South Carolina
STATE LAW ENFORCEMENT DIVISION

P.O. Box 21398
Columbia, South Carolina
29221-1398

Henry D. McMaster, Governor
Mark A. Keel, Chief

WWW.SLED.SC.GOV
(803) 737-9000

Frequently Asked Questions (FAQ)
SLED Internship Program

Selection for the SC Law Enforcement Division's Student Internship Program will be based on an individual's enrollment in a two- or four-year program or graduate-level academic program. Applicants must also have at least a 2.5 cumulative academic grade point average on a 4.0 scale, or the equivalent, and must meet other requirements deemed necessary for access to SLED facilities.

All Submissions Require:

- Application Form
- Resume – with at least one Reference(s)
- Letter(s) of Recommendation
- Personal Statement
- Official College/University Transcript with accumulated GPA of 2.5 or higher ***(non-sealed are acceptable)***

Application Deadlines

- Summer Break – Must submit application by January 25th of that year.
- Fall Semester – Must submit application by April 25th of that year.
- Spring Semester – Must submit application by September 25th of the **previous year**.

PLEASE SUBMIT APPLICATION AND ALL RELATED INFORMATION TO:

internships@sled.sc.gov

or mail to:
STATE LAW ENFORCEMENT DIVISION
OFFICE OF HUMAN RESOURCES -
INTERNSHIP PROGRAM
P.O. BOX 21398 COLUMBIA, SC 29221-1398

CALEA
An Accredited Law Enforcement Agency
ANAB ACCREDITED FORENSIC TESTING LABORATORY

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Application Considerations

Although you **may submit your materials at any time**, we recommend **checking the website two weeks before the deadline** to confirm that the Application Form has not been updated since your submission. This helps ensure the departments you've requested reflect the most current list of positions available for consideration.

If the form has been updated after you submitted your application, you may email your refreshed list to **internships@sled.sc.gov** to request that your **department rankings be updated**.

If you request that your paperwork be applied to **multiple terms**, you must **return at each application interval** to ensure your documents have been successfully transferred to a new term. We advise at least two weeks before the deadline.

Common Questions Include:

Click any question in the Table of Contents to jump directly to that section in the FAQ.

1. What is the schedule? 3
2. When will I find out if I was accepted? 3
3. What are the start and end dates? 4
4. What is the Orientation Tour? 5
5. Will I get exposure to the other departments I requested? 5
6. Is it okay for my Transcript to arrive separately? 6
7. Is it okay for my Transcript to arrive un-sealed? 6
8. Can I use my Transcript for multiple terms? 6
9. Is it okay for my Letter of Recommendation to arrive separately? 7
10. Is it okay for my Letter of Recommendation to NOT be written by my Academic Advisor/Dean/Professor/Supervisors? 7
11. May I have more than one Letter of Recommendation? 7
12. Can I submit my documents at any time? 7
13. Where are the Offices located? 8
14. Do I need to have a driver's license? 9

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1. What is the schedule?

Internships are generally conducted during traditional office hours:

Monday – Friday
9:00 AM – 5:00 PM

Supervisors are flexible and work with students to accommodate:

- Class schedules
- Extracurricular activities
- Part-time job commitments
- School Holiday schedule

Once accepted into the program, students will receive a "Letter of Welcome" via email. At that time, they will be invited to communicate their recurring availability. Supervisor may want to utilize all the time offered, sometimes only a portion.

As well, within the 9am – 5pm Monday – Friday time frame, a list of Special Events is curated specifically for the students benefit and scheduled around their reported availability. We find the best overlapping availability for the largest portion of the group. Students are expected to attend these Special Events to the best of their ability.

2. When will I find out if I was accepted?

We do **not** send status notifications to every individual who applies, **this includes rejection notices**. Students may proactively email us to request a personal status update at any time.

The *application review process* typically takes **2 – 4 weeks after the submission deadline**.

Students who are selected to move forward past the *application review process* into the *background check phase* will be **notified of their pending acceptance over email**, then by **two weeks before their first day**, sent confirmation of their acceptance, by invitation to the Orientation Tour.

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If accepted, you will be sent a **"Letter of Welcome" by email** which includes:

- Your assigned department placement
- Your supervisor's contact information
- Additional onboarding details, including the Orientation Tour date

3. What are the start and end dates?

Internship term timelines **generally align with a typical academic semester**, though exact dates vary since students apply from different schools across the state and country.

Typically, the Orientation Tour occurs near the first week of classes for most schools. Over the summer, it will start after most graduation dates.

