

Court of Common Pleas

*Greene County, Ohio
Adult Probation Department
Courthouse*

45 North Detroit Street • Xenia, Ohio 45385

*Judges: Common Pleas Court
Stephen A. Wolaver
Michael A. Buckwalter
Director:
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To Whom It May Concern:

Internships with the Greene County Adult Probation Department

The Greene County Adult Probation Department (GCAPD) seeks qualified individuals considering careers in community corrections as a sworn member or civilian employee that supports the vital mission of the agency. Internship opportunities are available on a semester basis (summer, fall, spring). The Greene County Adult Probation Department is pleased to offer challenging and rewarding professional development opportunities to qualified students. GCAPD's Internship Program allows students to prepare for the transition from school to the workplace by practicing and developing insight into the law enforcement profession that cannot regularly be found in the classroom.

The program provided by Greene County Adult Probation Department is an unpaid internship that introduces students to aspects of community based corrections with the goal of enhancing understanding of the criminal justice system. In addition, students are introduced to various career opportunities in the field of community based corrections. This includes, but is not limited to, a probation officer, counselor, or civilian employee.

Students who participate in the Department's internship program may receive academic credit for their unpaid fieldwork in accordance with the criteria required by the institution in which they are enrolled. Interns will be closely supervised by the Internship Coordinator, Director of Adult Probation, and designated mentor. Various members of GCAPD's staff will provide them the opportunity to participate in a variety of job functions, such as pre-sentence operations, offender supervision, and other areas applicable to the community based corrections field.

Eligibility

Students participating in the Greene County Adult Probation Department's internship program must be a registered student currently enrolled in classes at an accredited college or university. The internship is open to both undergraduate and graduate students in the field of Corrections, Criminal Justice, or other Social Service Programs. Undergraduate students must have a current standing of Junior or Senior by credit hours. Students must be entering their Junior or Senior year for a summer internship. Graduate students are encouraged to have completed at least one year of study prior to application into the program.

Application Process

Interested students should apply for a position by submitting the following information:

1. An employment application.
2. A resume.
3. **One** professional writing sample.

All materials must be received before an interview will be scheduled.

Selection Process

Interns may apply to the internship program through their college placement offices, by mail, by fax, or in person. Upon receipt of the application, the Greene County Adult Probation Department will review the application for placement within the various units in the department. After the completion of a preliminary background investigation, applicants will be contacted directly by the Internship Coordinator for an interview. The interview will consist of a verbal, formal interview segment, as well as a written statement.

Evaluation and Grading

Students will be evaluated in a manner consistent with the criteria developed by the college or university in which they are enrolled and receiving course credit. The final grade given to the student is solely at the discretion of the college or university. Students will be evaluated on project assignments and work ethic (punctuality, proper dress, customer service, etc.) **Students will not receive final evaluations until successful completion of required internship hours and the return of any and all materials issued to them during the course of the internship.**

Contact Information

Please submit completed applications to:
Greene County Adult Probation Department
ATTN: Brian Martin, Director
45 North Detroit St.
Xenia, OH 45385

For further information regarding an internship with the Greene County Adult Probation department, please contact our main office at **937-562-5302**.