

<p>Commonwealth of Pennsylvania</p>  <p>Pennsylvania Board of Probation and Parole</p>	<p>Volume III Chapter 2</p> <p>Procedure 2.06.03</p>	<p>Date Revised: Replaces 13-7 8/20/91 9.4.4.3, 1/26/2011</p>
<p>Chapter Title ADMINISTRATION, MANAGEMENT</p>		<p>Date of Issue 07/11/14</p>
<p>Subject STUDENT INTERNSHIP PROGRAM</p>		<p>Effective Date 07/25/14 PUBLIC</p>

I. AUTHORITY

The chairman of the board is granted the authority to “[d]irect the operations, management and administration of the board” and to “[p]erform all the duties and functions of chairperson, including organizing, staffing, controlling, directing and administering the work of the staff.” 61 Pa.C.S. § 6112 (a)(1) & (a)(4).

II. PURPOSE

The purpose of this procedure is to set forth a process for the acceptance of student interns at the PBPP.

III. APPLICABILITY

This procedure is applicable to all PBPP staff.

IV. DEFINITIONS

- A. Intern Coordinator – The intern coordinator is a Bureau of Human Resources employee who is responsible for receiving paper work and conducting background checks on all interns who want to intern at any office within the PBPP.
- B. Professional Degree Interns – Interns who are currently students seeking a post undergraduate degree

V. POLICY

The board provides both graduate and undergraduate student placement opportunities to colleges and universities in Pennsylvania. The board is committed to providing students with a unique opportunity to learn about this segment of the criminal justice system. By offering placements, the board is preparing future employees of the criminal justice system and involving citizens in the corrections

process. In addition, the board also provides opportunities for high school students to work in the central office.

The agency provides for volunteer and intern involvement in programs.

There is a system for recruitment, selection, training, term of service, termination of service, and definition of tasks, responsibilities, accountability, and authority of volunteers and interns.

The agency recruits volunteers and interns from all cultural and socioeconomic segments of the community.

Prior to assignment, each volunteer and intern completes a documented orientation and/or training program.

Volunteers and interns agree in writing to abide by all agency policies.

The agency provides against liability or tort claims in the form of insurance or other legal provisions valid in the jurisdiction, when authorized by law.

VI. PROCEDURE

The board provides students with **paid or** unpaid opportunities to learn, it is the student's responsibility to take advantage of these opportunities. The placement is designed to be flexible and to meet the needs of the agency, its offenders, and the individual student. The student will be regarded as a professional person during the placement and will be expected to conduct him/herself in an appropriate manner, including being able to identify his/her own developmental needs, and conducting him/herself within the realm of professional ethics.

A. General Intern Requirements

1. To be approved for an internship all candidates must have a criminal history background check performed prior to starting their first day.
 - a. All agency sponsors must forward to the intern coordinator's office in Harrisburg the intern's application and their "Authorization to Obtain Information" release at least two weeks prior to the intern's starting date, **except interns pre-approved by the Office of General Counsel.**
 - b. Background checks of prospective interns done by entities other than the intern coordinator will not be acceptable for placement.
 - c. All interns, except those working for the Office of Chief Counsel, must sign a confidentiality agreement on or before the start of their first day in the presence of their supervisor who will sign off as a witness to the agreement. The signed confidentiality agreements should then be forwarded to the intern coordinator.
2. Approval for Specific Internship Programs/Positions

- a. Field Undergraduate Internships
 - 1) It is preferred that undergraduate internship candidates submit their applications at least two months prior to when they would be available to start an internship. Submittals that do not allow for this time may be delayed.
 - 2) The applicant must then send their application to the intern coordinator who will send copies to the applicable district/bureau director in the locale where they are seeking placement.
 - 3) After submission to the intern coordinator, the application will be screened and a determination will be made regarding whether or not to grant an interview.
- b. Office of Chief Counsel
 - 1) Interns will be approved by the Office of General Counsel prior to placement with the PBPP.
- c. Professional Degree Interns
 - 1) Office of Policy and Legislative Affairs**
 - a) Students must complete an application for student internship.
 - b) The application must be submitted to the director of the respective office accompanied by a resume and writing sample.
 - c) Prospective interns may then be interviewed.
 - 2) Sexual Offender Assessment Board
 - a) It is preferred that undergraduate internship candidates submit their applications at least two (2) months prior to when they would be available to start an internship. Submittals that do not allow for this time may be delayed.
 - b) The applicant must send his/her application to the intern coordinator and send a copy to the Sexual Offender Assessment Board's executive director.
 - c) After submission, the application will be screened by the intern coordinator and the Sexual Offender Assessment Board's executive director for a determination of whether or not to grant an interview.
- d. Other Undergraduate Internship Programs
 - 1) The Harrisburg Internship Semester

- a) Interns will be approved by the Pennsylvania State System of Higher Education prior to placement within the PBPP.
- b) After selection by the Pennsylvania State System of Higher Education, interviews should be scheduled by the appropriate board personnel.

