

Law Enforcement College Internship

To apply for any posted position with the Texas Commission on Law Enforcement, please register or log in at

<https://capps.taleo.net/careersection/407/jobsearch.ftl>

Resumes are not accepted in lieu of State of Texas application

*****APPLICATION PERIOD ENDS TUESDAY, MAY 27, 2025 at 11:59pm*****

**** IF YOU ARE SELECTED FOR AN INTERVIEW, IT WILL BE HELD IN-PERSON ON THURSDAY, MAY 29th in AUSTIN, TEXAS ****

PLEASE REVIEW THE JOB POSTING IN ITS ENTIRETY

Description

Our Mission

The mission of the Texas Commission on Law Enforcement, as a regulatory State agency, is to establish and enforce standards to ensure that the people of Texas are served by highly trained and ethical law enforcement, corrections, and telecommunications personnel.

Our Internship Program

TCOLE's comprehensive internship program provides college students with valuable firsthand experience in law enforcement standards, training, and administration. Through an 8-week structured experience through our divisions, interns develop practical skills while contributing to meaningful projects that support the agency's regulatory mission. Our program features a unique leadership development module that enhances professional growth while building connections with experienced professionals across the law enforcement community.

Who We're Looking For

The Texas Commission on Law Enforcement (TCOLE) is seeking motivated college students for our Summer 2025 internship program located at 6330 E HWY 290, Suite 200, Austin, TX.

The Law Enforcement College Intern performs professional-level work assisting various divisions within TCOLE. Participants gain hands-on experience while rotating through multiple departments, collaborating on substantive projects, and participating in weekly leadership development training. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

Compensation is \$3,520 monthly for the duration of the 8-week program.

Examples of Work Performed

Compiles and analyzes statistical data for agency reports and strategic planning.

Researches law enforcement standards, best practices, and regulatory requirements.

Conducts legal and policy research on law enforcement training standards.

Prepares reports and summaries on law enforcement policies and procedures.

Participates in leadership development and law enforcement administrative and regulatory training.

Participates in staff meetings, professional development, and agency events.

Maintains records and assists with data entry within assigned divisions.

Attends administrative hearings and agency meetings to observe regulatory processes.

Assists with training course development, evaluation, and delivery within the Training Division.

Supports certification record management and processing procedures for peace officers.

Contributes to public outreach initiatives and communication efforts.

Maintains records and assists with data entry within assigned divisions.

Supports division-specific projects related to law enforcement training and compliance.

Completes an agency project addressing current agency needs.

Collaborates with division mentors throughout the rotation schedule.

Performs related work as assigned.

Qualifications

Required Education and Experience:

Currently enrolled in an accredited college/university OR a recent graduate (within the past 12 months), pursuing or completed a degree in Criminal Justice, Public Administration, Political Science, Education, Law, or related field.

Minimum cumulative GPA of 2.5.

Required Skills, Knowledge, and Abilities:

Ability to maintain the security and integrity of confidential law enforcement information.

Strong interest in law enforcement, training, or public service.

Excellent written and verbal communication skills.

Proficiency with Microsoft Office applications (Word, Excel, Outlook).

Critical thinking and problem-solving capabilities.

Ability to work effectively both independently and as part of a team.

Strong organizational skills and attention to detail.

Ability to participate in division rotations and leadership development activities.

Preferred Skills, Knowledge, and Abilities:

Knowledge of Texas criminal justice system structure and operations.

Previous volunteer or work experience in law enforcement or public service.

Experience with data analysis and report preparation.

Understanding of regulatory compliance and administrative procedures.

Program Structure

This comprehensive 8-week internship follows a structured format:

Weekly rotation through TCOLE divisions (Standards, Training, Certification, Educational Services, etc.)

Progressive project work addressing current agency needs

Weekly leadership development training

Mentorship from division supervisors throughout program

Final project presentation to agency leadership

Internship Duration

8 weeks: June 8 - August 8, 2025

Full-time (40 hours/week)

Monday-Friday, 8:00 AM – 5:00 PM

Location

Texas Commission on Law Enforcement 6330 E. Hwy 290, Suite 200 Austin, Texas 78723

Application Process

Please submit the following through the TCOLE application portal:

Complete State of Texas application through CAPPS

Attach:

Resume

Cover letter explaining your interest in law enforcement and this internship

College transcript (unofficial accepted)

Application Deadline: Tuesday, May 27, 2025, 11:59 AM

Documents Required at Time of Interview:

College Transcripts

Driver License

Birth Certificate

Social Security Card

All positions with TCOLE are security sensitive. Applicants are subject to an in-depth background investigation including criminal history, employment history and references, military, education, and personal references. Employment is contingent upon the verification of credentials and/or other information required.

Equal Opportunity Employer

TCOLE is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

ADA

In compliance with the Americans with Disabilities Act (ADA), TCOLE will provide reasonable accommodation during the hiring and selection process for qualified

individuals with a disability. If you need assistance completing the online application, contact the Human Resources Department at 512-936-0831. If you are contacted for an