Completing and submitting the Intern Evaluation Form (DPSSP 6692) upon completion of the internship.

7. EDUCATIONAL INSTITUTIONS

i) Educational institutions and military commands seeking placement for interns will be responsible for:

a) Facilitating the placement process.
b) Serving as an advocate and liaison between the intern and the Department.
c) Making periodic contact with the Department for feedback on the intern.
d) Providing the Program Coordinator with assistance in the administration of the program.
e) Ensuring all institutional or SkillBridge requirements for participation are met.

8. INTERN RESPONSIBILITIES

i) Specific responsibilities of the intern will be determined by both the educational institution/SkillBridge Position Announcement, the Internship Program Coordinator, and the intern's supervisor. To successfully participate in the program, the intern will be expected to adhere to the Department's Rules of Conduct.

ii) Provide the program coordinator with a current school or military identification card.

iii) Interns shall promptly notify their supervisor of any event or circumstance that would affect their eligibility for the internship program (e.g., arrest, change in academic status).