



Bexar County Community Supervision and Corrections Department

Jarvis Anderson, Chief Probation Officer

207 N. Comal

San Antonio, TX 78207

(210) 335-7200 / Fax (210) 335-7319

Criteria for selection into the Bexar County Community Supervision and Corrections Department's Intern Program are as follows:

1. All Applicants must be at least 19 years of age.
2. All Applicants must be United States Citizens or have legal and valid work visas issued by the Federal Government.
3. All Applicants must possess a valid Texas Photo I.D. and a Social Security Card.
4. All Applicants must be eligible for the intern program per the requirements of your College.
5. All Applicants must submit to and pass a full screen urinalysis conducted by Bexar County C.S.C.D.
6. All Applicants must submit to and pass a criminal background check conducted by the Bexar County C.S.C.D. Any applicant with an active or pending criminal charge will be disqualified from further consideration as an intern with the Bexar County C.S.C.D. Any applicants with a closed/inactive criminal charge will be considered for admission into the internship program on a case-by-case basis. (Pursuant to Bexar County C.S.C.D hiring policies).
7. All Applicants must complete (in writing) an admission questionnaire. All answers and responses will be evaluated for appropriateness to the position being sought.
8. All Applicants, if selected, must agree to obey all rules, policies, procedures, and guidelines of Bexar County C.S.C.D.
9. All Applicants must be in good physical condition.
10. All Applicants must perform their internship time between the hours of 7am and 6pm Monday thru Friday.
11. Applicants must not have any relatives or friends living in the facilities at the time of internship.

The Bexar County Community Supervision and Corrections Department reserves the right to change and/or amend any or all of the above referenced criteria at any time and reserves the right to refuse consideration of any intern. Final acceptance and admission into the intern program rests solely on the discretion of the Department Director.

Sincerely,

NiGíl Mann
Intern Coordinator



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Intern Program **Purpose and Guidelines**

PURPOSE:

To provide the student with an opportunity to put into practice the knowledge, concepts, and skills he/she has learned in the classroom and to prepare him/her for entering a Corrections Agency as a Professional Worker.

LEARNING OBJECTIVES:

- To become familiar with the Bexar County Community Supervision and Corrections Department procedures and policies
- To learn the concept of having a Community Supervision and Corrections Department
- To become familiar with community resources and how to make referrals to them
- To become aware of agency and community limitations which create barriers in helping clients
- To learn telephone techniques
- To review and learn case management and case planning
- To observe one-on-one counseling techniques between the Supervision Officer and the probationer
- To learn, know, and understand what the probationer needs to abide by on the conditions of probation and to enforce these
- To be aware and abide by the "Confidentiality of Records" contract that is set and signed by all
- To develop oral, written and interpersonal skills
- To learn responsibility and sound judgment
- Overall to learn how professional organizations work

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Assist Supervision Officers in the day to day running of the office.
- Answer phones and/or take messages.
- Organize files/folders in chronological order.
- Schedule or re-schedule report dates.
- File reports, face sheets, receipts, etc.
- Use of copy machine in making or reproducing copies.
- Take files or papers to support staff for typing or placement in computer system.
- Use of fax machine.
- Requests warrant check and/or criminal record checks.
- Help in the matter of doing reassessments on probationers.
- Basically, to be an extra hand and to assist the Supervision Officers in most of the general aspects of the job.



Bexar County Community Supervision and Corrections Department

Intern Program

General Guidelines

In order to maintain consistent professional responsibility to the courts, agencies we work with, the community at large, and the probationers we seek to rehabilitate, the following general rules are to be followed by all interns:

1. Gifts or services will not be accepted from probationers.
2. Do not discuss case files and related information outside the probation office. A confidentiality pledge will be signed and placed in the intern file.
3. Always check with the respective supervision officer before discussing a case with an outside agency.
4. At no time will an intern act in the capacity of a supervision officer. If and when representing a supervision officer, an identification card will be presented.
5. Every effort will be made to cooperate with community agencies. Care will be taken to respect the confidentiality of information given or received from any of these agencies.
6. Money for supervision fees, fines, court costs, court appointed attorney fees, and restitution will not be accepted from the probationer to make payments on their behalf.
7. An identification card will be prepared and issued within a few days of service. Upon completion or termination of service, the card will be surrendered to the Department.

I have read the above information and with my signature below, I hereby agree to abide by the guidelines.