2) Office of Communications

Undergraduate degree students who are seeking to gain experience in state government or public policy communications and knowledge of Pennsylvania's Right To Know Law.

- e. High School Interns
 - 1) The PBPP's **central office** will receive a list of acceptable candidates and will conduct interviews prior to selection.
 - 2) Placement of high school interns is coordinated through the Human Resources Department.

B. Internship Programs

1. Field Undergraduate Internships

a. Description

- 1) Field undergraduate interns are undergraduate students who are considering employment after graduation as a probation/parole field agent.

b. Qualifications

- 1) Students should be pursuing a course of study related to the field of criminal justice or human services.
- 2) Students must be **18 years of age** in an undergraduate program in good academic standing.
- 3) Must be available to work 30-35 hours a week minimum.
 - a) Part-time placement is discouraged and requests for such placement must be approved by the district director with concurrence of the director of Human Resources.
- 4) Required Essential Functions
 - a) Quickly get into and/or out of a vehicle in response to an emergency situation.

- b) Stand continuously for extended periods of time.
- c) Walk up/down steps to visit offenders or other parties.
- d) Walk continuously under various environmental conditions for extended periods of time.
- e) Sit continuously for extended periods of time.
- f) Be able to run/jog continuously for a minimum of five minutes.

c. Intern's Duties

1) Undergraduate interns may be assigned to the following duties, but are not limited to:

a) Direct Services (Supervision)

- i. General travel and observation of agents.
- ii. **Observe** group counseling sessions.
- iii. **Observe** initial interviewing.
- iv. **Observe** individual counseling.
- v. **Observe** specialized counseling.
- vi. Observation of hearing.

b) Direct Services (Investigation)

- i. Assist agents with classification summary investigations.
- ii. Assist with pre-parole investigations.
- iii. Observe pre-sentence investigations.
- iv. Observe Pardon Board investigations.
- v. Observe arrests from a safe distance.

c) Administrative

- i. Completion of surveys, research, etc.
- ii. Assist agent in relevant surveys and any assigned administrative duties.
- iii. Assist agent in completion of field paperwork.

2. Office of Chief Counsel

a. Description

- 1) Law **or paralegal** students who are seeking to gain experience practicing law within the state government. Interns will be performing entry-level attorney work with an emphasis on research and writing.

b. Qualifications

- 1) Legal Interns are recruited through a coordinated effort between the Office of General Counsel and the Office of Chief Counsel.

c. Duties

- 1) Handle document requests.
- 2) Research and summarize cases and statutes.
- 3) Memorandum writing.
- 4) Assisting with administrative appeals.
- 5) Review and answer pleadings and attend hearings as necessary.**
- 6) Additional assignments as the attorneys may assign.

3. Professional Degree Interns

a. Office of Policy and Legislative Affairs

1) Description

- a) Graduate degree or law students who are seeking to gain experience working for state government or within the criminal justice sector.

b. Qualifications

- 1) Interns must be graduate or law students and have an interest in criminal law or state policy formulation.
- 2) Interns will be required to work the equivalent of full-time (4-5 days per week) during the summer, or a minimum of 2 half days during semesters when they are enrolled in classes full time.

c. Duties

- 1) Policy research and analysis of other states efforts regarding prison overcrowding and parole issues.

- 2) Interns may work with senior staff to update agency procedures.
- 3) Research and write-up stories on parole **innovations or projects**.
- 4) Absconder research under the interstate compact.
- 5) Aiding with legislative bill research and analysis.
- 6) Observe parole hearings.
- 7) Ride-along with a parole agent for a day.
- 8) Other tasks as assigned.

4. Other Undergraduate Internship Programs:

a. "THIS" – The Harrisburg Internship Semester Description

- 1) This internship is intended to provide an intern with a meaningful, practical, and professional experience while providing an opportunity to learn about public policy development, implementation, and evaluation in the Commonwealth of Pennsylvania.
- 2) Interns are expected to work full time five (5) days a week.

b. "THIS" Qualifications

- 1) Students are recruited from throughout the state by a group of fourteen faculty campus coordinators and are placed through the Pennsylvania State System for Higher Education (PSSHE).
- 2) Students must have earned at least 45 undergraduate college credits and maintain a minimum 3.0 cumulative grade point average.

c. "THIS" Duties Within PBPP

- 1) Observe parole hearings.
- 2) Attend trials/hearings as scheduled.
- 3) Update publications in law library.
- 4) Pull central office files as needed.
- 5) Draft responses to administrative appeals, legislative bills, etc.
- 6) Attend various meetings.
- 7) Legislative inquiries

