



SOLANO COUNTY PROBATION DEPARTMENT **INTERNSHIP/VOLUNTEER PROGRAM**

College students in criminal justice, sociology, psychology, and/or social work majors are welcome to apply for an internship/volunteer position with the Solano County Probation Department.

ABOUT SOLANO COUNTY PROBATION DEPARTMENT

Our primary mission is to serve and protect the community. Our goal is to effect changes in behavior through the use of casework modalities and monitoring the probationer's compliance with the Court ordered terms and conditions of probation.

INTERN DUTIES

Working closely under the direction of a probation officer, the intern may: Observe court proceedings; Observe probation interviews; Become familiar with the clerical aspects and responsibilities of a probation officer through practical experience; Compile data for special projects and reports; Become familiar with Probation Department's CASE system; Become familiar with Evidence Based Practices (EBP), Assessments, and Case Plans; Become familiar with Community Based Treatment Programs & Probation Department In-house Programs/Groups; Accompany Probation Officer in actual field activities at schools, community based treatment, and other related activities; Observe/Attend probation multi-agency law enforcement meetings.

MINIMUM QUALIFICATIONS

- 1) Possession of a valid Class C California Driver's License.
- 2) Education and/or experience related to criminal justice, sociology, child development, family dynamics, human behavior, psychology, and motivation theories.
- 3) No Felony Convictions.
- 4) Not currently on probation or parole. No pending charges.
- 5) Must be willing to commit to one semester & minimum of 4 hours per week.
- 6) Must be able to pass a criminal background investigation and/or Live Scan.
- 7) A letter of recommendation from your college/university indicating permission to participate in an internship with the Solano County Probation Department.
- 8) Submit cover letter & resume.

If you are interested in an internship/volunteer position with the Solano County Probation Department, please contact:

Joel Quiban
Supervising Deputy Probation Officer
Internship/Volunteer Coordinator
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