

**Title:** Internship Job Description  
**Division:** Juvenile Probation/Detention Services  
**Overview:** Juvenile Detention Services Intern

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Secure Detention houses juveniles who are in need of secure, temporary custody. Home Detention restricts minors to their home and school and is used for those youth who require less control to avoid further delinquency.

The Hulse Detention Center is a 24-hour security detention facility where juveniles, alleged and/or adjudicated delinquent adolescents, up through the age of 16 are held in secure custody pending action of the court.

Although the primary purpose is secure custody, the Detention Center also provides positive programming elements and rehabilitative opportunities.

**Nature of Work:**

An intern will become acquainted with and learn the overall operations of a detention facility including: the policy and procedures of the Detention Center, the daily programs and activities, the role of a Juvenile Detention Officer and the role of the Detention Center in the Criminal Justice System.

A great deal of flexibility and scheduling including evenings and weekends are offered as options.

Typical duties may include one or more of the following:

- To become acquainted with and implement the Detention Center safety and security systems including security supervision, operation of the audio monitoring system, visual monitoring, security checks and searches, control room operations, etc.
- To become acquainted with and implement different supervisory systems in the detention environment including participating in the academic programs, recreational programs, resident orientation programs, individual and group supervision, Home Detention Program, etc.
- To learn and implement the operation of a behavior modification program in a maximum security setting.
- To process residents into the Youth Home by providing an orientation and completing the required intake documentation.
- To investigate and document intake requests from outside agencies and assist in completing the required intake documentation.
- To assure that the residents' emotional, intellectual, and physical needs are met.
- To provide individual guidance and assist in making the detention experience as positive and growth producing as possible for the residents.
- Know and be responsible for policies and procedures as established by the Administration, Department of Corrections Standards and Juvenile Court Unit.
- Maintain effective working relationships with other units within the department as well as with members from outside agencies.

**Qualifications:**

- Commitment to maintaining confidentiality and professionalism.
- Mature, reliable, dependable individuals able to relate to a variety of persons.
- Ability to develop supportive relationships with residents while maintaining objectivity.
- An awareness of one's role as an authority figure and role model.
- Ability to communicate information in verbal and written form.
- Enrollment in an internship-related course of study.
- No significant history of criminal behavior or psychiatric disorder.

**Training:**

Agency and Division Orientation sessions are required. On-the-job training will be provided by trained staff. Additional training opportunities may be available through the Court Services Division.

**Supervisor:**

Assigned Staff Person.

**Supervision:**

Ongoing supervision will be provided by an assigned staff person with consultation available from an immediate supervisor and/or the Internship Coordinator.

**Commitment:**

Preferred is a full semester of 13 weeks scheduled at 40 hours per week or a minimum of 500 hours. This is an unpaid position with no benefits or travel reimbursement.

**Evaluation:**

Evaluations will take place on a regularly scheduled basis as Department and/or college/university requirements dictate. Consultation will be available from the immediate supervisor and/or the Internship Coordinator.