- 8) Bill analysis
- 9) Policy issue research project

5. Office of Communications

a) Qualifications

- 1) Interns must be undergraduate students with an interest in state government and public policy communications and Pennsylvania's Right To Know Law.**
- 2) Familiarity with Associated Press (AP) Stylebook, Microsoft Word and PowerPoint.**
- 3) Interns will be required to work the equivalent of full time (4-5 days per week) during the summer, or a minimum of two half days during semesters when they are enrolled in classes full time.**

b) Duties

- 1) Gather pertinent information from staff on initiatives.**
- 2) Draft articles for newspapers and press releases.**
- 3) Assist with media calls.**
- 4) Assist with the development of PowerPoint presentations.**
- 5) Assist with writing text for the website.**
- 6) Assist with organization of events.**
- 7) Assist with Right To Know Law inquiries.**
- 8) Observe parole hearings.**
- 9) Ride-along with a parole agent for a day.**
- 10) Other tasks as assigned.**

6. Sexual Offenders Assessment Board

a. Description

- 1) This internship is intended for students seeking to gain insight as to the role of psychologists and similar professionals within the criminal justice system.**

b. Qualifications

- 1) Students must be studying psychology, criminal justice or similarly related fields and be in good academic standing.

c. Duties

- 1) Research.
- 2) Assisting clinical directors with studies.
- 3) Work with investigators.
- 4) Accompany investigators in the field.
- 5) Attend legislative hearings.
- 6) Observe offender interviews.
- 7) Observe sex offender board members during assessments.

7. High School Interns

a. Description

- 1) These intern positions are filled by high school students seeking to learn clerical duties and/or begin obtaining work experience.

b. Qualifications

- 1) Must be during the summer prior to senior year or during senior year.
- 2) Interns will perform clerical duties:
 - a) Minimum 3 hours a day.
 - b) May be full or part time during the summer.

c. Duties

- 1) Clerical duties within file room.

d. Pay

- 1) Interns may be paid at the current established rate.

C. Supervisor's Responsibilities

1. Work Schedule/Time Sheets

- a. Agency supervisors are to work with their intern and establish a set work schedule.

2. Dress Code

- a. Agency supervisors are to communicate to the intern an appropriate dress code.

3. Evaluations

- a. Agency supervisors will be responsible for the completion of any intern performance evaluations required by the intern's school.

1) High School Interns

- a) Agency supervisors must complete quarterly school-required performance evaluations.

D. Agency-Wide Restrictions upon Interns

1. Under no condition will interns be permitted to operate any commonwealth vehicles.
2. Due to the possibility of physical danger and/or personal liability associated with a placement, student interns should not be involved in arrests or transportation of prisoners. Student interns cannot make any major case decision without the express and documented approval of the client's supervising parole agent.

E. Insurance

1. In situations where interns face risk of injury in line with their field placement, the commonwealth has no insurance, nor is it empowered to seek such on behalf of the intern. It is therefore the responsibility of all interns to provide their own coverage.

F. Financial Compensation

1. Under most situations the agency shall not reimburse students for transportation, lodging, or subsistence expenditures; nor is it able to provide stipends or reimbursement to the student or school.
2. Situations where expense reimbursement to students appears warranted will be handled on a case-by-case basis.
 - a. Before an expense is incurred by any student interns, approval from the director of the Office of Administrative Services must be obtained.

VII. SUSPENSION DURING AN EMERGENCY

This procedure may be suspended during an emergency at the sole discretion of the chairman.

VIII. RIGHTS UNDER THIS PROCEDURE

This procedure creates no rights under law.

IX. RELEASE OF INFORMATION AND DISTRIBUTION OF PROCEDURE

- A. This procedure does not contain information that impacts the security of board staff or parolees and may therefore be released to the public.
- B. This procedure is to be distributed to all board staff.

X. CROSS REFERENCES

A. Statutes

1. Federal

None.

2. State

a. 61 Pa.C.S. § 6112

B. Board Policies

None.

C. American Correctional Association Standards

1. **3-3117**

2. **3-3118**

3. **3-3120**

4. **3-3122**

5. **3-3123**

6. **3-3124**

D. Management Directives

1. [580.38](#)

**APPLICATION FOR STUDENT INTERNSHIP
WITH
THE PENNSYLVANIA BOARD OF PROBATION & PAROLE**

In order to help structure a meaningful placement, all students requesting an internship with the agency must complete all sections below:

I. Student Information

Name: _____

Address: _____

Phone number: _____

Cell phone number: _____

E-mail address: _____

Please indicate when the best time to reach you is: _____

II. Education

Current educational institution: _____

Major: _____

Expected date of graduation: _____

Grade point average

Major: _____

Cumulative: _____

Please indicate standing at time of project placement (circle most recent completed year)

Undergraduate: Freshman Sophomore Junior Senior

Graduate: 1st year 2nd year 3rd year

Please specify any additional qualifications, including vocational and education experiences you may have: _____

III. Sponsoring Educational Institution Information

Institution's name: _____

Department: _____

Advisor's name: _____

Mailing address: _____

Phone number: _____

Advisor's Email: _____

IV. Placement Information

Specify office location desired: _____

Desired starting date: _____

Desired completion date: _____

Please circle your answer below

1) Are you requesting a full-time placement? Yes No

If no, please specify the days and hours desired: _____

2) Will you be employed/taking classes during this placement? Yes No

If yes, specify days, times and location: _____

3) Will you have access to a car during placement? Yes No

4) Have you applied for other placements with the Board during the period requested?

