

LEHIGH COUNTY JUVENILE PROBATION OFFICE



INTERNSHIP PROGRAM PACKET

INTERNSHIP PROGRAM MISSION STATEMENT

The Lehigh County Juvenile Probation Department will expose the intern to the job of a Juvenile Probation Officer. The intern will gain knowledge in different aspects of the Juvenile Justice System and will attain experience and skill necessary for a future career in Juvenile Probation.

INTRODUCTION

The Lehigh County Juvenile Probation Department Internship Program will provide a structured program for college students to learn the Juvenile Justice System as practiced in Lehigh County.

It is our intention to expose you to the various aspects of the Juvenile Justice System. This may include law enforcement agencies, counselors, school officials, service providers and court personnel. In doing so, you will be better able to match your career interests and educational goals.

The internship with Lehigh County is an unpaid position. We hope, however, that you will find the experience invaluable in determining your vocational goals and that you will be able to link the classroom learning you have received with this real life experience.

QUALIFICATION

The following is required prior to your start:

Submission of letter of intent with an application for employment

Signed Student Intern Safety Policy

Completed General Liability Coverage Information on Student Interns

Signed Confidentiality Agreement

Child Abuse Clearance

Criminal History Check

GENERAL PROGRAM POLICIES

The intern must read and sign all the appropriate documents prior to the start date.

The intern must dress according to the present policy of the County.

The intern must act in an appropriate and professional manner at all times.

An intern is not permitted to use their personal vehicle for probation business.

An intern shall never assist Probation Officers when taking a juvenile into custody.

Urinalysis may be conducted in the presence of another Probation Officer.

All decisions regarding a juvenile must have the approval of the Probation Officer or a Supervisor.

Any conflicts must be immediately discussed with the Chief, Deputy Chief or Supervisors.

The intern may be required to complete some basic paperwork functions.

The intern may be assigned to a special project during their term.

An intern understands and agrees to all requirements pertaining to the confidentiality of clients.

The intern may be expected to have some flexibility in their schedule to allow for attendance at some programs operated beyond office business hours.



PROBATION OFFICER JOB DESCRIPTION

PROBATION OFFICER - Community Based

General Definition:

The employee provides direct casework for the juvenile and family. Work involves providing guidance, support, counseling, and supervision of juvenile clientele in the community. The employee investigates by gathering information from family members, other social agencies, police, and schools, etc. The employee prepares reports and recommendations for the juvenile court and refers clients to community based counseling agencies and arranges for the commitment of juveniles to residential treatment facilities when necessary and appropriate. Difficult or complex cases may require supervisory assistance. The employee will provide assistance, as needed, to the victims of juvenile crime. The officer will engage the community to assist in the productive supervision of the caseload. There may be an element of physical danger involved when dealing with probationers, particularly those who violate the terms and conditions of their probation.

Adhere to the standard established by the Juvenile Court Judge's Commission regarding community-based probation.

Examples Of Work Performed:

Assessment - Develop a supervision plan for each juvenile's probation. Shortly after receiving a juvenile's case the probation officer meets with the client and parent/guardian to begin determining an appropriate course of action. Evaluation of the client's needs will be ongoing throughout the duration of probation supervision.

Community Contacts - The probation officer shall visit a juvenile at their home, school, place of employment, etc.

Record Keeping - The probation officer maintains a chronological account of their contacts with the client and other parties involved in the case.

Caseload management - The probation officer is responsible to arrange and conduct their daily duties in an orderly and efficient manner.

Written reports for court - As necessary, the probation officer provides written, detailed, investigative reports and recommendations for review by the Juvenile Court Judge.

Oral reports for juvenile court - The probation officer presents testimony in juvenile court hearings concerning information obtained from their observations and interactions.

Recommendations - The probation officer should always take into consideration the risk the juvenile possesses to the community, the degree to which the juvenile must be held accountable, and the means which the juvenile can become more competent.

Intakes of juvenile probationers - The probation officer is responsible to conduct intake interviews with juveniles under their supervision who have re-offended or have been arrested following their discharge within two years of their release from probation.

Detention of juvenile offenders - The probation officer may have to assist in the apprehension and detention of a probationer. If the police request detention, the officer will determine if the juvenile's detention is necessary and appropriate.

Required Knowledge, Skills And Abilities:

Training - In compliance with JCJC standards a probation officer is required to attend and participate in a minimum of 40 hours of training per year. Ability to participate and successfully complete Defensive Tactics certification and yearly recertification.

Perform any duties as requested by their Supervisor and/or Chief Probation Officer and/or Deputy Chief Probation Officer.

Knowledge of the principles, methods, and practices of investigations, supervision, and reporting in probation work.

Knowledge of individual and group behavior with special emphasis on behavior deviations of persons who have been involved in delinquent activities.

Knowledge of community, social, and economic factors, which relate to delinquency.

Knowledge of casework principles and practices.

Ability to establish and maintain effective working relationships with individuals, other agencies, institutions, and the police.

Ability to make clear and pertinent statements, orally and in writing, and to prepare clear and concise reports.

Knowledge of the juvenile justice system and of the community resources; such as, individual, family, group counseling services and local ethnic associations, and medical and drug and alcohol treatment facilities.

Knowledge of juvenile residential treatment programs.

Ability to effectively manage caseload assignments and organize and carry out daily work schedule.

