

The New Jersey State Parole Board does offer internships for students interested in working in the criminal justice field, especially parole officers, and we encourage them to apply. More information about the NJSPB Student Internship Program, as well as the application packet can be found on our website: <http://www.state.nj.us/parole/recruitment.html>

New Jersey State Parole Board, Student Internship Program
171 Jersey Street, Building 2
Trenton, NJ 08625-0862
studentinternships@spb.state.nj.us
(609)777-0171

Scroll down for a program brochure, program information, and the application materials. Visit the above website for more in-depth information.

Eligibility Requirements

Students seeking an internship with the NJSPB must be currently enrolled at a NJ college, university, or an addiction certification program seeking specific skills and experience in one of the following preferred/required major(s) field of study:

1. Criminal Justice
2. Social work (including MSW, LCSW)
3. Psychology (mental health)
4. Legal-Paralegal
5. Communications
6. Public Relations
7. Journalism
8. Addiction Counselor (CADC, LCADC candidates)
9. Computer Science

For additional information regarding the New Jersey State Parole Board's Student Internship program contact:

Internship Program Coordinator
studentinternships@spb.state.nj.us

Or visit "Recruitment" on our Website:
www.state.nj.us/parole/recruitment.html



New Jersey State Parole Board

Chris Christie, Governor
Kim Guadagno, Lt. Governor
James T. Plousis, Chairman
Samuel J. Plumeri, Jr.,
Vice Chairman
171 Jersey Street
Trenton, New Jersey 08611
www.state.nj.us/parole/

***The State of New Jersey is an
Equal Opportunity Employer***



Looking to Earn Valuable Job Experience?



SPB Student Internship Program

<http://www.state.nj.us/parole/recruitment.html>



NJSPB Benefits From Internships

- * The agency is provided talented students who bring new knowledge and skills to the workforce;
- * Internships are designed by NJSPB to meet agency needs;



Student and School Benefit from Internships:

The NJSPB seeks to develop and maintain relationships with colleges and universities throughout New Jersey to help promote internships and determine what schools are looking for in a work-learning experience.

- * NJSPB Internship Program makes academic studies more relevant by offering students the opportunity to put theory into practice;
- * NJSPB Internship Programs allows students to experience tentative career choices;
- * NJSPB Internship help students earn academic credits;
- * NJSPB Internship help students begin to establish a professional network; and
- * NJSPB Internship provide opportunities for students to receive professional mentoring from seasoned professionals.

- * Internships can be part-time or full-time and last as long as one year;
- * Internships continue to promote our positive image to the public, policy makers and our internal and external stakeholders

Prior to beginning an internship students must:

1. Complete the application packet including background check information;
2. Read and understand the rules of responsibilities governing participation as an intern;
3. Review the agency's policies and practices;
4. Attend the mandatory orientation training;
5. Return forms requiring signatures;
6. Complete a criminal background check including finger printing;
7. Receive a temporary I.D. That must be worn at all times.





SIP Programs and Available Internships



NJSPB Student Internship Program (SIP)

The NJSPB Student Internship Program's (NJSPB-SIP) offers work-learning experiences in most areas of the Criminal Justice System. The program is specifically designed for students who are preparing to enter the job market within the next 12 to 24 months or have not yet decided to pursue a career associated with the offender populations.

How NJSPB SIP benefits students:

- It offers skills building through practical "on-the-job" experience
- It allows students to apply academic theory into workplace practice
- It is an outcome-based experience that prepares students for jobs in the Criminal Justice System
- It is an opportunity for networking and building professional relationships
- It offers supervision with experienced staff

How SIP (Interns) benefits the NJSPB:

- It provides extra workforce for completion of project work & increasing 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 the opportunity to assist students in developing a "tool box" of skills that will benefit them if they work in the criminal justice system in the future.



SIP Programs and Available Internships



Fields of Study

The NJSPB 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 students 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 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 Students majoring in Social Work are placed in sites that offer exposure to Correctional Case Management; Correctional Social worker, Health Education, Psychology, Health Services, Research, Addictions Counseling, Corrections Counseling, and Clinical Social Work careers.