Signature

Date

NAME: _____

DATE: _____

INTERN INTERVIEW QUESTIONS

1. Tell me a little about yourself. (Family, Hobbies, etc.)

2. How many college hours do you have or do you have a Degree? In what field of study?

3. Why did you decide to major in the above-cited field of study?

4. Are you currently working? (Paid or Volunteer) Where? How long?

5. What would you consider to be the ideal job (paid or unpaid) for you? Explain.

6. What have you enjoyed most in your previous work or school assignments?

7. What kind of people do you work with best as co-workers?

A. What kind of people are you most interested working with and why?

B. Are there types of people you feel you would be unable to work with?

8. What are your greatest accomplishments?

9. What do you like to do in your leisure time?

10. How would you describe your work habits and what kind of worker would you say you are?

11. Thinking back, what are the most significant decisions you have made in your life and how do you feel about them?

12. What makes you really angry and how do you deal with this anger?

13. Describe your temperament. What do you like best about yourself? If you could, what would you improve?

14. What kind of supervision do you prefer while working on a particular task or assignment?

15. Why do you want to do your Internship with our Department, and what do you hope to gain through your experience with us?

A. What are your long-range objectives?

16. What is "probation"?

17. What do you believe the duties/responsibilities are of a Supervision Officer?

18. Do you want to be a Supervision Officer? Why?

19. If you were accepted into the program, what hours and days could you work? When could you begin?

Interviewer's Comments:

Accepted or Not Accepted into the Program: Yes No

REASON for Non-Acceptance:

Interviewer's Signature: _____



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STATEMENT OF UNDERSTANDING

I, _____ do hereby understand that in volunteering my time to come in and work I do not in any form or fashion believe or expect the Bexar County Community Supervision and Corrections Department to hire me for any type of position because of the time I am donating. I also know and understand that this statement is mentioned in the "Intern Acknowledge Program" form as well.

Signature of Intern

Date

Signature of Witness

Date



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INTERN CONFIDENTIALITY AGREEMENT

Because of the type and nature of work involved in the Bexar County Community Supervision & Corrections Department (CSCD), I recognize and accept the fact that all subject matter handled by this office is strictly confidential and not for general public consumption or dissemination and that unlawful disclosure of the same could result in civil or criminal liability on my behalf.

I assume the responsibility stipulated by the Bexar County Community Supervision & Corrections Department (CSCD) and agree to indemnify and save harmless the said department, its chief probation officer and employees from and against any and all claims, demands, actions, suits or any cause of action whatsoever, and against any loss, injury, cost, expense and damage resulting thereof, arising out of or involving any negligence on my part in the exercise of this service as an Intern with the Bexar County Community Supervision & Corrections Department (CSCD).

This agreement becomes effective: _____

Signature of Intern

Date

Signature of Witness

Date



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INTERN PROGRAM ACKNOWLEDGEMENT

I, _____, hereby consent to providing voluntary services to the Bexar County Community Supervision & Corrections Department (CSCD). I am expected to perform a minimum of 5 hours per week as per the following schedule:

MONDAY	_____ am/pm	to	_____ am/pm
TUESDAY	_____ am/pm	to	_____ am/pm
WEDNESDAY	_____ am/pm	to	_____ am/pm
THURSDAY	_____ am/pm	to	_____ am/pm
FRIDAY	_____ am/pm	to	_____ am/pm

I understand that I must report at the time assigned and will notify the department in advance whenever I am unable to report to my assigned work station. While at my assigned workstation, I am expected to conduct myself and dress in a professional manner. I agree to be cooperative, courteous, and reliable, obey all rules and follow given instructions. I understand that my participation does not guarantee future employment with the Bexar County CSCD.

I understand that as a participant in the Bexar County CSCD Internship Program, I am not entitled to any compensation or employment benefits. I also understand that there are inherent risks that I may encounter during the time of my participation in the Internship Program due to the nature of this profession.

I understand and hereby state that I fully agree to maintain confidentiality of all records and information, both written and verbal, which pertain to probationers/defendants within the Bexar County CSCD.

Failure to comply with the rules and procedures of this program will be cause for forfeiture of any future access to or participation in this program and/or possible future employment as a Bexar County CSCD employee.

Signature of Intern

Date

Signature of Witness

Date



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INTERN PROGRAM ACKNOWLEDGEMENT CONSENT FORM

I, _____, acknowledge that I am aware of the Bexar County CSCD Drug Free Workplace Policy. Further, I hereby consent to have the CSCD contract representative collect urine and breathe samples from me in connection with CSCD policy and to conduct the necessary laboratory tests to determine the presence or use of prohibited substances consistent with the department's policy. A positive screening result will terminate the Internship status with Bexar County CSCD.

