

LEBANON COUNTY PROBATION SERVICES

508 OAK STREET

LEBANON, PA 17042



STUDENT INTERNSHIP PROGRAM

CONTACT

Adult and Juvenile Probation

508 Oak Street
Lebanon, PA 17042

Director

Sally A. Barry

Please submit completed application and all required documents to:

Administrative Assistant Cathy Melville

Main Phone 717-273-1557
Adult Unit Fax No. 717-273-9378
Juvenile Unit Fax No. 717-273-5516

INTRODUCTION

The Lebanon County Probation Services Department's Student Internship Program was created to deliver a structured program that will provide a general working experience with the Probation Services Office in the 52nd Judicial Court District.

As an intern, you will be exposed to different aspects of the Criminal Justice System. They may include law enforcement agencies, counselors, attorneys, and corrections professionals. The student internship program enables you to concentrate your exposure to match career interests or education goals, i.e. adult or juvenile probation services.

MISSION OF THE INTERNSHIP PROGRAM

The mission of the Student Internship Program at the Lebanon County Probation Services Department is to expose the intern to the job of an Adult and/or Juvenile Probation Officer. The student intern will gain knowledge in different aspects of the Probation/Parole System and will attain the experience and skills that are necessary for a future career.

Requirements

- Applicants for an internship must contact Cathy Melville, Administrative Assistance at (717) 273-1557 x123 or E-mail: cmelville@lebcnty.org
- Applicants must schedule an appointment at least one month prior to the desired internship start date.
- Applicants must provide a resume, along with proof of valid driver's license.
- Applicants must be 18 years of age or older and a student in a college or university and must be of at least junior year credit status.
- Applicants must agree to criminal record check.
- Applicant shall complete child abuse clearance at their expense (Juvenile Probation only).
- Applicants must submit a curriculum of intended internship including the number of required hours and a tentative attendance schedule.
- Application for internship will be reviewed by the Director of Probation Services and approved by the President Judge of Lebanon County or his/her designee.

UNITS OF THE COUNTY PROBATION SERVICES DEPARTMENT

ADULT UNIT

- Intake/Pre-sentence Investigation - Defendant is interviewed and a report is provided to the Court with specific information used for sentencing consideration upon entrance of plea or conviction.
- Institutional Parole – Facilitates the parole and re-parole process for offenders sentenced to time in the Lebanon County Correctional Facility.
- Caseload Supervision
 1. Minimum and Monitoring
 2. Accelerated Rehabilitation Disposition
 3. Standard Field Supervision
 4. Transfer Supervision
 5. Crossroads Program
 6. DUI Court
 7. Sex Offenders
 8. Mental Health Offenders
 9. Electronic Monitoring
 10. Community Service
 11. Collection and processing of DNA samples
 12. Offender Drug Screening
 13. Preparation of Court Paperwork
 14. Court Appearances
 15. Community Based Field Visits

JUVENILE UNIT

- Intake/assessment
- Arrest and Detention
- Caseload Supervision
 1. Arrest and Detention
 2. Social Histories
 3. Juvenile Offender Risk/Need Levels
 4. Sex Offenders

5. Mental Health Offenders
6. Electronic Monitoring
7. Community Service Program
8. Preparation of Court Paperwork
9. Court Appearances
10. Placement Visits
11. Courtesy Supervision
12. Community Based Field Visits

GENERAL PROGRAM POLICES

- The student intern shall read and sign all the appropriate documents prior to the start date.
- The student intern must dress at all times in business professional attire.
- The student intern must act appropriate and professional at all times.
- A student intern shall never use his/her personal vehicle for probation business.
- A student intern shall never assist Probation Officers when taking a defendant into custody. However, an intern may be an observer of the process.
- At no time will an intern make ANY decisions regarding a defendant.
- The intern may be required to complete some of the rudimentary paperwork functions within the Probation Services Department.
- The intern may be required to complete a project during their term.

STUDENT INTERNSHIP APPLICATION

I would like to apply for admission to the Lebanon County Probation Services Student Internship Program.

STUDENT INFORMATION

Last Name:

First Name:

Middle Name:

Contact Number:

Email Address:

CURRENT ADDRESS:

Street Address:

City: State: Zip:

PERMANENT ADDRESS:

Street Address:

City: State: Zip:

DATE OF BIRTH (mm/dd/yyyy):

COUNTRY OF CITIZENSHIP:

ADDITIONAL INFORMATION: