



## State of New Jersey

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE  
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*Governor*

TAHESHA L. WAY  
*Lt. Governor*

MATT PLATKIN  
*Attorney General*

PATRICK J. CALLAHAN  
*Colonel*

Dear Ma'am/Sir:

The New Jersey State Police (NJSP) Division Internship Program is an uncompensated educational program involving the Division of State Police. This program focuses on developing practical skills, workplace experience, and greater knowledge of the NJSP. The mandatory requirements for the internship are as follows: a minimum of 60 college credits earned, 2.5 GPA or higher, and suitability to work in a professional environment.

The internship application documents necessary for students interested in serving an internship with the NJSP are as follows: Internship Application (S.P. 806), NJSP Volunteer Intern Participation Agreement (S.P. 806A), NJSP Internship Program Background Investigation Questionnaire (BIQ) (S.P. 806B), NJSP Authorization for Release of Personal Information (S.P. 806C) and the NJSP Consent for Photograph & Audio/Visual Release Form (S.P. 479). As a reminder, type or print legibly and when filling out the BIQ, the disclosure of your Social Security number is mandatory. All forms must be filled out completely; failure to complete the forms may delay or exclude you from the process.

In addition to the above, the applicant shall attach a current resume and if obtaining college credits, an official letter prepared by the applicants college internship coordinator. This letter shall outline the school's approval for the applicant's internship and verification that mandatory requirements are met. If a letter is not required, (not receiving credits), a college transcript highlighting the applicant's GPA and credits shall be submitted. Once complete, forward all documents via PDF to the internship email address, [NJSPInternship@njsp.gov](mailto:NJSPInternship@njsp.gov) for processing prior to the below deadlines.

**Deadlines are as follows:**

**Fall Semester- July 1<sup>st</sup>**

**Spring Semester- November 1<sup>st</sup>**

**Summer Semester- April 1<sup>st</sup>**

Upon successful completion of the process, this office will notify all suitable applicants via e-mail of the date, time, and location of the mandatory internship program orientation seminar. This session typically takes place at NJSP Division Headquarters, between 9:00 am – 12:00 pm.



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During this session, students will be provided with their internship assignment, contact person and phone number. In many cases, a representative of that Troop, Bureau or Unit will be present to meet with small groups of students assigned to that particular location. Internship assignments are based upon the operational needs of the Division. However, consideration may be given to the academic interest and preparedness of the student, and proximity of the assignment to the student's location preference.

We are pleased that you have taken an interest in the NJSP Internship Program and look forward to having you intern within our organization. If you have any further questions, please contact the Community Outreach Bureau, Recruiting Unit Internship Coordinator at **609-882-2000 Ext. 6515**, or via email at **[NJSPInternship@njsp.gov](mailto:NJSPInternship@njsp.gov)**.