If yes, indicate where and preference: Yes No

1. _____

2. _____

3. _____

Describe your expectations of this placement and types of experience(s) you desire: _____

List any requirements of limitations affecting placement structure or scheduling, and any special needs of your own or of your educational institution: _____

V. Acknowledgments

I understand:

- a. I will not receive any compensation from the Pennsylvania Board of Probation and Parole.
- b. I assume full responsibility for the risk of bodily injury, death or property damage due to the negligence of the board, its affiliates and divisions, officers, agents, partners and employees, past and present, collectively or individually, or otherwise while in or upon _____ **(describe office where internship will occur here).**
- c. I understand that the Commonwealth of Pennsylvania does not provide insurance or cover the exposure to risk for student interns and will not represent me against any claim or suit that is filed against me regarding this internship. This liability exposure is part of the overall educational process for which I (or sponsoring educational institution) am responsible.
- d. I will not use the name or parole number of any client in reports, papers or other academic assignments related to this internship. Also, I will not discuss specific cases and/or their identifying data with anyone outside the Pennsylvania Board of Probation and Parole.

If I am applying for a field undergraduate internship, I further acknowledge that I have read the questions and answers in the Student Internships Booklet and understand the agency's expectation/limitations with regard to placement opportunities.

Student's name (printed): _____

Student's signature: _____

Date: _____

Please detach and complete the application, and the following Authorization to Obtain Information form from this booklet. Send the application along with the Authorization to Obtain Information form to the address below.

If placements are requested in more than one district, separate applications must be submitted for each. If you receive no response within a reasonable period of time, or if there are any changes in your request, please contact the intern coordinator. A personal interview will be required prior to formal acceptances of the placement.

It is expected that field undergraduate internship candidates submit their applications at least two (2) months prior to when they would be available to start an internship. Submittals that do not allow for this time may be delayed.

If you have any general questions or problems, please contact the intern coordinator in the Bureau of Human Resources at the address listed below.

PA Board of Probation and Parole
Bureau of Human Resources
Attn: Intern Coordinator
1101 S. Front Street, Suite 5600
Harrisburg, PA 17104-2522
717-787-5699 ext. 1346

Do you have a relative or acquaintance who is currently incarcerated? A “Yes” answer is not a bar to an internship.

YES NO

If yes, please give their names(s), relationship(s) and the location(s) of their confinement.

Do you have a relative or acquaintance who is an offender currently being supervised by the PA Board of Probation and Parole?

YES NO

If yes, please give their name(s), relationship(s) and the location(s) of their supervising agent.

Do you have a relative or acquaintance who is an offender currently being supervised by a county probation office?

YES NO

If yes, please give their name(s), relationship(s) and the location(s) of their supervising officer.

Student’s Name (printed): _____

Student’s signature: _____

Date: _____

COMMONWEALTH OF PENNSYLVANIA
BOARD OF PROBATION AND PAROLE
AUTHORIZATION TO OBTAIN INFORMATION

You must complete and sign either Section A or Section B, but not both.

Section A – Approval:

I, _____ having made application for an internship with the Pennsylvania Board of Probation and Parole, request that the Pennsylvania Board of Probation and Parole be informed as to my background and character.

I hereby authorize the Pennsylvania Board of Probation and Parole or any person or entity acting on their behalf to investigate and ascertain any and all information concerning my background and character, which may pertain to my qualifications to be considered for employment with said agency. I understand that such information may be obtained from any person, document or other source, and I hereby expressly authorize the release of any such information and/or document.

I hereby release the Pennsylvania Board of Probation and Parole, any person or entity acting on their behalf, and all other persons from any liability as a result of releasing said information to the Pennsylvania Board of Probation and Parole, or any person or entity acting on their behalf. I further understand that in consideration for said release, the Pennsylvania Board of Probation and Parole will regard all information as confidential and shall not release the same to any other person without my expressed, written consent.

Social Security Number	Signature
	Address (Street, Rd.#, Apartment#)
Witness	City, Borough, Township
	State Zip Code

Section B – Disapproval:

I, _____, having made application for employment with the Pennsylvania Board of Probation and Parole, expressly REFUSE to sign the authorization stated above. I further understand that because I am signing Section B of this Authorization to Obtain Information that I will be rejected for such employment.

