Internship Program Information

The St. Louis County Police Department, Office of Emergency Management (SLCPD/OEM) Internship Program provides students with a unique opportunity to apply classroom skills and theory to real life work situations. This hands-on program is designed to strengthen fundamental emergency management concepts and develop the confidence and skills of the next generation to prepare them for future employment opportunities.

As an intern, participants are expected to employ their skills and abilities to contribute to the objectives of their assigned host organization. Internships provide exposure to industry professionals and promote career development. To support that endeavor, interns will be placed based on interests, academic standing and a background check.

The internship experience should be one that strengthens an area(s) where the intern is lacking in real-world knowledge and experience. Students who intern with the OEM will be able to use the experience to build resumes, gain valuable experience in homeland security and emergency management principles, and gain entry into the emergency management / public administration field.

The internship should be at least sixteen (16) weeks in length during the standard school semester (Fall/Spring). For the summer session the weeks will be reduced to twelve (12). The goal of this program is so the student can gain enough experience in the emergency management field to benefit him/her in the workplace.

The type of work performed will be dependent on the student’s requirements and the needs of the OEM at the time of the internship. The following projects could be presented to the intern to help the student gain a better understanding of emergency management and public administration:

- Attend training and education programs provided by the OEM. This covers a variety of concepts that will only further educate the intern’s knowledge about the profession.

- Write, coordinate, and assist in developing/maintaining a three (3) year exercise cycle for the OEM, multiple agencies and jurisdictions. This will include building a variety of
exercises with different complexities for the OEM to use at any given time. The Department of Homeland Security Exercise and Evaluation Program (HSEEP) format will be utilized.

- Assist emergency management personnel in responding to emergencies and disasters throughout the County.

- Coordinate the updating of the Annexes within the Basic Emergency Operations Plan (BEOP) by contacting all County Department Disaster Coordinators and other key officials. The intern will not be writing or updating those specific annexes. But will reach out to make contact with those specific groups to see if updating needs to happen to keep their portion of the BEOP current. This will also allow the intern to build relationships with those key officials.

- Help strengthen the persons with special needs / functional needs registration program by reaching out to County Department of Human Services.

- Research of potential programs for the office in preparedness and planning.

- Continually monitors events that will potentially impact the St. Louis County community (i.e. significant weather events, civil unrest, HAZMAT events, mass casualty events)

- Development of special event activities to build “culture of preparedness” in the County.

- Assist in development of public awareness materials and programs.

- Create after action reports for exercises using the Department of Homeland Security Exercise and Evaluation Program (HSEEP).

- Develop/Update information binders for ESF desks that would include information and policies that visitors would find useful for working during an activation at the Emergency Operations Center (EOC).

- Understanding of homeland security and emergency management principles through real life experience.

- Participate in and provide input on regional response plans and committees.

- Participate in drills throughout St. Louis County and the region to build knowledge in emergency management.
• Work with mitigation specialists to develop project list for vulnerable properties.

• Assist the OEM with building and maintaining relationships between private, public and municipal government partnerships.

• Completion of the FEMA’s Professional Development Series (PDS) courses.

• Assist the OEM in documentation management for daily activities to include the Emergency Management Accreditation Program (EMAP).

OEM will move the student around as much as possible within the organization to give the student as many experiences as is possible. In addition to highly substantive and meaningful projects, interns gain in-depth knowledge of the field by networking with private sector, non-governmental organizations, and emergency managers across the Region and State.

Student Benefits
Participants can obtain valuable in-depth experience in emergency management and other related fields. In addition, interns will:

• Work in the field of emergency management within the largest populated county in the State of Missouri.

• Contribute to innovative projects.

• Get relevant experience for resume building.

• Develop confidence walking into an interview with numerous examples to use.

• Obtain a greater understanding of career possibilities and areas of interest.

• Gain marketability for employment opportunities after graduation.

Flexible Options
The Internship Program runs throughout the year parallel to the semester cycle. Offerings are available during spring, summer and fall semesters.