Signature of Intern

Date

Signature of Witness

Date



Bexar County CSCD Dress Guidelines

PROFESSIONAL APPEARANCE:

As representatives of the department, employees are encouraged to set and meet high standards both in performing quality work and in presenting a professional image to the public. Employees are expected to exercise regular hygiene care and dress and groom themselves in a neat and tasteful manner appropriate for the particular job being performed. Expensive clothes are not necessary, but a neat, well-groomed appearance and a courteous attitude are necessary in creating and maintaining a professional, favorable image of the department's work force. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for time away from work.

1. General Guidelines

It is the intent of these policy guidelines to allow for flexibility in dress when appropriate. However, employees should dress in a professional manner when dealing with the public and with clients.

2. Appropriate Dress

- Men – Traditional business attire includes, but is not limited to, suits, jackets, dress shirts (including denim), ties, dress slacks, casual slacks, sport shirts with collars, polo shirts, and dress or appropriate casual shoes.
- Women – Traditional business attire includes, but is not limited to, suits, dresses, jackets, skirts (including dress denim), dress slacks, casual slacks, and dress or appropriate casual shoes.

3. Inappropriate Dress

Below is a list of attire that is inappropriate for the workplace.

- T-shirts without collars
- Shirts with slogans and jokes, etc.
- Sweat suits
- Halter tops/tube tops
- Knit or stretch leggings
- Frayed, torn, or faded items
- Facial jewelry (except earrings for women) No tongue piercings.
- Sunglasses
- Baseball-style Caps
- Shorts or skorts
- Form fitted or revealing items
- Recreational shoes (except for casual office days only)

When it is necessary for any employee to appear in court on behalf of the department, the employee shall comply with the following court dress standards:

- Men – Acceptable business attire for men includes suits or sports coats, dress shirts with ties, dress slack, dress shoes, and must include dress socks. No earrings.
- Women – Acceptable business attire for women include tailored dresses, suits, or skirts with dress shirts or blouses, only professional slacks with jackets or pantsuits, hosiery and dress shoes.

Friday is a dress down day, jeans are permitted with the exception of Friday Court Dockets or Hearings.

*******INTERNS MUST WEAR DEPARTMENT ID BADGES AT ALL TIMES!!!! *******



Bexar County Community Supervision and Corrections Department
Lloyd Lewis, Human Resources Manager
207 North Comal, 4th Floor
San Antonio, Texas 78207
335-0382/FAX 335-0411

AUTHORIZATION TO RELEASE
GOVERNMENT (STATE OR FEDERAL) INFORMATION
TO SUPERVISION OFFICE

I, _____, the undersigned, hereby waive my rights under the Privacy Act, 5 U.S.C. 552A (Supp. IV, 1974), the Texas Open Records Act, V.A.C.S., 6252-17a, and any other statutorily or judicially recognized right to confidentiality created under either state or federal laws, and hereby authorize the disclosure, either orally or in writing, to the Community Supervision and Corrections Department of Bexar County, Texas, or its authorized representative(s) or employee(s), of any and all information pertaining: to any criminal case history that I might have, including any final convictions, prior arrest records, and traffic offenses; to any military service records, including any disciplinary actions and reasons for discharge; to any educational records, including degrees obtained, transcripts of academic performance and any behavioral incidents; and to any prior employment history, including reasons for termination, that may be contained in the files or systems of records maintained by any State or Federal governmental agency, branch of the United States military, or any educational institution in this or any other state, including but not limited to:

The Federal Bureau of Investigation
The Texas Department of Public Safety
The Bexar County Sheriff's Department
The San Antonio Police Department; and

I hereby waive any rights under the Privacy Act, the Texas Open Records Act, or any other cognizable right of privacy or confidentiality, either under State or Federal law that I might have to prior notice of such disclosure or of any rights I may have to an accounting of such disclosure to the aforementioned Community Supervision and Corrections Department.

I understand that this consent will be used by the aforementioned Supervision Office to request disclosure of information pertaining to me from any or all State and/or Federal agencies or educational institution.

This information is to be obtained for the purpose of employment consideration as an **Intern.**

Authorizing Signature (Full Name)

Printed (Full Name)

Date

Witness for the Community
Supervision & Corrections Dept.
Bexar County, Texas

Date