The specific start dates are determined after reviewing the current availability of the participating supervisors and departments for a given term. Due to the nature of our sector, flexibility and real-time scheduling adjustments are required.

Typical Term Timeline

	Summer	Fall	Spring
Deadline	January 25th	April 25th	September 25th *(Of previous calendar year)*
Approx. Start	May	August	January
Approx. End	August	December	May

End Dates

Students may **select their own end date**, in line with the typical term timeline. Usually aligning with their final exam schedule, provided their assigned duties have been completed. **Before** each internship application interval (January 25th, April 25th, and Sept. 25th) the accepted intern is expected to communicate their intentions (to request to stay, leave, or transfer) *by the application deadline*. Especially if requesting a transfer, to update their application. We recommend updating at least *two weeks* before deadline to allow time for processing. Please be aware, **once accepted,**

maintaining placement is not guaranteed. Once a student leaves SLED or transfers from their current internship assignment, an **Exit Checklist Form** is completed, including their accumulated hours.

Their intentions and self-selected end date must be *proactively* communicated to both:

- The Assigned Supervisor
- The Internship Coordinator

4. What is the Orientation Tour?

The Orientation Tour serves as the students' first day, bringing together interns from across the state for a chaperoned walking tour of Headquarters and the Forensic Lab in Columbia, SC. During this time, students will meet the Chief and Assistant Chief, have their photos taken, attend guest speaker sessions, and initiate the required onboarding procedures.

5. Will I get exposure to the other departments I requested?

Yes.

Accepted Interns are **encouraged to request** shadowing opportunities with other departments that interest them, even beyond those they requested for placement.

Requests can be made through:

- Your Assigned Supervisor
- The Internship Coordinator

6. Is it okay for my Transcript to arrive separately?

Yes.

This is common and expected. We recommend requesting **electronic transcript delivery** to:

internships@sled.sc.gov

7. Is it okay for my Transcript to arrive un-sealed?

Yes.

Internship Applicants may receive their official transcript first and submit it **un-sealed** with the rest of their application materials.

8. Can I use my Transcript for multiple terms?

Transcripts remain valid for **two semesters only**:

1. The semester you initially apply for
2. The following semester

After that, a **new transcript must be submitted**.

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9. Is it okay for my Letter of Recommendation to arrive separately?

Yes.

Letters of Recommendation are often sent directly by the recommender to:

internships@sled.sc.gov

When submitting your other application materials, please include the **name, email address and/or other contact information of your recommender** to help us match the letter to your application file.

10. Is it okay for my Letter of Recommendation to NOT be written by my Academic Advisor/Dean/Professor/Supervisors?

We advise students to request LORs from their Academic Advisor, Dean, Professor, or Supervisor(s) to help guide students who otherwise do not know who to reach out to, especially since they are often young with limited work experience so may not have many resume references to choose from. You are welcome to utilize professional and personal contacts from your resume or other areas of your life that are willing to write a letter on your behalf.

11. May I have more than one Letter of Recommendation?

Yes, you may include multiple Letter of Recommendations.

12. Can I submit my documents at any time?

Yes, applications may be submitted **at any time**. Preferably, a few weeks before the deadline of April 30th, July 14th and November 30th to **reserve time for corrections**. Transcripts delivery delays and/or incomplete applications that are submitted at the deadline cut off may cause your

file to miss the first round of application deliveries, reducing the chances of being considered while positions are available.

However, keep in mind:

- The **list of available departments is subject to change intermittently;** we do not have a schedule for upload renewals so please take it upon yourself to set reminders.
- If you choose to submit one application form towards **multiple terms**, **email** internships@sled.sc.gov two weeks before the new deadline to confirm your application materials have been **properly transferred to the new term**. It is good practice to restate your investment, as well to deliver any refreshed documents such as your renewed Transcript, growing Resume, additional Letter of Recommendations, or evolving Personal Statement, etc.

13. Where are the Offices located?

Headquarters: 4400 Broad River Road, Columbia, SC 29210

Forensic Lab: 4700 Broad River Road in Columbia, SC 29210

Investigative Services Field Offices (ISFO)

Piedmont ISFO: Greenville, SC

Midland ISFO: Columbia, SC

Pee Dee ISFO: Florence, SC

Low Country ISFO: Colleton, SC

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14. Do I need to have a driver's license?

No.

A driver's license is not required to participate in the internship program. However, interns are responsible for **arranging their own transportation** to and from their assigned office location and any scheduled internship activities.