County of Santa Clara Office of the Sheriff – Custody Bureau  
Programs Unit

Mission Statement
The Program Unit’s mission is to enhance the successful re-integration of program participants into the community by providing evidence based classes, counseling, course study, personal skills, vocational training and after custody care components in a nurturing and encouraging environment.

Programs Unit Core Values
1) To provide programs to all suitable and willing participants  
2) We strive to maintain the highest level of program fidelity  
3) We demand the highest standards of honesty and integrity  
4) We value program providers and community partners  
5) We treat participants and each other with dignity and respect.  
6) We recognize diversity as strength.  
7) We value personal and professional growth through education and training  
8) We recognize the importance of investing in the participants and community.  
9) We recognize the importance of rehabilitating participants as a responsibility

Programs Unit Objectives
1) Establish a foundation for long-term recovery.  
2) Reduce/Eliminate anti-social behaviors by modeling & incentivizing pro-social behaviors.  
3) Examine beliefs & values to inspire critical thinking & provide pro-social alternatives.  
4) Empower participants to form pro-social attachments by teaching social skills & building self-esteem.  
5) Encourage problem solving & self-management skills to refine anti-social traits.  
6) Encourage pro-social associations & pro-social activities.  
7) Encourage effective communication to build & maintain healthy relationships with immediate support network & to improve marital & family functioning  
8) Enhance participants’ employability & continued growth by reinforcing the importance of education & skills training.

Intern Duties and Responsibilities:
Duties may include – Interviewing inmates for release/discharge planning & enrollment in Medi-Cal Health Insurance; Observing classes; Completing classroom observation forms; Coordinating group projects with inmates; Writing progress reports documenting inmates’ in-class progress; Updating & maintaining resource manuals; data entry; filing; And other duties & tasks as needed.

Requirements:
1) Must be willing to go through a security clearance process including fingerprinting.  
2) Must be willing to follow all the rules of the department.  
3) Must be professional in all respects, including maintaining the confidentiality of inmates.  
4) Must be willing to adhere to a dress code appropriate for correctional setting.

Time Commitment:
Hours may be scheduled Monday through Friday between 8 a.m. and 5 p.m. Applicants willing to extend the duration of their internship typically gain a more in-depth experience. Summer internships are available.

Benefits Available to Intern:
Although this is an unpaid position, interns are offered an opportunity to explore career options, build resumes, network with professionals in their fields of interest and gain hands-on experience in a law enforcement setting. The internship offers students an opportunity to experience real-life situations that complement their academic studies and career goals. This is a unique opportunity to get an insider’s perspective on the workings of the criminal justice system.

Applying for the internship:
Please submit a resume & cover letter by e-mail to Juan Pinales, Intern Coordinator-Elmwood Programs Unit, juan.pinales@shf.sccgov.org; 408-586-5680 or mail to 945 Thompson Street, Milpitas, CA 95035