Sociology Student majoring in sociology are offered placements that expose them to the role of social workers in Health Care, Federal and State Government, Urban Social Work, Military and Veterans Services, Education/Teaching, Managing State Agencies, Consulting, Evaluation and Research, Law, Welfare Services and Gerontology.

Psychology Students 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 find that interns working in with parole counselors in the secure institutions or the Community Programs Division are exposed to offenders who are challenged daily with mental and emotional disorders.

Law Student who are focusing on Public Interest Law, Government Counsel,



SIP Programs and Available Internships



Administrative Law, Civil Litigation, Constitutional Law, Corporate Law, Criminal Law, Business Law, Civil Service, Finance, Journalism, Policy Analysis, and Social Work are Assigned to the Legal Services Unit at Central Office Headquarters to assist the Board with legal issues and prepare documentation related to appeals and other hearings.

Community Corrections Students 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 by 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, etc. All community corrections programs have the multiple goals of providing offender accountability, delivering rehabilitation services and surveillance, and achieving fiscal efficiency.

Communications Students majoring in journalism, reporting, Public Relations, public speaking, media communications, and interpersonal communications are candidates for placement with the Public Relations Officer and assist with creating the agency newsletter, updating agency web applications and maintaining the NJSPB Student Internship *Facebook* web-page.

* Students seeking an internship at a NJSPB contracted community-based residential or day program should contact the program directly to inquire about internship opportunities. Students may access a list and location of all contracted programs from the NJSPB-SIP Home Page by clicking on the "*Contracted Community Program Locations Statewide*", Link. NJSPB Policy requires the Office of Professional Standards (OPS) conduct a criminal background investigation and fingerprinting for all students participating in an internship with the NJSPB, including all contracted programs.



SIP Programs and Available Internships



NJSPB S. I. P. *Internship Opportunities within the NJSPB*

Below is a description of each of the NJSPB Divisions or Units that will be hosting student interns. Please review each Division or Unit as the tasks, responsibilities, and experiences are unique to each work site. Student are asked to identify, in their application, the area of interest or site location they would most like to be assigned. Although the NJSPB SIP Coordinator will make every effort to place students in the area or location requested, there is no guarantee that all students will be assigned to the requested site. When the requested site does not have an opening for an intern, the SIP Coordinator will consider the students major field of study, place of residence and the availability of internship positions that are similar to the student's request. Some of the Divisions and Units accept only one intern each semester or for a summer block.

Please note: Because of the nature of the work performed by staff in these Divisions and Units, and Interns may be exposed to or handle documentation or information regarding the offender that is classified as Confidential, all students will be expected to pass a criminal history and background investigation. Interns who are signed to areas where confidential materials are reviewed maybe be fingerprinted prior to being given final approval for an internship in the NJSPB.



SIP Programs and Available Internships



Name of Unit: *Division of Release*

Unit Supervisor: Bryan Haskell

Staff Assigned to supervise Interns: Scott J. Dechen, Unit Supervisor_

Major Area(s) of Study or Discipline(s) associated with work performed:
Sociology, Criminology, Criminal Justice, Social Work, & Psychology

BRIEF JOB DISCRIPTION, Number of Hours per Day/Week:

Interns report during the hours of 9:00 AM and 5:00 PM, 2 to 3 days each week, Monday through Friday. Times and days vary to accommodate required number of hours. Block placements are determined by the NJSPB Student Internship Program Coordinator and school internship instructor.

Intern's duties include, but are not limited to: Preparing files for transfer, entering data such as Parole Plans into the NJSPB 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 assist a member of the NJSPB panel. Interns frequently assist hearing officers to prepare materials for the Institutional Release Committee (IRC) meetings. Tasks associated with this 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. In the presence of SPB professional staff, Interns may interview offenders to outline programs, obtain social security cards, driver's license, etc. Interns may also be asked to assist in returning files to appropriate storage areas.

