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!**

Dauphin County Probation Services- Internship Policy (12/20/18)
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/research based majors.
3. Individuals must provide proof of health insurance (insurance card).
4. Individuals must provide proof of 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.
   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.
   Please visit the following websites for instructions on obtaining the clearances:
   http://www.identogo.com

Steps for Requesting Internship:
1. Individual must retrieve the “Probation Services Internship Application” on website:
   http://www.dauphincounty.org/Pages/default.aspx
   Select the “Government Services”; “Human Resources”; “Employment”; “Internships”; “Probation Services Office”; “For information about the Probation Services internship, click here.” The program description, application deadlines, Internship Application and Internship Policy will appear.

2. If you are interested in applying for an internship with the Adult Division, the Juvenile Division or both divisions, only one packet needs to be sent to either Quality Assurance Specialist below. Completed applications along with a resume, two letters of recommendation and official transcripts must be mailed to either, not both:

   Kija Waithe, Quality Assurance Specialist
   Dauphin County Probation Services - Juvenile Division
   100 Chestnut Street – 2nd floor
   Harrisburg, PA 17101

   Jennifer Artz, Quality Assurance Specialist
   Dauphin County Probation Services - Adult Division
   917 Gibson Blvd.
   Steelton, PA 17113
**Application Review Process:**
Upon receipt, the internship application packet will be reviewed to determine if the applicant is appropriate for consideration.

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

**Interview Process:**
Interview 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 applicant is deemed acceptable for the program, he/she will be notified via phone call, at which time an orientation date will be given.
2. Following the phone call 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 Policy (12/20/18)
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)

- PA State Police Criminal History

- Pennsylvania Child Abuse History Clearance

- Identogo FBI Background Check Fingerprinting
  www.identogo.com/locations