Witness	Signature
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**QUESTIONS & ANSWERS ON STUDENT INTERNSHIPS
WITH THE
PENNSYLVANIA BOARD OF PROBATION AND PAROLE**



PREFACE

The Pennsylvania Board of Probation and Parole (PBPP) has provided both graduate and undergraduate student placement opportunities to over 30 colleges and universities in Pennsylvania. The PBPP is committed to providing students with a unique opportunity to learn about this segment of the criminal justice system. We feel that by offering placements, we are preparing future employees of the criminal justice system and involving community citizens in the correctional process.

Prospective students and their sponsoring educational institutions are asked to review this information in detail when considering a placement with our agency. We feel the foundation for a valuable internship experience is built upon sound communication, preparation, and clear expectations of all those involved in this joint learning experience. This publication is designed to aid prospective students and their sponsoring institutions in considering a placement with our agency.

What is the “philosophy” of The Board in structuring your internship program?

The PBPP will provide the student an opportunity to learn, while it is the student’s responsibility to take advantage of these opportunities. The placement by its nature is not a highly structured experience, but is designed to be flexible to meet the needs of the agency, its offenders, and the individual student. The student will be regarded as a professional person during the placement and will be expected to conduct themselves in an appropriate manner, including being able to identify their own developmental needs, and conducting themselves within the realm of professional ethics.

The student is expected to be an asset to the agency and its offenders, NOT a liability.

Agency staff, with ever increasing workloads, must focus their efforts on serving its offenders. Agency staff cannot afford non-productive diversions that would tax our already limited resources and cost valuable time. In this process there are certain legal and administrative limitations affecting the role and duties of the student intern which will be explained later in this packet.

The PBPP feels student internships can be a valuable asset to the agency, while students receive a practical education in probation and parole work.

What types of placements are available?

Most placements with our agency are in the district and sub-offices working with parole agents as they perform their normal duties. While the district offices and sub-offices present the most sought after placement experiences, internships are also possible at the central office for students interested in administrative, legal, or research-related placements, and at institutional parole offices. Applications for these internships will be handled on an individual basis between the student and the appropriate bureau director.

Additionally, we will attempt to provide a placement for you in the area you request, although this is not always possible. In completing the Application for Student Internship, students should specify what other areas in which they are willing to work. Any special interest, needs, or limitations should be noted at the time formal application for placement is made.

What types of duties may I be assigned to?

The exact duties a student may be assigned to do will vary depending on their placement within the PBPP.

A. Field Undergraduate Internship Programs

1. Direct Services (Supervision)
 - a. General travel and observation of agents
 - b. Observe group counseling sessions
 - c. Observe initial interviewing
 - d. Observe individual counseling
 - e. Observe specialized counseling
 - f. Observation of hearings

2. Direct Services (Investigation)

- a. Assist agents with classification summary investigations
- b. Assist with pre-parole investigations
- c. Observe pre-sentence investigations
- d. Observe pardon board investigations
- e. Observe investigations incidental to arrest
- f. Assist with paperwork

3. Administrative

- a. Completion of surveys, research, etc.
- b. Assist agent in relevant surveys and any assigned administrative duties

B. Policy and Legislative Affairs Office or Communications Office

1. Policy research and analysis of other states efforts regarding prison overcrowding and parole issues
2. Interns may work with senior staff to update agency procedures
3. Research and write-up stories on parole activities
4. Absconder research under the interstate compact
5. Aiding with legislative bill research and analysis
6. Observe parole hearings
7. Ride along with a parole agent for a day
8. Other tasks as assigned

C. Office of Chief Counsel – Law Clerks

1. Handle document requests
2. Research and summarize cases and statutes
3. Memorandum writing
4. Assisting with administrative appeals
5. Additional assignments as the attorneys may assign

D. The Harrisburg Internship Semester “THIS”

1. Office of Chief Counsel
 - a. Ride along with an agent
 - b. Observe parole hearings
 - c. Attend trials/hearings as scheduled
 - d. Update publications in law library
 - e. Pull central office files as needed
 - f. Draft responses to administrative appeals, legislative bills, etc.
2. Policy and Legislative Affairs Office
 - a. Legislative inquiries
 - b. Bill analysis
 - c. Policy issue research project
 - d. Attend various meetings

E. Sexual Offenders Assessment Board

1. Research
2. Assisting clinical directors with studies
3. Work with investigators
4. Accompany investigators in the field
5. Attend legislative hearings
6. Observe offender interviews
7. Observe sex offender board members during assessments

In all instances the student will report to an agency supervisor or an agency-assigned field instructor. This staff member will be responsible for providing necessary guidance and support during the course of placement and agency orientation.

The duties assigned to the student are made at the discretion of their agency supervisor. These determinations are made based on an assessment of local needs, resources, and capabilities of the agency and the student. Prior to the placement, the student should communicate with their assigned agency supervisor their overall expectations and objectives associated with their placement in addition to the special requirements or expectations of their sponsoring educational institution.

Due to the sensitive nature of the work, all prospective interns will be required to submit to a background check prior to the PBPP offering an internship.

