

DAUPHIN COUNTY



PROBATION SERVICES

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CHADWICK J. LIBBY, DIRECTOR

Intern Policy

Purpose Statement:

The purpose of this policy is to clearly define the acceptance process and expectations for individuals seeking real-life experience at Dauphin County Probation Services, through an internship. All individuals seeking an internship through Probation Services must abide by all regulations and procedures set forth in this policy.

General Information:

Internship participation will not guarantee future employment; however, it may be considered as work experience in the application process should an individual choose to pursue an open position within Probation Services upon successful completion of the program.

DISCLOSURES:

- Per Dauphin County Policy, employment references will not be given to any outside agency in regard to interns who have participated in the Dauphin County Probation Services Internship Program. Requests for references will be referred to the college or university receiving the intern's feedback form.
- Internships through the Dauphin County Probation Services Department are unpaid.
- Internships are not guaranteed and may be terminated at any time, by request of the intern or Probation Services Director.
- Interns are required to have access to transportation to and from the internship site. Transportation costs are the responsibility of the intern. Dauphin County will not reimburse for any transportation expenses.
- Interns will be trained under close supervision and oversight of Probation Services staff; however, at no time shall an intern replace or assume the role of a Probation Officer. Appropriate paperwork may be completed by interns, but must be checked by a Probation Officer upon completion.
- When available, interns may observe any and all trainings including, but not limited to, Firearms, Defensive Tactics, Taser, etc. Interns are to observe only.

*****Active participation in any of these trainings is strictly prohibited! ****

Prerequisites:

Individual must be 18 years or older AND have a high school diploma/GED in order to apply.

Requirements:

1. Individual must be a junior or senior in addition to obtaining a bachelor's degree in criminal justice, or 15 credits in Social Science or a related field. Preferences will be given to qualified seniors.
2. Considerations will be given to students completing statistic/researched based majors.
3. Individuals must provide proof of health insurance (insurance card).
4. Individuals must provide proof of a valid driver's license.
5. Individual must submit to all background clearances, to include Pennsylvania State Police Criminal History, Pennsylvania Child Abuse History Clearance and FBI fingerprinting **prior to beginning the internship, no exceptions**. Notification will be provided in time to complete the background requirements.

All background clearances must be dated within one year of the internship start date, no exceptions.

Please visit the following websites for instructions on obtaining the clearances:

<https://epatch.pa.gov/home>

<https://www.compass.state.pa.us/cwis/public/home>

<http://www.identogo.com>

Steps for applying for an internship:

1. Individual must read the "Internship Policy", and retrieve the "Internship Application" on our website:
<https://www.dauphincounty.gov/government/court-departments/probation-services/internship>
2. If you are interested in applying for an internship with the Adult Division, the Juvenile Division or either division, only one packet needs to be completed. Completed applications along with a resume, two letters of recommendation, official transcripts, a copy of your current driver's license, and a copy of your health insurance card for proof of health insurance can be mailed, or emailed to **one** of the current contacts listed on the Dauphin County website.

Application Review Process:

Upon receipt, the internship application packet will be reviewed to determine if the applicant is appropriate for consideration.

- If the applicant is appropriate, an interview will be scheduled via phone call and/or email.
- If the applicant is not appropriate, a letter will be sent notifying the candidate.

Interview Process:

Interviews will be conducted by the Quality Assurance Unit staff from the Adult and Juvenile Divisions.

Acceptance/Follow-Up:

Once an interview has been completed, all available documents and information will be reviewed to determine whether the applicant will be offered an internship.

1. If the applicant is chosen for the program, he/she will be notified by email or by phone at which time an orientation date will be given.
2. Following acceptance of the offer to intern with our department, the applicant must **immediately** initiate the background check process and have verifications prior to the date of orientation.

Orientation Requirements:

1. All accepted applicants must attend a mandatory scheduled orientation.
2. Applicant must bring valid ID or driver's license, health insurance card, Identgo fingerprint results, Pennsylvania State Police background check, and Child Abuse Clearances to orientation.

Orientation will include:

- Signing necessary documents (Dauphin County Volunteer Participant Release and Waiver of Liability, Expectations of Student Intern-Field Instructor, Internship Confidentiality Waiver, Internship Program Policy, Dauphin County Social Media Waiver, Emergency Contact Form and Student Intern Agreement.)
- Determining schedules and availability
- Explaining expectations of internship
- Obtaining county photo ID
- Answering any questions the student intern may have

Dauphin County Probation Services

Internship Application Checklist

To Apply, You Must Provide:

- Application Completed in its Entirety
- Up-to-Date Resume
- First Letter of Recommendation
- Second Letter of Recommendation
- Official Transcripts
- Proof of Health Insurance
- Driver's License

Upon Being Offered an Internship, You Must Obtain at Your Own Expense:

(All clearances must be dated within one year of internship start date, no exceptions)

PA State Police Criminal History

<https://epatch.pa.gov/home>

Pennsylvania Child Abuse History Clearance

<https://www.compass.state.pa.us/cwis/public/home>

Identogo FBI Background Check Fingerprinting

<http://www.identogo.com>