



Internship Program and Available Internships



New Jersey State Parole Board Internship Program

The New Jersey State Parole Board (SPB) Internship Program (IP) seeks to provide meaningful work-learning experiences to qualified individuals currently attending area colleges and universities as well as graduates entering the job market that will benefit both the individuals and the SPB. The IP provides individuals with the opportunity to put theory into practice while gaining an understanding of the SPB and exploring potential career options. The IP benefits the SPB by providing talented, enthusiastic individuals who bring new knowledge and skills to the workforce.

How IP benefits interns:

- It offers skills building through practical "on-the-job" experience
- It allows interns to apply academic theory into workplace practice
- It is an outcome-based experience that prepares interns for jobs in the Criminal Justice field
- It is an opportunity to network and build professional relationships
- It offers supervision from experienced agency staff

How IP benefits the SPB:

- It provides extra workforce for completion of project work & increases agency's productivity
- It provides staff the opportunity to train potential employees
- It brings new technology & ideas from the classroom to the agency
- It adds diversity in the agency's workforce
- It is cost-effective
- It provides the agency an opportunity to assist interns in developing a "tool box" of skills that will benefit them if they work in the criminal justice system in the future.

Fields of Study

The SPB Internship Program provides a number of work-learning experiences related to the following major fields of study:

Criminal Justice and Law Enforcement These placements are reserved for individuals who are seeking careers in a) law enforcement, such as juvenile or adult corrections officer or juvenile or adult parole officer; b) non-law enforcement careers with criminal populations, such as parole and corrections counselor, hearing officer in both secure and non-secure facilities; or c) similar careers in Juvenile Justice, including parole counselors or program counselor in Juvenile Justice Commission's community based programs or any other federal, state or local/county program serving juvenile offender populations.

Social Work Individuals majoring in Social Work are placed in sites that offer exposure to Correctional Case Management, Correctional Social work, Health Education, Psychology, Health Services, Research, Addictions Counseling, Corrections Counseling, and Clinical Social Work careers.

Psychology/Sociology Individuals who are majoring in Psychology (General), Forensic Psychology, Clinical Psychology, Organizational Psychology, Industrial Psychology, School Psychology, Social Psychology, as well as Developmental Psychology and Health Psychology or Sociology are offered exposure to the role of parole counselors in the secure institutions or the Community Programs Division, working with offenders who are challenged daily with mental and emotional disorders.

Law Individuals who are focusing on Public Interest Law, Government Counsel, Administrative Law, Civil Litigation, Constitutional Law, Corporate Law, Criminal Law, Business Law, Civil Service, Finance, Journalism, and Policy Analysis may be assigned to the Legal Support Unit at Central Office Headquarters to assist the Board with legal issues and prepare documentation related to appeals and other hearings.

Community Corrections Individuals majoring in Criminal Justice may be assigned to one of the District Offices or a community-based reentry program throughout the state that supports parolees as they prepare to return home from prison. These programs are usually part of the conditions for community release imposed on convicted adults or adjudicated juveniles by a court or by the State Parole Board. Community corrections programs are usually operated and monitored by probation or parole agencies and can

include general community supervision as well as day reporting centers, half-way back programs, half-way houses, and other community-based residential, and work release programs. All community corrections programs have the multiple goals of providing offender accountability, delivering rehabilitation services and surveillance, and achieving fiscal efficiency.

Communications Individuals majoring in journalism, reporting, Public Relations, public speaking, media communications, and interpersonal communications are candidates for placement with the Public Relations Office and assist with creating the agency newsletter, updating agency web applications.

Information Technology Individuals majoring in Computer/Information Technology, Computer/Information Sciences, Computer Programming and other related fields are offered a position in the Information Technology Unit to gain experience working with computer programming, application development and maintenance, and an increased understanding of computer operations, software installation procedures, and basic knowledge of computer networking.

SPB Internship Program (IP) Opportunities

Below is a description of each of the SPB Divisions or Units that host interns. Please review each Division or Unit as the tasks, responsibilities, and experiences are unique to each work site. Applicants are asked to identify, in their application, the area of interest or site location they would most like to be assigned. Although the IP Review Committee will make every effort to place applicants in the area or location requested, there is no guarantee that applicants will be assigned to the requested site. When the requested site does not have an opening for an intern, the IP Review Committee will consider the applicant's major field of study, place of residence and the availability of internship positions that are similar to the applicant's request. Assigned supervisors at each worksite location will work closely with the interns to ensure they meet all academic requirements and hours specified by the IP and college or university (when applicable), fulfill work assignments and task within the scheduled work hours, and acquire an understanding of the agency.

Please note: Due to the nature of the work performed by staff in these Divisions and Units, interns may be exposed to or handle documentation or information regarding the offender that is classified as Confidential. SPB policy requires the Office of Professional Standards (OPS) to conduct a criminal history background verification for all individuals participating in an internship with the SPB, including all contracted programs. All applicants will be expected to pass a criminal history background verification. Having a conviction does not automatically preclude you from an internship with the SPB. However, failure to disclose any criminal history will automatically result in your application being denied.

