



DAUPHIN COUNTY P E N N S Y L V A N I A WORK RELEASE

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Dauphin County Internship Policy & Procedure

Effective: 11/01/2016

Revised:

From: Matthew A. Miller, Director

**To: All Work Release Staff and
Prospective Interns**

Purpose Statement:

The purpose of this policy is to clearly define the acceptance process and expectations for individuals seeking real-life experience at the Dauphin County Work Release Center through an internship. All individuals seeking an internship through the Work Release Center 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 the Work Release Center upon successful completion of the program.

DISCLOSURES:

- Internships through the Dauphin County Work Release Center are unpaid.
- Internships are not guaranteed and may be terminated at any time, by request of the intern or Work Release Center 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 Work Release Center staff; however, at no time shall an intern replace or assume the role of a Work Release Probation Officer. Appropriate paperwork may be completed by interns, but must be checked by a Work Release 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/research based majors.
3. Individual must submit to all background clearances to include Pennsylvania State Police Criminal History clearance.

Steps for Requesting Internship:

1. Individual must retrieve "Work Release Internship Application" on the Dauphin County Website.
2. Completed applications must be mailed to Dauphin County Work Release Center along with a resume, two letters of recommendation, and copy of official transcripts to:

Dauphin County Work Release Center
ATTN: Travis Hock, Deputy Director
919 Gibson Boulevard
Steelton, PA 17113

Review of Internship Application:

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

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

Interview Process:

Interview will be conducted by management personnel from the Work Release Center which may include the Director, Deputy Directors, or Work Release Supervisors.

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 and Pennsylvania State Police background check to orientation.

Orientation will include:

- Signing necessary documents (Dauphin County Volunteer Participant Release and Waiver of Liability, Internship Confidentiality Waiver, Internship Program Policy, Dauphin County Social Media Waiver, and Student Intern Agreement)
- Determining schedules and availability
- Explaining expectations of internship
- Obtaining Dauphin County Photo ID
- Answering any questions the student may have