• Spring (January to May – 16 weeks)
• Summer (June to August – 12 weeks)
• Fall (September to December – 16 weeks)

All participants are expected to intern for a minimum of 20 hours a week with a maximum of 40 hours a week for the entire term of the program. Specific scheduling will vary according to the position and unit needs. Some responsibilities of the OEM staff fall outside of the standard
Monday thru Friday, 8:00am-4:30pm format. This includes, but not limited to community events and neighborhood presentations. As you know, emergencies can happen at any time. Should the EOC be activated during the time an intern is with us, we will allow the intern to be a part of the emergency operation should their schedule permit. Ultimately those circumstances will be addressed as they arise by the OEM Director and Supervisory Staff.

The Office of Emergency Management Internship Program is an unpaid program. However, we implore students to investigate if they can receive college credit for participation from the institution where they are enrolled. This is an investment toward their future.

**OEM Pre-Requisites**

To apply the following standards must be met:

- Applicants must be enrolled in an accredited college or university.
- Applicants must be a full time student with a junior or senior status.
- Applicants must have a minimum 2.5 grade point average (GPA) on a 4.0 scale.
- Submit a written referral from the College/University Internship Coordinator, Advisor or Facilitator prior to in-person interview.
- Applicants must be clear from conviction of a Felony or Class A Misdemeanor.
- A local preference will be given for all intern positions.
- Students must be available for an in-person interview.
- Ability to complete the St. Louis County Police Department Internship Program application process and background investigation.

Internship candidates must also have an understanding of emergency management which may be demonstrated by the completion of FEMA Independent Study (IS) Courses: 100, 200, 700 and 800. This can be found at: [http://training.fema.gov/is/crslist.asp?page=all](http://training.fema.gov/is/crslist.asp?page=all)

**Dress Code**

St. Louis County OEM’s objective in establishing a business casual dress code is to allow our interns to work comfortably in the workplace. The public does not know the difference between an intern, volunteer and a paid staff member. Business casual dress is the standard for this dress code. Because all casual clothing is not suitable for the office, these guidelines will help you determine what is appropriate to wear to work.

Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the County logo is not allowed.

All internship employees shall wear clean shoes made of leather and polished, if applicable. Their Department access card shall be worn and visible at all times while on duty.
The OEM’s primary objective is to have interns project a professional image while taking advantage of a more casual and relaxed attired, which should promote professionalism and a positive image of St. Louis County.

Male interns may wear acceptable casual business attire, clean and pressed.

Female interns may wear acceptable casual business attire consisting of a skirt and blouse or slacks and blouse.

Any style or type of jeans, shorts, leggings and spandex are not permitted.

**PERSONAL APPEARANCE**
Interns will maintain their hair in a neat, clean and well-groomed condition.

The hair, while on duty, will not fall below the hatband on the forehead or over the shirt collar or over the ears. The hair can be dyed, but must appear of natural color. Sideburns shall not extend below the bottom of the earlobes nor shall they extend outward into the normal beard area of the face. The base of the sideburns will be a clean-shaven horizontal line. No beards, goatees or similar growths are permitted. The mustache will not extend below the corners of the mouth (horizontally) and will be kept in a neatly trimmed condition.

Female interns may only wear a total of two earrings (one in each ear) that are “post” or “stud” style, not more than one-quarter inch in diameter, and professional in appearance. Female earrings must be professional in appearance and cannot interfere with the equipment necessary to perform the essential job functions or be detrimental to the duty performance (e.g. headsets, safety equipment, etc).

Males are not authorized to wear earrings.

Interns are also encouraged to maintain high personal grooming and hygiene standards. Interns are reminded of the importance of a well-groomed business appearance in maintaining a favorable image of the OEM.

To provide a well-attired appearance, all clothing are to be kept clean and pressed,

Interns shall not wear personal cellular ear pieces/headsets unless they are on a phone call and operating a vehicle.

This Department has a strong interest in promoting confidence with the general public by having our interns maintain a uniform, professional appearance and image. Exposed permanent body markings (e.g. tattoos, body art, etc) must be consistent with this interest and must not be deemed offensive to the general public.

OEM interns shall not display tattoos that are visible on the face, neck, head, or hands. Interns with existing tattoos in these or any other areas that may be visible while in any authorized intern uniform must forward a Tattoo Approval Request Form (F342) with a photograph(s).
through the Chain of Command to the Chief of Police to assure the tattoo(s) is not offensive in nature, and to be exempt from this order.

