DEPARTMENT OF CORRECTIONS
PROFESSIONAL INTERNSHIP PROGRAM
2021 - 2022 POSITION ANNOUNCEMENT

Community Corrections, Probation & Parole
Fall, Spring, and Summer and Semesters

PROFESSIONAL AREA: Community Corrections (Probation and Parole)

WORKING TITLE(s): Community Corrections Intern

WORK LOCATION: To be determined upon assignment

WORK HOURS: 40 hours per week for duration of internship (One Semester)
Part-time internships are considered on a case by case basis

COMPENSATION: Academic Credit. This is an unpaid position.

APPLICATION DEADLINE: Until filled, but recommend at least 6 weeks prior to start date

DESCRIPTION: Statewide placement is available for this position with Community Corrections. The incumbent in this position should be proficient in the use of Microsoft word and will work closely with probation officers and supervisors in the assigned probation office, observe probation officers conduct interviews and make referrals to community resources and services with supervised offenders, assist with employment verifications and investigations, observe criminal court proceedings, assist with data entry, and assist in other assigned activities within Community Corrections.

NOTE: The Florida Department of Corrections requires a criminal background check prior to employment.
EXAMPLES OF WORK:
Under direction from the supervisor:

- To assist professional Community Corrections staff by performing designated duties relating to offender supervision, to maintain records, and perform other duties to support offender services; and to perform related duties as assigned.
- To establish a positive working relationship with other Community Corrections staff, offenders, and collateral agencies.
- To understand case management functions, i.e., orientation information and documentation.
- To understand supervision planning.
- To participate in all required orientation and on-going training sessions as recommended.
- To become familiar with collateral treatment agencies and with collateral criminal justice agencies.
- To observe and understand the function and procedures of the Agency’s decision making bodies.
- To understand and perform the daily security functions in the operation of the facility and monitoring of offenders.
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

- A desire to work in the field of criminal justice.
- At least eighteen years of age.
- Currently enrolled as a student in a participating college or university or involved in a formal post degree program, with a minimum of two years’ course work in the field of Criminal Justice or a related field.
- Must be actively enrolled in an internship course during the internship.
- Ability to work as a team member with salaried staff.
- A criminal history check will be required.
- The ability to interact well with a variety of criminal justice and human service agencies.
- The ability to communicate well, both orally and in writing.
- Must have own transportation.

LEARNING OUTCOMES AND PROFESSIONAL BENEFITS:

- Provides practical experience for the student to utilize helping skills, observation techniques, interviewing and communication skills.
- Enhances the student’s knowledge of the criminal justice system as well as community resource agencies.
- Incorporates the student’s academic learning into work life application.
- Assists with the student’s career development by gaining knowledge of qualifications and duties of a position and explore interest in this field.
- Assists with skill development and personal development to include; decision making skills, critical thinking skills, increased confidence and self-esteem.
CONTACT INFORMATION:

For specific details and information regarding this internship position, please contact the appropriate Circuit Office (see pages 3-5 for listing):

APPLICATION PROCESS:

The following items comprise a completed Internship Application Packet:

1. Cover Letter, including:
   a. Internship title,
   b. Preferred location,
   c. Full-time or part-time internship (if part-time, indicate number of hours)
   d. Semester of internship, and
   e. Grade level at internship
2. Internship Program Application, Form DC3-2019
3. Volunteer Application, Form DC5-601A
4. Resume
5. Three letters of references with contact information (one of which is from the applicant’s academic program advisor or internship coordinator listed on the internship application form, confirming internship enrollment and requirements);
6. A valid copy of the applicant’s valid drivers’ license and current vehicle insurance card.

