

LEHIGH COUNTY JUVENILE PROBATION OFFICE



INTERNSHIP PROGRAM POLICY

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INTERNSHIP PROGRAM MISSION STATEMENT

The Lehigh County Juvenile Probation Department will introduce 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 students to learn how the Juvenile Probation Department operates. The Lehigh County Juvenile Probation Department Internship Program is a highly interactive and professional experience incorporating various aspects of the job of a Juvenile Probation Officer. Candidates should be highly motivated, self-reliant, creative, and flexible.

Interns will apply to Lehigh County Juvenile Probation Department by submitting a letter of intent, county application and resume. This information can be sent to Patricia Evers, Intern Coordinator or Shannon Semmel, Deputy Chief Probation Officer.

Applications will be reviewed and prospective interns will be interviewed by the Intern Coordinator, a Probation Officer II and the Deputy Chief. One intern will be selected per semester. Once an intern is selected the Intern Coordinator will establish a training schedule which will include an overview of juvenile justice, training on evidence based practices, and information on balance and restorative justice. During this training period, the intern will be given opportunities to observe Probation Officers performing their job duties.

Interns will go through an initial orientation which will include the job description and pertinent office policies and procedures. Interns will then shadow Probation Officers by observing an intake; court hearings, visit placement facilities/detention center, and become familiar with paperwork obligations such as JCMS entries. Interns may also be involved in staff trainings and attend monthly staff meetings. In addition, interns will be involved in an office research project.

After eight sessions of shadowing the intern may be assigned a caseload to co-supervise. The Intern Coordinator and Probation Officers will provide cases for co-supervision. The Probation Officer who assigned the case will supervise the intern on that particular case and will review cases weekly. The Intern Coordinator will oversee the internship and any cancellations by Probation Officers can be rescheduled by the Intern Coordinator.

The Intern Coordinator will maintain a file on each intern with all pertinent information. The Deputy Chief will have interns complete a Probation Officer evaluation at the conclusion of their internship.

If an intern is not meeting the standards as outlined or acting in an unprofessional manner they may be terminated from the program.

CONTACT INFORMATION

Shannon Semmel, Deputy Chief Probation Officer
Email: shannonsemmel@lehighcounty.org or phone: 610-782-3339

QUALIFICATION

The following is required prior to your start:

- Submission of letter of intent
- County Application for employment
- Resume
- Signed Student Intern Safety Policy
- Completed General Liability Coverage Information on Student Interns
- Signed Confidentiality Agreement
- Report of criminal history from the Pennsylvania State Police
- Child Abuse History Clearance from the Department of Human Service
- Federal Bureau of Investigation (FBI) Criminal Background Check
- Graduate Interns are required to have proper liability insurance

For assistance with clearances please refer to:

<http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

All applications for internship opportunities must be received by:

July 1st of for the fall semester experience

October 20th for the spring semester internship experience

March 16th for the summer internship experience

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.
- An intern may conduct urinalysis in the presence of another Probation Officer.
- All decisions regarding a juvenile must have the approval of the Probation Officer or a Supervisor.
- The Intern Coordinator will discuss any conflicts with the Chief, Deputy Chief, or Supervisors.
- The intern will be required to complete paperwork functions, including JCMS entries, etc.
- The intern will be assigned to a special project during their term as outlined by the Intern Coordinator, Chief Probation Officer, Deputy Chief, or a supervisor.
- 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.
- An intern may not use a personal cellphone to contact clients or their family members.
- Interns must be accompanied by a Juvenile Probation Officer when meeting with a Juvenile unless the meeting takes place in the Juvenile Probation Office.
- Interns will not be allowed to participate in arrests or taking juvenile's into custody. If an arrest occurs during Operation Night Light or on curfew checks the interns shall remain in the car.
- Interns shall observe Defensive Tactics Training if a class is scheduled during their semester. Interns will not be certified in Defensive Tactics or in other probation issued equipment.
- Interns will be encouraged to participate in in-house programming. (i.e. Victim Awareness Classes, Thinking for a Change, Cognitive Therapy, Baum School for Art, Retail Theft classes, or the Young Offenders class.)

CONTENT OF INTERNSHIP

ORIENTATION

Interns will be introduced to the various objectives of the Juvenile Probation Department. This will include Motivational Interviewing, Balanced and Restorative Justice, Evidence Based Practices, Case Plans, Youth Level of Service, department run programs, and the Juvenile Detention Alternative Initiative.

This will be coordinated by the Intern Coordinator and include Juvenile Probation Officers who are in these various initiatives. This should be completed during the first month of the internship.

Interns will initially shadow Juvenile Probation Officer's in the field for the first 4-6 weeks. They will be assigned a different Probation Officer each day in the various units of the department. Shadowing will include observation of intake, community based, and aftercare units. Interns will visit facilities, observe in house programs i.e. Thinking for Change, Marijuana Awareness Program, and Baum School of Art.

After job shadowing is completed interns may be assigned a caseload of up to 8 juveniles which will be co-supervised with a Juvenile Probation Officer. This will be coordinated by the Internship Coordinator.

- Probation Officer II's will be encouraged to help provide cases to co-supervise.
- Probation Officer II's can determine those cases that are appropriate for co-supervision.
- Interns will be required to manage their caseload and manage their schedule around Juvenile Probation Officer's providing the supervision.
- Interns can meet with juveniles in the office.
- If meeting in schools, home, or community interns must be accompanied by a Juvenile Probation Officer.
- Parents will be notified by a Juvenile Probation Officer of the co-supervision and interns will contact parents and introduce themselves.
- Interns will review case plans and probation expectations.
- Interns can provide tutoring and mentoring.
- Interns will meet with juveniles weekly.
- Interns will meet with the supervising Juvenile Probation Officer before and after each meeting for case supervision and direction.
- Interns will also be involved in research project. The research project will be determined based on need.