Name of Unit: Division of Release

Location of Internship: Prisons and Correctional facilities throughout the state; see Application Checklist for specific names and locations.

Major Areas of Study or Disciplines associated with work performed:

Criminal Justice, Criminology, Social Work, Sociology, & Psychology

BRIEF JOB DESCRIPTION:

Interns may report during the hours of 9:00 AM and 5:00 PM, Monday through Friday.

Specific times and days vary to accommodate individual internships.

Intern's duties may include, but are not limited to: Preparing files for transfer, review data such as Parole Plans into the SPB information system, conducting file reviews to identify if "In-Depth" psychological evaluations are required to be conducted, and/or verifying that Initial Hearing documentation, inmate correspondence, orientation, and interviews are included. Interns may respond to a request for documentation from the Information Certification Unit (ICU), or observe a member of the SPB panel. Tasks may also include: copying classification material for the District Offices and delivering, to offenders, results from hearings conducted via Video Teleconference (VTC) or certified files for initial hearings. Interns may assist SPB professional staff in outlining programs, obtaining social security card, driver's license, etc. and may also observe interviews with offenders. Interns may also be asked to assist in returning files to appropriate storage areas.

Name of Unit: Division of Parole

Location of Internship: District Offices throughout the state; see Application Checklist for specific locations.

Major Areas of Study or Disciplines associated with work performed:
Criminology, Criminal Justice, Social Work, Counseling, Psychology, Sociology, & Community Corrections

BRIEF JOB DISCRIPTION:

Interns may report during the hours of 9:00 AM and 5:00 PM, Monday through Friday. Specific times and days vary to accommodate individual internships.

Work assignments will vary based on intern's interests and District Offices' needs. Possible assignments include: Observe Parole Officers (PO) as they determine specific and effective supervision strategies. Interns will become familiar with effective supervision strategies as they observe PO's routine monitoring activities. Interns may observe routine interviews during parolee reporting and accountability sessions. Interns will observe the revocation process and administrative hearings. Interns will become familiar with community resources, partner agencies that address substance abuse and dependency, mental health issues, and vocational and employment needs, and focus on identifying needs of parolees during community reintegration to assist them with referrals to appropriate community based programs and services. Interns will learn to recognize criminogenic factors and how they contribute to the offender's behaviors.

Name of Unit: Community Programs Division (CPD)

Location of Internship: CPD sites throughout the state

Major Areas of Study or Disciplines associated with work performed:

Criminal Justice, Criminology, Sociology, Social Work, Psychology, Communications, and Law

BRIEF JOB DISCRIPTION:

Interns may report during the hours of 9:00 AM and 5:00 PM, Monday through Friday.

Specific times and days vary to accommodate individual internships.

Interns assigned to CPD will become familiar with the Division's relationship with contracted community-based program providers. Interns may observe exit interviews with offenders who are participating in a community-based residential or day program (Community Resource Centers) as they prepare to reenter the communities throughout New Jersey. All exit interviews are administered, collected and reviewed within CPD. Once interns are comfortable in their role within CPD, they may have the opportunity to observe and interact with the parole population assigned to the programs. Interns will be accompanied by a CPD staff when attending routine or special program activities and functions.

Name of Unit: Legal Support Unit (LSU)

Location of Internship: Central Office Headquarters - Trenton, NJ

Major Areas of Study or Disciplines associated with work performed:

Undergraduate, master's level and graduate level students studying Criminology, Criminal Justice, Sociology, Pre-Law and/or current Law School Students

BRIEF JOB DISCRIPTION:

Interns may report during the hours of 9:00 AM and 5:00 PM, Monday through Friday.

Specific times and days vary to accommodate individual internships.

Intern work assignments will vary according to intern's needs and aptitude. Interns will have an opportunity to be immersed in all aspect of the parole process, including exposure to police and psychological reports, reviewing inmate and attorney correspondence, and listening to audio tapes and/or observing panel hearings. Interns will gain an understanding of the parole process from incarceration through release. Daily work duties may include: review SPB case files; assist in the investigation and completion of applications for clemency matters; assist in the preparation of cases for review by the Full Board Panel; assist in the evaluation of administrative appeal issues and preparation of an appropriate response; and assist in the composition of letters to Judges, Prosecutors and Defense Attorneys. Interns are expected to have adequate word processing and reading comprehension skills. Material utilized will be comprehensive and interns will be required to make analytical decisions and recommendations based on their review of the applicable law and facts of each case. Current law school students will have an opportunity to review case law in a more thorough and fact-specific manner. In addition, law students will be provided with a forum offering practice and enhancement of their legal writing skills.

Please note: Interns may have contact with Attorneys, Prosecutors, and the Department of Corrections staff, and be exposed to information that is considered to be confidential in nature.

Name of Unit: Juvenile Unit

Location of Internship: Central Office Headquarters – Trenton, NJ

Major Areas of Study or Disciplines associated with work performed:

Social Work, Criminal Justice, Criminology, Sociology, and Psychology

BRIEF JOB DISCRIPTION:

Interns may report during the hours of 9:00 AM and 5:00 PM, Monday through Friday.

Specific times and days vary to accommodate individual internships.

