



Office of the Sheriff – Custody Bureau Programs Unit



Mission Statement

The Program Units' mission is to enhance the successful reintegration 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.

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

Goals

- 1) Establish a foundation for long-term recovery.
- 2) Enhance participant's employability
- 3) Expand participant's concept of available opportunities to live an independent, self sufficient life style.
- 4) Encourage participant to build healthy relationships in the community
- 5) Exemplar pro-social behaviors
- 6) Enable successful re-entry into society as evidence to adherence of individual transition plans and contracts
- 7) Empower participant's probationary and community success
- 8) Ease Recidivism

Intern Duties and Responsibilities:

Duties may include – Interviewing inmates; Observing classes; Completing classroom observation forms; coordinating small projects with small groups of inmates; Writing short progress reports documenting inmate behavior and progress in classes; updating and tracking class schedules; updating and maintaining resource manuals; data entry; filing; attend teacher conference meetings and maintain minutes of the meetings.

Requirements:

- 1) Must be willing to go through a clearance process including fingerprinting.
- 2) Must be willing to follow all the rules of the department.
- 3) Must be willing to maintain the confidentiality of the inmates.
- 4) Must be willing to adhere to a professional dress code.

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 and cover letter to Elmwood Programs Unit, 945 Thompson Rd, Milpitas, CA 95035

1/19/2012