CHECK LIST

The following pages contain a checklist that will assist you in maximizing your participation in office duties. The list includes various activities that the Juvenile Probation Officer is involved with on a case-by-case basis. This is not a requirement, but you may find it a helpful tool.

Some practical advice for the intern:

- Ask questions regarding any aspect of the job.

 - Observe the various styles of supervision employed by the Probation Officers. You will probably be assigned to multiple Probation Officers.

 - Familiarize yourself with the Support Staff. They can usually answer many questions in the absence of the Probation Officers.

 - Examine the procedural manual, detention handbook, and the Juvenile Act.
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School visits

Try to visit high schools, middle schools, and alternative schools.

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| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Home Visits

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|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

PLACEMENTS

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| 1. | 4. |
| 2. | 5. |
| 3. | 6. |
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LEHIGH COUNTY DETENTION CENTER

- Tour the detention center
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COURT ROOM EXPERIENCE

- Observe a detention hearing
- Observe an adjudication hearing
- Observe a disposition hearing
- Observe a review hearing
- Observe a certification hearing (if possible)

If possible follow a case from the detention hearing until the disposition.

INTAKE

Observe at least two different intakes with two different officers

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|----|----|
| 1. | 2. |
|----|----|
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DRUG AND ALCOHOL EVALUATION

Observe a drug and alcohol evaluations at Lehigh County Drug and Alcohol Intake

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|----|----|
| 1. | 2. |
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ELECTRONIC MONITOR

Participate on one electronic monitor installment and speak with the electronic monitor coordinator about the service. View the online screen associated with this system.

VICTIM/WITNESS

- Meet with the victim/witness officers to discuss their job responsibilities.
 - Attend a Victim Awareness Class
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COMMUNITY SERVICE

Visit at least two community service sites and participate in a workcrew.

- 1.
 - 2.
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YOUNG OFFENDERS PROGRAM

If possible, attend at least one session of the Young Offenders Program

COMMUNITY JUSTICE PANEL

Attend a community justice panel in one of the participating communities

SEX OFFENDER OFFICER

When possible, attend an outpatient counseling session or visit a facility for sex offenders

Other items you may have a chance to observe are:

- | | |
|--|---|
| <input type="checkbox"/> Prison | <input type="checkbox"/> Various meetings pertaining to clients |
| <input type="checkbox"/> Drug testing | <input type="checkbox"/> Case reviews |
| <input type="checkbox"/> Control tactics | <input type="checkbox"/> Conferences/Staff Meetings |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

I. General Liability Coverage Information on Student Interns

1. Name: _____
2. Lehigh County Juvenile Probation Department
3. Expected beginning date: _____
Expected ending date: _____
4. "Other guests" are approved individuals who have a legitimate interest in accompanying a probation officer.
5. Permission must be approved by a supervisor before an intern or other guest accompanies a probation officer.
6. Interns and other guests can be expected to accompany supervising probation officers during the course of their daily functions which may include: home visits, school visits, community service work sites, general community contacts, facility visits, and attendance at court hearings. It must also be understood that the intern may be exposed to environments that can always pose an inherent risk or danger.
It should be noted that interns and other guests may accompany probation officers in other types of duties which may include:
 - A. Curfew checks or other visits during days, evenings and weekends.
 - B. Special events (ie. Musikfest and Mayfair).
 - C. Sporting events (ie. Football games).
 - D. "Ride alongs" with the police with the approval of that respective police department.
 - E. Community Service projects
 - F. Facility Visits
7. Interns and other guests are required to meet with a staff safety instructor for an introduction to basic staff safety guidelines before going out into the field.

II. Student Intern Safety Policy

Purpose and Rationale:

The purpose of this policy is to expose interns and other guests to the many aspects of probation work while minimizing the safety risks. Such a program will provide an educational experience by exposing them to the realistic aspects of the juvenile probation system.

Expectations and Requirements:

It must also be understood that the interns or other guests may be exposed to environments that can always pose an inherent risk or danger. Probation officers will use their discretion when determining when an environment has become too risky or dangerous for an intern or other guest to be present. Interns or other guests must wear soft body armor, at the minimum, every time that the probation officer is required to. Under no circumstances will an intern or other guests be allowed to participate in any arrests of a client. Interns or other guests are also not allowed to possess or use any of the tools that a probation officer may use such as extendable batons, handcuffs, pepper spray or firearms.

Student interns, their schools and other guests need to understand that probation clients and their families have the right to refuse the interns presence during meetings if there is a confidentiality issue. The interns or other guests are not to disclose the names of clients or their families in any reports they may be required to complete to satisfy academic requirements of their internships. Additionally, interns or other guests are held to the same standards of confidentiality required of Court employees.

Student interns, their schools and other guests should be aware that the County of Lehigh does have general liability coverage for the interns or other guests should they incur any injuries during the course of their internship or accompaniment. There are limits to this insurance coverage. For example, injuries that occur while in an automobile are excluded from coverage under the County's policy.

I understand and have read the following:

- I. General Liability Coverage Information on Student Interns sheet
- II. Student Intern Safety Policy
- III. Overview of the Goals and Objectives of the Lehigh County Juvenile Probation Department as outlined in the Operations Manual.
- IV. Employee Job Description of a Juvenile Probation Officer.

Name _____ X _____