Interns assigned to the Juvenile Unit may be assigned the following tasks: assist with contract monitoring, collecting and storing statistics, and assist with matters related to the utilization of information acquired in the SAVRY (Structured Assessment of Violence Risk in Youth) - the juvenile risk assessment tool administered by the clinical staff from University of Medicine and Dentistry of New Jersey (UMDNJ). Interns may help prepare hearing documents for the Board Panel Members and juvenile professional staff needed for the conducting of hearings for the adjudicated youth. Interns may be utilized when the Unit is conducting or assisting in research projects focused on the juvenile populations.

Name of Unit: Public Relations Office

Location of Internship: Central Office Headquarters – Trenton, NJ

Major Areas of Study or Disciplines associated with work performed:

Journalism and Communications (will consider other major fields of study)

BRIEF JOB DESCRIPTION:

Interns may report during the hours of 9:00 AM and 5:00 PM, Monday through Friday.

Specific times and days vary to accommodate individual internships.

Internships within the Public Relations Office of the SPB will provide interns the opportunity to engage in tasks and assignments that promote an accurate and positive image of the SPB to the public, the policymakers and to community stakeholders. Interns may assist in the accurate communication of the parole process to the news media and the public. Through creative publications, such as the SPB Newsletter, interns may produce articles that highlight current events, are significant to the agency, its employees, or the criminal justice population it serves. Interns can play a significant role in helping to improve morale by investigating initiatives and projects and recognizing accomplishments and the staff who have contributed to the success. The SPB is seeking innovative and creative individuals interested in contemporary career possibilities. This placement will introduce the interns to criminal justice-related communications assignments significant to the SPB, and expose them to career and learning possibilities often overlooked in the fields of criminal justice.

Name of Unit: Information Technology (IT) Unit

Location of Internship: Central Office Headquarters – Trenton, NJ

Major Areas of Study or Disciplines associated with work performed:
Computer/Information Technology, Computer/Information Sciences, Computer Programming and other related fields

BRIEF JOB DESCRIPTION:

Interns may report during the hours of 9:00 AM and 5:00 PM, Monday through Friday.

Specific times and days vary to accommodate individual internships.

Internships within the Information Technology (IT) Unit will vary based on current agency and unit needs and projects, as well as the knowledge and abilities of the intern. Interns may assist staff in creating web applications and programming, demonstrating application components to staff, and configuring, installing and troubleshooting networking hardware and PC devices.

Name of Unit: Research Office

Location of Internship: Central Office Headquarters – Trenton, NJ

Major Areas of Study or Disciplines associated with work performed:

Criminal Justice, Criminology, Political Science, Psychology, Law, Public Policy, Research Methods

BRIEF JOB DESCRIPTION:

Interns may report during the hours of 9:00 AM and 5:00 PM, Monday through Friday. Specific times and days vary to accommodate individual internships.

The Research Unit provides assistance to the Board and the agency with research needs such as statistics, trends and practices that support program development and evaluation. The unit is also involved in research and grant writing activities including program coordination and management of grant program. Internships with the Research Unit will provide a look at the role of research, data tracking, outcomes and evaluations studies, and grant funding within the SPB. Interns assigned to the Research Unit may review research and literature on best practices in supervision, assist in data collection and analysis of target populations or programs, and identify potential grant funding opportunities. Interns may assist in the response to research institutions for requests for data or internal requests for information or analysis of data using the Parole Board Information System (PBIS) and/or related research databases. When necessary, interns will develop and update reports on various projects. Interns will gain an understanding of the parole process, including the process of release and community supervision strategies.

Name of Unit: Revocation Unit

Location of Internship: Central Office Headquarters – Trenton, NJ

Major Areas of Study or Disciplines associated with work performed:

Criminal Justice, Criminology, Political Science, Psychology, Law

BRIEF JOB DESCRIPTION:

Interns may report during the hours of 9:00 AM and 5:00 PM, Monday through Friday.

Specific times and days vary to accommodate individual internships.

Interns assigned to the Revocation Unit will be exposed to procedures used when a parolee does not comply with the conditions of his or her supervision. The Revocation Unit is responsible for conducting Probable Cause and Final Parole Revocation hearings to determine if an offender has violated the terms and conditions of his or her parole, and make recommendations to the Board Members for final decisions. Interns assigned to this unit may observe Revocation hearings and assist Hearing Officers to prepare case files, and observe Rescission hearings with inmates.

Name of Unit: Division of Release (Central Office)

Location of Internship: Central Office Headquarters – Trenton, NJ

Major Areas of Study or Disciplines associated with work performed:

Criminal Justice, Criminology, Social Work, Sociology, & Psychology

BRIEF JOB DESCRIPTION:

Interns may report during the hours of 9:00 AM and 5:00 PM, Monday through Friday.

Specific times and days vary to accommodate individual internships.

Interns assigned to the Division of Release Unit will assist Regional Supervisors and Division of Release staff at the Central Office. Duties may include, but are not limited to: preparing case files for transfer, monitoring of the parole hearing process statewide, assist in the preparation for the VTC hearings, and involvement in various administrative functions in Release Unit Central Office.