

# Rice County Community Corrections

## PROBATION INTERNS

### **General description**

Internships are an opportunity to combine the academic with the practical, working in the field as a practitioner. Interns at Rice County Community Corrections are provided with the proper support, counsel, and training necessary to make it a valuable learning experience that will help prepare you for a career in the corrections.

**Qualifications:** Rice County Community Corrections accepts interns who

1. Are a junior or senior (senior preferred) in college with a major in corrections, criminal justice, social work, psychology, sociology or other relevant human service field.
2. Have completed a majority of academic coursework and have a basic understanding of corrections principles.
3. Are required to complete at least 240 (preferably 400) hours during the quarter or semester of their internship.
4. Have a valid driver's license.
5. Will submit to a criminal background check.

We're looking for students who have the ability to work with a wide variety of people without preconceived ideas or biases, are able to set appropriate boundaries with clients and other professionals, and who write reasonably well. During the first week of the internship, we require that the intern

1. Complete an orientation checklist, including standard Rice County new-employee orientation.
2. Sign an agreement ensuring client rights as to issues of confidentiality and data privacy. The intern agrees to follow all federal and state requirements. Failure to do so will result in termination of the internship experience.

**Intern Duties and Responsibilities:** Rice County Community Corrections tries to provide interns with a well-rounded, comprehensive exposure to the wide variety of things probation officers do. The lists below outline what a typical internship involves in adult probation and juvenile probation.

We usually divide the internship period into three phases: observation, participation, and independent work.

By the end of the internship, the intern will have observed and experienced at least the following core probation functions.

1. Interview victims and inform them of their rights and the status of the offender's case.
2. Supervise a small caseload of offenders placed on probation.
3. Complete pre-sentence investigations and reports. After the observation period, the intern will complete at least five pre-sentence investigations.
4. Prepare for court hearings (sentencing or violation hearings)
5. Investigate violations and complete violation reports. The intern should be able to complete at least one violation report and follow through with the hearing.
6. Attend staff meetings.

7. Attend and participate in offender classes, group supervision sessions, and offender treatment groups
8. Meetings with offenders.
9. Conduct field visits to offenders' home or work.
10. Contact and maintain professional relationships with other agencies (courts, police, prosecutors, victim advocates, schools, families, employers, treatment providers, and others)
11. Assess client's risk, both formally and informally.
12. Perform drug testing (retinal scans, urine tests, saliva tests, breath tests).
13. Obtain tissue samples for DNA analysis.

**Application Process:**

1. In addition to the application found elsewhere on this web page, potential intern candidates will be required to send a cover letter stating their interest in an internship with Rice County Community Corrections, a sample of their writing (i.e. research paper) and a current transcript.
2. Potential interns will be interviewed by a supervisor and possibly other probation officers.
3. Undergo a criminal background check.

For more information regarding internship possibilities, please contact:

Jason Mullenbach  
Adult Probation Supervisor  
507-332-6292  
jmullenbach@co.rice.mn.us

Jim Haas  
Juvenile Probation Supervisor  
507-332-6290  
jhaas@co.rice.mn.us