

SERVE YOUR COMMUNITY



OFFICE OF COMMUNITY CORRECTIONS – BUREAU OF PROBATION AND PAROLE FIELD SERVICES

What We Do:

The Office of Community Corrections promotes public safety by providing effective supervision of offenders in the community, holding offenders accountable and connecting offenders to services to reduce victimization and the reoccurrence of crime. The Bureau of Probation/Parole Field Services provides field staff technical and procedural support including but not limited to assisting staff with interpretation of statutes, FDC rules, and procedures to resolve complex supervision issues and questions.

What We're Looking For:

Students currently enrolled in a college or university in the field of Criminal Justice or a related field. The candidate must be actively enrolled in an internship course during the internship. The ideal candidate can interact well with all levels of staff and communicate well, both orally and in writing. We are seeking students in their junior or senior year of their undergraduate degree, or any year of an advanced degree.

What You'll Do:

During your time at Probation & Parole Field Services, your assignments will be career experience focused with personal safety a primary concern. You will gain exposure to the below:

- Observe officers conducting investigations.
- Gather information and leads on absconders or victims that cannot be located.
- Assist Officers during office reporting by reviewing Supervision Monthly reports, filing reports, and entering case notes for routine office visits.
- Other duties as assigned that will enhance exposure and knowledge of a Probation Officer's role and responsibilities where Correctional Probation Officer certification is not required to accomplish the task.

- Location: Statewide
- Work Hours: 40 hours per week
- Academic Terms: Fall, Spring and Summer

You will gain:

- Increased knowledge of the criminal justice system.
- Policy and procedure review experience

Other opportunities include:

- Assisting with special projects.
- Attending training.

To apply, click [here](#).

Have questions?

Contact the Internship Coordinator at
(850) 717-3924 or
HRAdmin@fdc.myflorida.com.