What are the qualifications and expectations associated with my internship?

A. Field Undergraduate Internship Programs

1. Students should be pursuing a course of study related to the field of criminal justice or human services.
2. Students must be 18 years of age in an undergraduate program in good academic standing.
3. Students must be available to work 30-35 hours a week minimum.
4. Required essential functions:
 - a. Quickly get into and/or out of a vehicle in response to an emergency situation
 - b. Stand continuously for extended periods of time
 - c. Walk up/down steps to visit offenders or other parties
 - d. Walk continuously for extended periods of time
 - e. Be able to run/jog continuously for a minimum of five minutes

B. Policy and Legislative Affairs Office and Communications Office

1. Interns must be a graduate or law student and have an interest in criminal law or state policy formation
2. Interns will be required to work the equivalent of full-time (4-5 days per week) during the summer or a minimum of 2 half days during the fall or spring semesters when they are enrolled in classes full time.

C. Office of Chief Counsel Law Clerks

1. Legal interns are recruited through a coordinated effort between the Office of General Counsel and the Office of Chief Counsel.

D. The Harrisburg Internship Semester "THIS"

1. Students are recruited from throughout the state by a group of fourteen faculty campus coordinators and are placed through the Pennsylvania State System for Higher Education.
2. Students must have earned at least 45 undergraduate college credits and maintain a minimum 3.0 cumulative grade point average.

E. Sexual Offenders Assessment Board

1. Students must be studying psychology, criminal justice or similarly related fields and be in good academic standing.

How do I apply for placement?

All students seeking a placement with the PBPP are required to complete the Application for Student Internship. We actively encourage the supervising professor or designated placement coordinator from your educational institution to screen the application prior to your submittal to assure timely coordination and support.

The PBPP must be given the opportunity to review any administrative or other requirements placed upon the PBPP by your sponsoring institution. The applicant must inform the PBPP of any requirements at the time of application. The PBPP retains the right to disapprove an application for internship if the PBPP feels these requirements are not in the best interest of the agency.

It is preferred that undergraduate internship candidates submit their applications at least two months prior to when they would be available to start and internship. Submittals that do not allow for this time may be delayed.

The original application is to be sent to the intern coordinator at the central office. In the event more than one location is being requested, this should be clearly indicated on the application along with order of preference. Proper procedures for special types of internships may be secured by contacting the intern coordinator listed in the back of this booklet.

If additional copies of the application for student internship are needed, prospective interns are encouraged to make photocopies prior to filling out the attached application for student internship, also additional copies may be secured by contacting the intern coordinator.

Once the completed application is received, it will be screened, and a determination will be made regarding the desired placements. A personal interview and background check will be required before any perspective intern's acceptance is finalized. Furthermore, at this time, it is important for both the agency and the student to understand the mutual expectations so that a productive learning experience will result. Any questions or problems should be resolved prior to accepting the placement.

After initiating an application, students are requested to immediately advise the intern coordinator of any changes in their personal information in order to assure that the process goes as smoothly and quickly as possible. If there are any questions regarding the status of the application or other questions, the intern coordinator should be contacted.

What criteria are used in accepting a student for placement?

In addition to adequate academic preparation, a high degree of maturity is an essential prerequisite for placement with a law enforcement agency such as the PBPP. The following criteria will be taken into account when considering prospective interns:

- A. Students considered for internships should be pursuing a course of study related to the field of criminal justice or human services.
- B. Students must be 18 years of age and enrolled an undergraduate or graduate program in good academic standing.
- C. Interest in the field, maturity, and initiative are characteristics necessary for placement with the agency.
- D. Logistical considerations should be given to transportation, potential interruptions in work schedule, lodging arrangements, etc.
- E. A background check will be made on all applicants. Any criminal arrests and/or convictions may result in the requested placement being denied.

What about part-time placements?

Part-time student placements of less than 30 to 35 hours a week are usually discouraged. This is due to the logistical and scheduling problems that may have an adverse effect on the overall quality of the placement. However, each situation is reviewed individually and is contingent upon the approval of the district director.

What about part-time employment or course work?

The parole agent's job consists of uncertain work hours with properly supervising the offender being the first priority. Therefore, the PBPP discourages student interns from making other outside commitments (i.e. classes and/or part-time employment scheduled on days while in placement). Careful review by the intern coordinator and your supervisor should take place before approving such arrangements.

Will I be paid or receive compensation for my expenses?

Under most placement situations, the agency shall not reimburse the student for any transportation, lodging, or subsistence expenditures; nor is it able to provide any stipends or reimbursement to either student or school.

Situations where expense reimbursements to students seem warranted will be handled on an individual basis subject to the prior review and approval of the director of the Office Administrative Services. These situations will be limited to expenses incurred as a result of assigned duties furthering the agency's immediate interests. Specific guidelines in this regard are impractical and are subject to the variables of each placement and the duties assigned. After approval is given, the student may submit an expense voucher subject to the same guidelines and procedures that apply to regular employees.