GRADUATE INTERNSHIPS

Graduate internships will be reviewed on a case by case basis. A Masters in Social Work graduate interns must be supervised by a Masters in Social Work Juvenile Probation Officer or Masters in Social Work Supervisor. They will be required to meet the expectations of their Masters in Social Work program, co-supervise a caseload, and participate in a research project.

All graduate interns will abide by the same guidelines as outlined for all other interns.

COMMUNITY BASED PROBATION OFFICER

Mission Statement:

We are dedicated to working with juvenile offenders, their families, victims and the community by utilizing Evidence Based Practices and Balanced and Restorative Justice Principles; to build competencies, reduce risk to reoffend, restore victims, protect the community and assist in promoting long-term behavior change.

General Definition:

This employee provides direct casework for the juvenile and family. Work involves providing guidance, support, counseling, and supervision of juveniles. Based on the principles of Balanced and Restorative Justice, this employee is required to provide equal attention to victims, youth and the community. This employee will be responsible for holding youth accountable, maintaining appropriate supervision to assist in protecting the community and work with the client toward victim restoration. This employee is responsible for gathering information from family members, other social agencies, police, and schools. Supervision and intervention will be guided by the risk level and strengths identified in the risk and needs assessment used within the Lehigh County Juvenile Probation Department.

This employee will strive toward matching appropriate interventions to risk level and develop case plans with client and family engagement. This employee will develop activities and goals to address identified criminogenic needs. By doing so, the intended objectives are to assist in making the youth more competent, assist in reducing the risk to reoffend, and foster an atmosphere for long term behavior change.

This employee prepares and presents reports and recommendations for the juvenile court, refers clients to community based counseling agencies and when necessary, arranges for the placement of juveniles in residential treatment facilities. Difficult or complex cases may require supervisory assistance. This employee 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.

This employee will adhere to all standards imposed by the Juvenile Court Judges' Commission. This employee will adhere to all policies imposed by the County of Lehigh, the Juvenile Probation Department and the Judiciary.

Examples of Duties:

- Assessment and case planning – This employee is required to become skilled in the completion of a risk need assessment, motivational interviewing and effective case plan development. Shortly after receiving a juvenile's case the employee shall meet with the client and their 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 and the case plan will be adjusted accordingly;
- Community contacts - This employee shall visit a juvenile at their home, school, place of employment, etc.;
- Record keeping - This employee maintains a chronological account of their contacts with the client and other parties involved in the case;
- Caseload management - This employee is responsible to arrange and conduct their daily duties in an orderly and efficient manner;
- Written reports for court - As necessary, this employee provides written, detailed, investigative reports and recommendations for review by the Juvenile Court Judge or Master/Hearing Officer;

- Oral reports for juvenile court - This employee presents testimony in juvenile court hearings concerning information obtained from their observations and interactions;
- Recommendations - This employee should always take into consideration the risk the juvenile poses to the community, the degree to which the juvenile must be held accountable, and the means by which the juvenile can become more competent;
- Intakes of juvenile probationers - This employee is responsible for conducting intake interviews with juveniles under their supervision who have re-offended or have been arrested following their discharge;
- Detention of juvenile offenders - This employee may have to assist in apprehending and detaining a client;
- Facilitation of groups- This employee may be required to facilitate or co-facilitate various curriculum or cognitive based programs;
- Training - In compliance with JCJC standards this employee is required to attend and participate in a minimum of 40 hours of training per year. This employee must have the 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.

Required Knowledge, Skills and Abilities:

- Knowledge of the principles, methods, and practices of investigations, supervision, and reporting in probation work;
- Knowledge and understanding of theories of juvenile delinquency, adolescent development and family dynamics;
- Knowledge of Evidence Based Practices as it relates to juvenile delinquency;
- Knowledge of Balanced and Restorative Justice principles;
- Knowledge of the Juvenile Act, Rules of Juvenile Court Procedure as well as judicial practices and procedures, legal and regulatory requirements, and policies of the Court of Common Pleas;
- Knowledge of community, social, and economic factors, which may contribute to juvenile delinquency;
- Knowledge of casework principles and practices;
- Ability to establish and maintain effective working relationships with those involved in the juvenile justice process;
- Ability to make clear and pertinent statements, orally and in writing, and to prepare clear and concise reports;
- Knowledge of residential and community based resources available to assist in supervision;
- Ability to effectively manage caseload assignments and organize and carry out daily work schedule.

Minimum Education and Experience:

- A Bachelor's Degree, which includes eighteen credits in the behavioral and/or social sciences;
- Graduate study in the behavioral and/or social sciences may be substituted for the required experience on a year for year basis;
- Twelve graduate credits will equate to one half year of experience.

Additional Requirements:

- As part of the pre-hiring requirements, a urinalysis, Fit for Duty physical, and a psychological examination will be required. Employment will also be contingent upon a child abuse check and criminal record check;
- Employees of the Juvenile Probation Department are required to possess a valid motor vehicle license, as issued by the Commonwealth of Pennsylvania, and free from revocation or suspension.

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.
7. 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 (i.e. Musikfest and Mayfair).
 - c. Sporting events (i.e. Football games).
 - d. "Ride alongs" with the police with the approval of that respective police department.
 - e. Community Service projects
 - f. Facility Visits
8. 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. When available interns will observe Defensive Tactic trainings.
9. Interns will be assigned a caseload to be co-supervised with a Probation Officer. Interns may meet with juveniles in the Probation Officer interview rooms. Interns must be accompanied by a probation officer when visiting a juvenile at home, in school, or at a detention facility.

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 _____