Reminder: Students may be exposed to confidential information; therefore, students will be expected to pass a criminal background investigation and fingerprinting before being given final approval for an internship in this Division.



SIP Programs and Available Internships



Name of Unit: *Division of Parole*

Director: Leonard (Lenny) Ward

Staff Supervising Interns: Lieutenants and Sergeants assigned to District Offices

Major Area of Study or Discipline associated with work performed:

Criminology, Criminal Justice, Social Work, Counseling, Psychology, Sociology, & Community Corrections,

BRIEF JOB DESCRIPTION, Number of Hours per Day/Week:

Interns report during the hours of 9:00 AM and 5:00 PM, 2 to 3 days each week, Monday through Friday. Times and days vary to accommodate individual internships. Work assignments will vary based on Student's interests and District Offices' needs. Possible assignments include: Assisting with sex offender supervision and treatment (placement in SOMU), and observe Officers determine specific or effective supervision strategies. Intern will become familiar with effective supervision strategies as they observe PO's routine monitoring activities. Interns may assist in routine interviewing during reporting and accountability sessions. Interns will participate in the revocation procedure and observe 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.

Reminder: Students may be exposed to confidential information; therefore, students will be expected to pass a criminal background investigation and fingerprinting before being given final approval for an internship in this Division.



SIP Programs and Available Internships



Name of Unit: *Community Programs Division*

Name of Unit Director: David Wolfsgruber

NJSPB Staff Supervisor (s): Mark O'Sullivan

Major Area(s) of Study or Discipline(s) associated with work performed:

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

BRIEF JOB DISCRIPTION, Number of Hours per Day/Week:

Interns report during the hours of 9:00 AM and 5:00 PM, 2 to 3 days each week, Monday through Friday. 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 will be conducting 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 will 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. The CPD intern supervisor will work closely with each intern to ensure they meet all academic requirements and hours specified by the college or university, fulfill work assignments and task within the scheduled work hours, and acquire an understanding of CPD's relationship with all other units and divisions within the agency.

Reminder: Students may be exposed to confidential information; therefore, students will be expected to pass a criminal background investigation and fingerprinting before being given final approval for an internship in this Division.



SIP Programs and Available Internships



Name of Unit: Legal Support Unit (LSU): Appeals and Clemency

Unit Director: Robin J. Stacy, Esq.

Staff Supervising Interns: Hearing Officers as assigned.

Areas of Study or Discipline associated with work performed:

Under graduates will find internship useful. Student in Master's program in Criminology, Criminal Justice, Sociology, Pre-Law and/or current Law School Students will find internship to be most beneficial.

BRIEF JOB DISCRIPTION, Hours and Work Schedule:

Interns report during the hours of 9:00 AM and 5:00 PM, 2 to 3 days each week, on a Monday through Friday work week. Times and days vary to accommodate internships of 100 and 200 hours. Interns work assignments will vary according to student needs and aptitude. Students 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 listen to audio tapes and/or observe panel hearings. Students who complete an internship will have an understanding of the parole process from incarceration through release. Daily work duties may include: review of State Parole Board (SPB) case files; assisting in the investigation and completion of applications for clemency matters; assisting in the preparation of cases for review by the Full Board Panel; assisting in the evaluation of administrative appeal issues and preparation of an appropriate response; and use their writing skills when assisting in the composition of letters to Judges, Prosecutors and Defense Attorneys. Students 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.



SIP Programs and Available Internships



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. Interns who will be working in areas where they will be exposed to confidential information may be fingerprinted before they are given final approval for an internship in the Legal Unit.



SIP Programs and Available Internships



Name of Unit: NJSPB Juvenile Unit

Name of Unit Director: Thomas Renahan

Staff Supervisor(s): Joyce Arciniaco & Donna Pienciak

Major Area(s) of Study or Discipline(s) associated with work performed:

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

BRIEF JOB DISCRIPTION, Number of Hours per Day/Week:

Interns will report during the hours of 9:00 AM and 5:00 PM, 2 to 3 days, Monday through Friday. Times, days and hours worked will vary to accommodate required number of hours for each student. Block placements are determined by the NJSPB Student Internship Program Coordinator and school internship instructor.