Student interns are not permitted to operate state vehicles. Only properly licensed commonwealth employees to whom the vehicles are assigned or dispatched shall operate commonwealth vehicles.

Insurance Coverage . . . What happens if I am injured or involved in any type of litigation as a result of my placement?

In view of our agency's commitment to the use of student interns, coupled with the potential risks associated with our mission, certain issues relative to personal and/or agency liability require clarification.

The commonwealth has no insurance to cover an intern in situations where they may be exposed to risk or injury, nor is the commonwealth empowered to seek such, or to cover such exposure.

If an act of negligence committed by a student intern resulted in a suit brought against an employee of this agency, the commonwealth would assume the employee's defense; unless it was determined the employee did not act in good faith or acted outside the scope of his/her duties. There will be no response to a claim or suit against the intern and the commonwealth will not represent or indemnify any interns in such situations.

It is very important that the student and their sponsoring educational institution understand these provisions and limitations.

When and where should I report?

On the first day of placement, unless otherwise instructed, you should report at 8:30 a.m. to the office where you were assigned. After that, in most cases, your supervisor (or district director) will establish an ongoing schedule exposing you to a variety of the day-to-day activities of parole agents. If you desire any special activities, you should speak with your supervisor regarding its timeliness and feasibility.

The supervisor is responsible for providing an overview of the agency process. He/she will be available to answer questions regarding your internship within the agency and will be responsible for the overall coordination of the placement experience.

What will be my work hours?

Normal agency hours as coordinated with a supervisor. If you are a field/undergraduate intern, the agent to whom you are assigned will be working beyond “normal” working hours. This overtime work is often unexpected, particularly if an emergency or crisis situation arises. Therefore, the student must be flexible in terms of the time commitments for it may not be feasible to transport the student back to the office or meeting location at the planned time.

Where will I be working?

Interns may be working anywhere within the area covered by the office to which you are assigned. The PBPP is primarily a field service organization with most of the agent's functions taking place in the field. In most areas, especially rural areas, agents report to their respective office only one day a week. Therefore, many students will be asked to meet their assigned agents at a predetermined location away from the office en route to his/her caseload responsibilities.

What should I do if I am sick and unable to report to work?

The student should immediately contact their supervisor and cancel any arrangements for the particular day. If your supervisor is not available, their supervisor should be contacted. Failure to do this may result in wasted time for an agent by leaving them waiting for the student to meet them.

Should I have transportation available?

All students accepted for placement must have transportation available since it is the student's responsibility to provide transportation to and from the office they are assigned to, or to meet their supervising agent at a predetermined location. The agency supervisor should be consulted regarding specific expectations.

How about dress and grooming?

Once accepted, the student is considered an agency representative. Student interns should dress according to the situation. If coming into contact with various public officials (i.e. court room judges or attending PBPP hearings), more formal attire is necessary. For males, a suit and tie is appropriate, while females may need to wear a dress or suit. The PBPP requires the student to be neatly and appropriately groomed at all times while in placement. Furthermore, your assigned supervisor will be able to elaborate on the specific requirements for your placement.

What about conducting research and studies while on placement?

The PBPP welcomes the objective examination of its efforts and is continually trying to find ways to improve its operations, though the student is asked to follow various guidelines in doing research or independent studies.

First the student should discuss the project topic, scope, and methodology for any proposed research with the agency supervisor. Assistance may then be offered in helping the student structure the study to be consistent with the availability of information and can possibly

suggest additional resources. It must be realized that while the case folders and other offender-related data are available for review by students they can only be used for educational purposes. As the PBPP is bound by strict rules of confidentiality, so will the student. Students will need to agree to sign a confidentiality agreement. Absolutely no information, written or verbal, may leave the agency or folder regarding offenders without the specific approval of the agency supervisor.

In addition, the student should not discuss specific cases and their identifying data with anyone outside the agency for it may prove to be damaging to the offender.

Students will also be required to provide the agency with copies of any papers or other reports they develop as a result of this experience. This material should be forwarded to the training division for inclusion in the agency library after it is reviewed at the local level.

What about evaluations?

The agency supervisor will be responsible for completing any performance evaluations required by your school.

What happens if there are problems, complaints, or grievances?

Any questions or other matters requiring clarification relative to student internships may be directed to the intern coordinator within the Recruitment and Placement Services Division.

Similarly, if problems are encountered in conjunction with a particular placement or program of a participating college/university, which cannot be resolved at the "local" level, they should be brought to the immediate attention of the Recruitment and Placement Services Division. We will attempt to resolve the problem and/or bring the matter to the attention of the involved parties, making appropriate program modifications so future problems can be averted.

