MINIMUM INTERN REQUIREMENTS

1. Be enrolled in an accredited college/university and authorized by that institution to participate in this internship. The college/university must be willing to work with the intern and the Probation Department. The intern's school advisor or an instructor must sign the "Intern Educational Verification/Notification" form. *

2. Must be on the junior level (minimum of 60 semester or 90 quarter units) or higher and in good academic standing.

3. Must have a valid California driver's license, have a good driving record and must obtain a County driver's permit. The County Insurance Division will evaluate driving records on an individual basis. As a guideline, interns may not have more than three moving violations in the last three years or any serious driving violations in the past seven years. Unless other arrangements are approved, interns must use County vehicles. Interns may not transport clients without the direct authorization from the assigned Probation Officer.

4. Must agree to a background investigation. Fingerprinting will be required for a criminal record check. Interns may not presently be on probation, parole or have a child that is under the jurisdiction of the Probation Department or the Juvenile Court.

5. Must disclose any outside employment that may potentially conflict with the internship/Department.

6. Any misrepresentations, omissions, or falsifications on the applications for internship or driving permit will result in the immediate termination of the internship.

7. Must be willing to accept the assignments which are mutually agreed upon, attend all required training, follow all the Probation Department's procedures, and agree to always maintain confidentiality.

8. Must agree to work closely with the assigned Probation Officer and the unit supervisor. The interns' supervision, training, access to records and casework accountability are the ultimate responsibility of the assigned Probation Officer and unit supervisor.

*Exceptions can be made at the discretion of the intern coordinator for summer internships or special circumstances.

SANTA CLARA COUNTY PROBATION DEPARTMENT

NOTICE OF BACKGROUND INVESTIGATION AND CONDITIONS OF INTERNSHIP

I certify that all the statements made on my application for internship dated_____, are true, complete and correct and that any misrepresentations, omissions, or falsifications will be grounds for rejection, or, if already working as an intern, my intern status will be terminated. I understand the following conditions of the internship:

A. My intern status is contingent upon successful completion of a background investigation which includes, but is not limited to, a criminal history clearance, driving record clearance, personal reference check, and verification of school enrollment.

B. I will be fingerprinted as part of a criminal history clearance. Any criminal record omitted and/or not accurately reported on my application form, even if unintentional, will be cause for the immediate dismissal from the internship.

C. I will not be compensated for any work done as an intern and that I do not acquire any of the rights, privileges, power, or advantages of a county employee, and my status as an intern can be terminated at any time for any reason.

D. I am aware that working at the Probation Department, as a criminal justice agency, may place me in potentially volatile situations. Further I am aware that I do not have peace officer status while working as an intern.

E. I must report any physical and/or medical restrictions that would limit my agreed-upon internship duties with the Probation Department.

F. My progress and intern status will be reviewed with my college/university, including any information that is the basis for not being selected or terminated as an intern. Further, I understand that my school may give the Probation Department pertinent information on my school records.

G. I must immediately notify the Probation Department should there be any change in the following areas: criminal record, school status, address, telephone, driver's license/insurance status, employment in an occupation that may conflict with the Probation Department's interest, and/or any other situation that may affect my internship.

_____ _____

SIGNATURE OF APPLICANT DATE SIGNED

_____

PRINT APPLICANT'S NAME