Interns assigned to the Juvenile Unit will be utilized for 4 to 6 hours each week.

Interns will be assisting with contract monitoring, collecting and storing statistics, and assisting with matters related to the utilization of information acquired in the SAVRY- the juvenile risk assessment tool administered by the clinical staff from UMDNJ.

Interns may help prepare brief summaries for the Board Panel Members conducting hearings for the adjudicated youth. Interns may be utilized when the Unit is conducting or assisting in research projects focused on the juvenile populations.

Reminder: All information regarding juvenile offenders is considered confidential. Therefore all students will be expected to pass a criminal background investigation and fingerprinting before being given final approval for an internship in this Unit.



SIP Programs and Available Internships



Name of Unit: *Victim Services Unit*

Unit Director/Supervisor: Bryan Haskell, Unit Supervisor

Staff Supervisor: Tanya Milton

Major Area(s) of Study or Discipline(s) associated with work performed: Sociology, Criminology, Criminal Justice, Social Work, and Psychology

BRIEF JOB DESCRIPTION, Number of Hours per Day/Week:

Intern is to report during the hours of 8:30 AM and 4:00 PM, 2 to 3 days each week, on a Monday through Friday work week. Times and days vary to accommodate internships of 100 and 200 hours. Block placements are determined by the NJSPB Student Internship Program Coordinator and school internship instructor._

The Intern may be assigned duties and responsibilities that include, but are not limited to, preparing files for transfer, entering data such as victim registrations, closing maxed cases accordingly, and filing as needed. Intern will also be responsible for assisting victims when they are scheduled for hearings, assisting Senior Hearing Officer with scheduling hearings, assisting staff in preparing materials for full board hearing, obtaining information from the prosecutor's office and assisting in the daily responsibilities of the office as needed.

All work in the Victim Services Unit is deemed confidential. Students must pass the criminal background investigation and fingerprinting before they are assigned to work in this Unit.



SIP Programs and Available Internships



Name of Unit: *Mental Health Unit*

Name of Unit Director/Supervisor: Lenny Ward, Director

Staff Supervisor (s): Mark O'Sullivan MS. LPC;
Patti Loukides MSW, LCSW

Major Area(s) of Study or Discipline(s) associated with work performed: Clinical Social Work, Social Work, Psychology, and Criminal Justice

BRIEF JOB DESCRIPTION, Number of Hours per Day/Week:

Interns report during the hours of 9:00 AM and 5:00 PM, 2 to 3 days each week, Monday through Friday. Times and days vary to accommodate internships of 100 and 200 hours. Block placements are determined by the NJSPB Student Internship Program Coordinator and school internship instructor.

Interns will be introduced to the role of psychologists in the State Parole Board Mental Health Unit. Interns will be exposed to the practical application of psychological theories and methods used with the population served by the NJSPB Mental Health Unit. Interns will become familiar with the diagnosis of personality and other psychological disorders, treatment planning, and outcomes measurements. Students will learn methods for observation of psychological testing, interviewing techniques and clinical report-writing. Interns will review agency files, Department of Corrections' documents, psychological evaluations, legal documents, etc.). Interns may perform maintenance and tracking of the Mental Health Unit database. Interns will have limited agency-specific correspondence and contact with inmates, Department of Corrections staff and others regarding unit inquiries.

Reminder: All work within the Mental Health Unit is deemed confidential. Students must pass the criminal background investigation and fingerprinting before they are assigned to work in this Unit.



SIP Programs and Available Internships



Name of Unit: *Public Information Unit*

Name of Unit Director/Supervisor: David Thomas, Executive Director

Staff Assigned to supervise Interns: Martin Houston, Administrative Analyst

Major Area(s) of Study or Discipline(s) associated with work performed:

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

BRIEF JOB DESCRIPTION, Number of Hours per Day/Week:

Interns report during the hours of 9:00 AM and 5:00 PM, 2 to 3 days each week, Monday through Friday. Times and days vary to accommodate internships of 100 and 200 hours. Block placements are determined by the NJSPB Student Internship Program Coordinator and school internship instructor.