Inquiries and Additional Information

The preceding information is designed to answer some of the more common questions posed by students. It is the hope of the PBPP to further enrich your education experiences while continuing to improve the quality and quantity of services to the offender and community

Should you have any further questions, or desire additional information, please feel free to contact:

PA Board of Probation and Parole
Bureau of Human Resources
ATTN: Intern Coordinator
1101 S. Front Street, Suite 5600
Harrisburg, PA 17104-2522
Phone: 717-787-5699 ext. 1346
Fax: 717-772-4185

Below is a list of the district offices, their related sub-offices, and a listing of counties supervised by each office where students may apply to work for their internships.

CENTRAL REGION

Central Region Office

1101 South Front Street
Suite 5950
Harrisburg, PA 17104
Phone: 717.787.5699

Allentown District Office

Jurisdiction: Berks, Bucks, Lehigh, Northampton and Schuylkill Counties
2040 South 12th Street
Allentown, PA 18103
Phone: 610.791.6157

Reading Sub-Office
Reading State Office Building
633 Cherry Street
Reading, PA 19602
Phone: 610.378.4331

Harrisburg District Office

Jurisdiction: Adams, Cumberland, Dauphin, Franklin, Juniata, Lancaster, Lebanon, Perry and York Counties
1130 Herr Street
Harrisburg, PA 17103
Phone: 717.787.2563

York Sub-Office
785 Vogelsong Road
York, PA 17404
Phone: 717.812.0263

Lancaster Sub-Office
39 East Chestnut Street, Suite B
Lancaster, PA 17602
Phone: 717.299.7593

Chambersburg Sub-Office
630 Norland Avenue
Chambersburg, PA 17201
Phone: 717.491.1038

Scranton District Office

Jurisdiction: Carbon, Columbia, Lackawanna, Monroe, Pike, Susquehanna, Wayne and Wyoming Counties
430 Penn Avenue
Scranton, PA 18503
Phone: 570.963.4326

Williamsport District Office

Jurisdiction: Bradford, Centre, Clinton, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union Counties
450 Little League Boulevard
Williamsport, PA 17701
570.327.3575

EASTERN REGION

Eastern Region Office

2630 North 13th Street
Suite 100
Philadelphia, PA 19132
Phone: 215.560.6594

Chester District Office

Jurisdiction: Chester, Delaware and Montgomery Counties
701 Crosby Street – Suite C
Chester, PA 19013
Phone: 610.447.3270

Norristown Sub-Office

1961 New Hope Street
Norristown, PA 19401
Phone: 484.250.7580

Philadelphia District Office

Jurisdiction: Philadelphia County
2630 North 13th Street
Suite 100
Philadelphia, PA 19132
Phone: 215.560.6594

Philadelphia Northeast Division
1318-24 West Clearfield Street
Philadelphia, PA 19132
Phone: 215.965.2700

Philadelphia Northwest Division
334 East Chelton Avenue
Philadelphia, PA 19144
Phone: 215.560.4685

Philadelphia West Division
5828-38 Market Street
Philadelphia, PA 19139
Phone: 215.560.6261

Philadelphia County Wide Division
2630 North 13th Street
Suite 200
Philadelphia, PA 19132
Phone: 215.560.2082

WESTERN REGION

Western Region Office

1121 West North Avenue
Pittsburgh, PA 15233
Phone: 412.880.0235

Altoona District Office

Jurisdiction: Bedford, Blair, Cambria, Clearfield, Fulton, Huntingdon, Indiana, Jefferson, Mifflin and Somerset Counties
Cricket Field Plaza
1304 7th Street – Rear
Altoona, PA 16601
Phone: 814.946.7357

Erie District Office

Jurisdiction: Crawford, Erie, McKean and Warren Counties
221 East 18th Streets
Erie, PA 16503
Phone: 814.871.4201

Mercer District Office

Jurisdiction: Armstrong, Butler, Cameron, Clarion, Elk, Forest, Lawrence, Mercer and Venango Counties
Post Office Box 547
Creekside Office Complex – Suite 102
8362 Sharon-Mercer Road
Mercer, PA 16137
Phone: 724.662.2380

Franklin Sub-Office
50 Gibb Road
Franklin, PA 16323
Phone: 814.437.7531

Butler Sub-Office
207 Sunset Drives - Suite 1
Butler, PA 16001
Phone: 724.284.8888

Pittsburgh District Office

Jurisdiction: Allegheny, Beaver, Fayette, Greene, Washington and Westmoreland Counties
134 Enterprise Street
Pittsburgh, PA 15206
Phone: 412.365.3540

Greensburg Sub-Office
333 Harvey Avenue - Suite 100
Greensburg, PA 15601
Phone: 724.832.5369

Mon-Valley Sub-Office
335 Fifth Avenue
McKeesport, PA 15132
Phone: 412.664.5320

North Shore Sub-Office
1121 West North Avenue
Pittsburgh, Pa 15233
Phone: 412.442.5840

Beaver Falls Sub-Office
600 Sixth Street
Beaver Falls, PA 15010-4625
Phone: 724.847.5575