Email the completed Internship Application Packet to the email listed below for the area you wish to intern, attention: Circuit Administrator:

Circuit 1 – Pensacola Circuit (Escambia, Okaloosa, Walton, and Santa Rosa Counties)
(850) 595-8953
pensacola.cir@fdc.myflorida.com

Circuit 2 – Tallahassee Circuit (Leon, Wakulla, Jefferson, Gadsden, Franklin, and Liberty)
(850) 342-0272
tallahassee.cir@fdc.myflorida.com

Circuit 3 – Lake City Circuit (Columbia, Dixie, Hamilton, Lafayette, Madison, Suwannee, Taylor)
(386) 362-2878
lakecity.cir@fdc.myflorida.com

Circuit 4 - Jacksonville Circuit Office (Clay, Duval and Nassau)
(904) 924-6847
jacksonville.cir@fdc.myflorida.com

Circuit 5 - Tavares Circuit (Citrus, Hernando, Lake, Marion, and Sumter)
(352) 742-6246	
tavares.cir@fdc.myflorida.com
Circuit 6 - Clearwater Circuit Office (Pasco and Pinellas)
(727) 518-3571
clearwater.cir@fdc.myflorida.com

Circuit 7 - Daytona Beach Circuit (Flagler, Putnam, St. Johns, and Volusia)
(386) 281-6814
daytonabeach.cir@fdc.myflorida.com

Circuit 8 - Gainesville Circuit (Alachua, Baker, Bradford, Gilchrist, Levy, and Union)
(386) 853-6198
gainesville.cir@fdc.myflorida.com

Circuit 9 - Orlando Circuit (Orange and Osceola)
(407) 846-5023
orlando.cir@fdc.myflorida.com

Circuit 10 - Lakeland Circuit (Polk, Hardee, and Highlands)
(863) 413-3305
lakeland.cir@fdc.myflorida.com

Circuit 11 - Miami Circuit (Dade County)
(305) 377-7040
miami.cir@fdc.myflorida.com

Circuit 12 - Sarasota Circuit (Desoto, Manatee, and Sarasota)
(941) 554-5921
sarasota.cir@fdc.myflorida.com

Circuit 13 - Tampa Circuit (Hillsborough)
(813) 233-2383
tampa.cir@fdc.myflorida.com

Circuit 14 - Panama City Circuit (Bay, Calhoun, Gulf, Holmes, Jackson, and Washington)
(850) 872-7590
panamacity.cir@fdc.myflorida.com

Circuit 15 - West Palm Beach Circuit (Palm Beach)
(561) 837-5015
palmbeach.cir@fdc.myflorida.com

Circuit 16 - Key West Circuit (Monroe)
(305) 292-6742
keywest.cir@fdc.myflorida.com

Circuit 17 - Ft. Lauderdale Circuit (Broward)
(954) 677-5913
ftlauderdale.cir@fdc.myflorida.com
Circuit 18 - Melbourne Circuit (Brevard and Seminole)  
(321) 529-6054  
sanford.cir@fdc.myflorida.com

Circuit 19 - Ft. Pierce Circuit (Indian River, Martin, Okeechobee, and St. Lucie.)  
(772) 468-3933  
ftpierce.cir@fdc.myflorida.com

Circuit 20 - Ft. Myers Circuit (Charlotte, Collier, Glades, Hendry, and Lee)  
(289) 278-7240  
ftmyers.cir@fdc.myflorida.com

For additional information on the circuits and local officers, visit our website at:  
http://www.dc.state.fl.us  and select Probation Services.

Should you have any questions as you are preparing your application, please contact Lisa Kinard at (850) 717-3123 or by E-mail at Lisa.Kinard@FDC.MyFlorida.com

Once your complete application packet is received and approved for further review, we will forward information on the required criminal background check which can be completed at a local FDC facility or most local sheriff’s office. In most cases the service is free but local agencies may charge $10 - $15. Upon receipt of your background, we will contact you regarding the next steps in the process.

Thank you for your interest in the Department’s professional internship opportunity. Additional internship opportunities with the Florida Department of Corrections can be found at fdc.myflorida.com/cc/index.html. We look forward to hearing from you!