The Department reserves the right to require any tattoo to be covered/removed. If a Department employee is asked to cover an existing tattoo, the employee has the option to remove the tattoo at their own expense; keep them covered through the use of Departmentally approved clothing (to include the required wearing of a long-sleeve uniform shirt); or the utilization of a single colored skin toned patch for those areas that cannot be covered by clothing (e.g. face, head, neck, hands).

Work Schedule
St. Louis County OEM recognizes the need to be service oriented in providing established administrative services to a diverse group of customers. Therefore, it sets the standard business hours for administrative offices as Monday through Friday from 8:00 a.m. to 4:30 p.m., including a half hour in the middle of the day for lunch. A decision to maintain a different permanent schedule should be based on the customers' needs for access and must be approved by the appropriate supervisor.

The Office of Emergency Management shares the building with two (2) other County Police Units. St. Louis County Police Bureau of Communications (9-1-1) and the Emergency Communications Commission (ECC). All doors are locked and access badges give employees access. Offices remain open and staffed during standard business hours. Exceptions to this policy include disaster operations. When the Emergency Operations Center is activated, emergency management staff, volunteers, non-profit and faith-based representative must gain access to the building to coordinate response. Staff duty hours are adjusted for these emergencies. Interns will normally be permitted to work during normal operational hours with the exception of a disaster operation or a special activity required of the staff. These activities include public outreach programs, workshops, seminars, trainings, and exercises.

Requirements for Completing Internship
Interns deserve a true introduction to emergency management that gives them experience in a number of areas related to their interests and potential degree. St. Louis County OEM will coordinate a written developmental plan for the intern's experience. Similar to a job description, the plan lays out a developmental path with specific outcomes.

This gives the interns a good picture of what their experience will encompass in emergency management. The written plan also provides a guide path. The written plan lays out the responsibilities of the employer to provide developmental opportunities for the interns including meetings to attend, projects to work on, time spent with various staff members, and job tasks to learn.

At the completion of the internship St. Louis County OEM will attempt to provide all interns the opportunity to complete the following:

- At least one exercise (tabletop, functional, or full-scale) experience.
• At least one FEMA or State level emergency management course.

• Attendance in at least one State or Federal emergency management meeting with other professional emergency management/homeland security practitioners.

• At least one special outside activity dealing with the public.

• At least one project involving a planning activity.

• At least one project or involvement in the mitigation projects.

• Opportunities to complete FEMA’s Professional Development Series (PDS).

• Networking opportunities with other emergency managers.

**Potential Questions**

1. Is this a paid or unpaid internship?
   It will be an unpaid.

2. How long is the term of the internship program?
   The term is a minimum of 16 weeks during the standard school semester (Fall/Spring) and 12 weeks during the summer semester. It works to accomplish the requirement for your internship hours as well as to provide support to the office on a weekly basis.

3. Do I have to be studying emergency management?
   Internship opportunities are available for individuals studying emergency management, urban and regional planning, public relations, technological information, public administration, education, public health, business administration, meteorology, law, finance, social sciences and any other relevant degrees. Positions are available for undergrad, graduate and PhD level students.

4. What type of work will I do?
   Emergency Management is an interdisciplinary field and there is no limit to the variety of duties that could be assigned to an intern. Interns can perform research, review planning documents, contribute to the development of exercise programs, monitor grant programs, reach out to local citizens, attend meetings, conduct presentations, plan events and more. Motivation, initiative, and drive are the ultimate factors that will determine the opportunities are available.
5. What kind of projects might be asked of me?
There are number of projects that are ongoing such as: spreadsheet updates, plans, response activities, correspondences with internal and external people and organizations, as well as other projects which can include training, exercises, and attending events to represent the Office of Emergency Management.

6. What is an average day like for an intern?
Some days are busier than others. One day you may have a meeting in the morning, an ongoing project you are following up on all day, project deadline meeting in the afternoon, phone calls to forward or respond to, and research to conduct. Another day you may have a very slow day. Not as many phone calls coming in, no meetings and just one tedious project you get to work on. However, tedious does not mean not important. Every task that is done is important in one way or another. Every day you learn something new and gain experience and networking contacts that will help you in the organization. The office is a team environment and that is every day. There is always someone to help out, answer questions you may not know the answers to, and encourage you along the way.

7. Will this internship lead to a potential job?
Finding a job is ultimately up to you, with that being said, this internship can help open doors either through; gaining valuable contact information of potential employers or by helping you gain experience you might not get during your college years.