

**Internship Vacancy**  
State of Montana  
**Department of Corrections**

***An Equal Opportunity Employer***

**Job Title:** Probation & Parole Student Intern **Position No:** N/A

**Division:** Community Corrections **Supplement:** (See Eligibility Req. #3)

**Location:** Statewide **Shift:** To Be Determined

**Application process:** For specific internship information, interested students should contact:

Michael Aldrich

1539 11<sup>th</sup> Ave.

P.O.Box 201301

Helena, MT 59620-1301

(406) 444-1538

[maldrich@mt.gov](mailto:maldrich@mt.gov)

**Special Information:**

The Internship Program within the Probation and Parole Bureau encourages increased personal contact for offenders, access to community resources, and increased public awareness. Interns can assist in meeting the needs of staff and offenders by providing additional direct services and serving as a valuable contact between correctional programs and the public. In addition, interns gain work experience in their specific field of interest and a foundation for a successful career.

**Typical duties:**

Depending on the internship requirements of your college program, an intern can expect to work closely with Department of Corrections staff to learn the appropriate skills needed in the Probation and Parole Bureau. Duties may include working with offenders, their families, and victims, working with law enforcement and various other outside

agencies, conducting investigations, writing reports, reviewing policy and procedure, reviewing and implementing safety and security procedures, computer applications, and many other duties related to the field of Probation and Parole.

**Eligibility:** Interns must meet eligibility requirements and pass screening criteria prior to being approved. Eligibility requirements shall include, but are not limited to the following:

1. Must be 18 years of age or older or be approved by the Bureau Chief or designee.
2. Must be enrolled in an accredited college and in good standing.
3. Must complete and return:
  - Student Internship/Volunteer Application Form
  - Student Internship/Volunteer Agreement
  - Student Intern/Volunteer Reference Check
4. A criminal background check must be completed on all interns to confirm that the individual is not currently under supervision, wanted for a criminal offense, and does not have a criminal history that would warrant disqualification from participation in a Department internship program.
5. An intern cannot be a member of an offenders' immediate family unless authorized by the Bureau Chief or designee.
6. An intern cannot be on the visiting list of an offender at any facility where he/she might be volunteering.
7. Interns may not correspond with offenders unless pre-approved by the Bureau Chief or designee.

8. Ex-offenders may be accepted as interns on a case-by-case basis, subject to the approval of the Bureau Chief or designee, and in accordance with DOC Policy 1.3.4, Employee Selection Guidelines.

9. The relatives of offenders wishing to serve as interns/volunteers must receive approval from the Bureau Chief or designee.

**Acceptance:** After a potential intern has contacted the above-listed staff about the internship and has submitted the Student Internship/Volunteer Application Form, the Student Internship/Volunteer Agreement, and the Student Intern/Volunteer Reference Check, the intern may be accepted with the following conditions:

1. The intern may be required to participate in an interview with the Internship Coordinator in the office of interest.
2. The intern may be required to submit a sample of his/her writing capabilities.
3. The intern will be required to complete a specified number of internship hours depending on the college requirement and agreed upon between the intern and the Internship Coordinator prior to the beginning of the internship.
4. The intern may be required to take a test at the completion of their internship to determine whether or not he/she learned the appropriate material.

**Reasonable Accommodations:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process,

to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed.

**Equal Employment Opportunity Employer:** The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis, and will provide, upon request, reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.