



Internship Program Information Packet



The Kansas Highway Patrol (KHP) Internship Program is an observational and experiential program designed for college students and transitioning United States Military personnel who are pursuing a career in law enforcement. This opportunity provides a learning environment based on on-the-job experience while working closely with State Troopers and other KHP personnel in all realms of law enforcement today. Interns will gain an understanding of the daily operational demands of the Kansas Highway Patrol Trooper from both an administrative and field enforcement perspective. Much of the internship will be time spent in the field engaged in a ride-along program with various members of KHP.

The primary goals of this program are to foster particular interest in the Kansas Highway Patrol and recruitment of potential candidates for employment. All interested students must complete an application in its entirety as well as provide a 500-word essay. The Kansas Highway Patrol will review internship requests on a one-on-one basis. The KHP Internship Program is unpaid. The Kansas Highway Patrol will host no more than two interns per Troop, per semester, including the Summer Semester at each of the seven Field Troops throughout the state unless discussed with the Troop Commander prior to the start of the internship term. Upon receipt of multiple requests, KHP will use required criteria for evaluation, giving preference to criminal justice degrees, higher GPAs, and seniority.

The Kansas Highway Patrol sets very high standards for its employees, and this standard is expected of any intern as well. Minimum standards will be reviewed, including but not limited to the following criteria for internship consideration:

MINIMUM STANDARDS

- U.S. Citizen
- Minimum of 18 years of age
- Valid Driver's License
- No Juvenile or adult criminal arrests or convictions
- Have Operating telephone service (either residential or cellular)
- Current Email account for electronic correspondence.
- Must be for college credit or DoD Skillbridge
 - College students must have completed a minimum of one year at an accredited college or University
 - minimum 2.5 GPA on a 4.0 scale

In addition to these minimum standards, each student must submit to a background investigation as well as being fingerprinted on a criminal history card. The student will be responsible for transportation to and from designated meeting areas. The student must provide a telephone number for notification of any updates as needed.

Each intern applicant is encouraged to review these minimum standards and requirements thoroughly. If intern applicants do not meet the standards or requirements, are not willing to provide supporting documentation, or are not willing to allow the research of the records stipulated, consideration as an intern with the Kansas Highway Patrol will cease.

INTERN SAFETY & SECURITY

Law enforcement by its very nature is an inherently dangerous profession. The Kansas Highway Patrol will take every possible precaution to ensure the safety of every intern. No matter how well trained or prepared one is, circumstances arise where danger must be dealt with.

Every intern must sign a waiver of liability from the Kansas Highway Patrol. The intern is not “employed” by the Kansas Highway Patrol in any fashion. Interns are not covered by the Kansas Highway Patrol insurance plan. The Kansas Highway Patrol will not be liable for the actions of the intern acting outside the scope of the responsibilities defined or beyond the direction of the responsible Trooper they are assigned to.

Interns must also sign a Non-Disclosure Form from the Kansas Highway Patrol. Interns may be exposed to confidential information and must not distribute said information. Interns may be deposed for testimony in court reference events that were witnessed.

Interns will have no law enforcement authority. Interns will not be armed. Interns CANNOT carry any type of weapon, even with a valid permit.

EXPECTATIONS

During their time as an intern with the Kansas Highway Patrol, interns will be a representative of KHP and are expected to behave as a model citizen. Any activities that the intern participates in that may reflect unfavorably on the Agency may be grounds for termination from the internship. These activities include but are not limited to: any arrests during the internship, a substantial drop in GPA/grades, excessive consumption of alcohol, association with any anti-government movement or illegal gang, and/or inappropriate commentary on social media sites. Interns shall not reference the Kansas Highway Patrol in any way on any of their social media pages. Interns are required to disclose any interaction they have with law enforcement outside of the internship; failure to disclose this information may be grounds for termination from the internship program. Interns must not be involved with any other law enforcement internship or ride-along program during their internship with KHP.

Interns shall be respectful of their assigned Trooper and follow all instructions given to them. Once scenes are secured and/or the intern’s assigned Trooper has allowed, interns are encouraged to observe all activity and assist (if possible) with crash scenes, etc.

A majority of the internship program will be conducted through ride-alongs. Interns must abide by ride-along protocol. Interns must wear a provided traffic vest while assisting with crash investigations or traffic details.

Interns are expected to be neatly groomed and dressed in a professional manner. Appropriate dress is business casual unless otherwise informed based on the day’s schedule of events. Ties are not necessary for male interns. High-heeled shoes should not be worn while participating in ride-alongs. Interns will be required to keep a daily journal and attendance sheet. Interns will also be required to complete presentations detailing his/her experience throughout the internship term. Option 1 will be required to give two presentations and Option 2 will be required to give one presentation.

SCHEDULING

The Kansas Highway Patrol Internship Program offers 2 options for Internship Scheduling:

Option 1: 16 weeks, 10 hours per week (160 hours with a maximum of 240 total hours) (full semester - spring or fall)

Option 2: 8 weeks , 20 hours per week (160 total hours) (summer or DoD Skillbridge)

These are minimum requirements. The Kansas Highway Patrol will work with each intern to meet requirements dictated by each student's college or university or DoD Skillbridge program, however, KHP can only accommodate students up to 240 hours for the semester.

Interns will coordinate their schedule with the Troop assigned. Police work is a 24/7 job and may require evenings and weekend work. Weather, traffic incidents, and criminal incidents may also affect the schedule. Interns must be flexible to allow for changes.

EVALUATION

Interns will be evaluated daily. The Kansas Highway Patrol may terminate the internship at any time at their discretion for violations of rules, poor performance, valid complaints, or other mitigating circumstances. Following the completion of the internship, the intern will complete a post internship meeting with the Internship Coordinator.

HOW TO APPLY

Interested students should visit the Kansas Highway Patrol website at www.kansashighwaypatrol.gov to apply. The Internship Program application can be located under "Career Opportunities" and then "Internship Program". Below is an annual timeline for the internship application process.

February – Applications accepted for the Summer Internship
April - Applications accepted for Fall Internship
September – Applications accepted for the Spring Internship
DoD Skillbridge – Continuous Open Enrollment

This timeline is subject to change at the discretion of the Kansas Highway Patrol Recruitment and Community Engagement Unit. Interested applicants should continue to check the website for the application if it is not posted during these time frames.

Applicants should complete the entire application and follow the directions carefully regarding submission of the application and other requested documents.