Internships within the Public Information Office of the SPB will provide students with the opportunity to engage in tasks and assignments that promote a positive image of the NJSPB to the public, the policymakers and to community stakeholders. Interns will assist in the accurate communication of the parole process to the news media and the public.

Through creative publications, such as the NJSPSB Newsletter, Interns will produce articles that highlight current events, are significant to the agency, its employees, or the criminal justice population it serves. The interns will 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 students interested in contemporary career possibilities. The NJSPB SIP is seeking to strengthen its relationship with colleges and universities throughout the state, by providing a positive work-learning experience for



SIP Programs and Available Internships



students in both Bachelor and Masters Programs in the fields of study such as Journalism and Communication. This placement will introduce the interns to criminal justice-related assignments significant to the NJSPB, and expose them to career and learning possibilities often overlooked in the fields of criminal justice and social work.

Reminder: Students may be exposed to confidential information; therefore, all students will be expected to pass a criminal background investigation and fingerprinting before being given final approval for an internship in this Unit.



Date Received: _____
Date Sent to OPS: _____

**New Jersey State Parole Board
Student Internship Program
Application Checklist**

Please initial that requirement information is contained in this packet; sign, date and send complete packet via scan to studentinternships@spb.state.nj.us or mail to: **Coordinator**

**NJSPB Student Internship Program
171 Jersey Street Bldg 2 Trenton, NJ 08625**

Initial	APPLICATION REQUIREMENTS
	I completed, signed, and dated the <i>Student Internship Application</i> , (pages 1-4)
	I completed, signed, and dated the OPS “ <i>Waiver for Release of Information</i> ” (pages 1-2).
	I completed the F-10 Office of Professional Standards “ <i>Live Scan Information Grid</i> ”
	I signed, and dated the “ <i>Records Release Authorization</i> ” in the presence of a Notary Public who certified my signature with embossed seal or stamp.
	I included an enlarged copy of my <i>Social Security Card, Driver’s License and School I.D.</i>
	I read the “ <i>Rules and Responsibilities</i> ”, signed and dated the verification form and kept the list of “ <i>Rules and Responsibilities</i> ” for my records.

Below mark “X” next to all that apply

APPLICATION FOR	INTERNSHIP BEGINS ON OR AFTER	APPLICATION DUE DATE (NOT ACCEPTED AFTER)
Spring Semester	January 15	November 15
Fall Semester	September 1	July 1
Summer Block	May 15	March 15
Seeking Academic Credit	Professor’s Name	
Major:	Email Address	
Experience Only No Credit	Degree Held	Year:

INTEREST OR PREFERENCE (ENTER 1 OR 2 = 1ST AND 2ND CHOICE)

Law Enforcement Site	Civilian Institutional Parole	Civilian – Central Office
DO 1 Passaic	AWYCF- Bordentown	CALEA Office
DO 3 Red Bank	BSP - Leesburg	Community Programs Div
DO 4 Jersey City	CRAF - Trenton	Juvenile Unit
DO 5 Newark	EJSP – Rahway	Victim Services Unit
DO 6 Trenton	EMWCR - Clinton	Information Technology (IT)
DO 7 Camden	GSYCF - Yardville	Research Office
DO 8 AC (Galloway)	MSCF - Wrightstown	Public Relations Office
DO 9 Newark	MYCF - Annandale	Release Unit
DO 10 Bridgeton	NJSP - Trenton	Revocation Unit
DO 11 New Brunswick	NSP - Newark	
DO 12 SOMU-N - Passaic	SSCF- Delmont	
DO 15 Gang Unit- COHQ	SWCF - Bridgeton	
DO 17 CPU -COHQ		
DO 18 EM Unit - COHQ		
DO 19 SOMU-S - COHQ		

My signature below affirms I reviewed this application and the information is true and complete.

Intern’s Signature:

Date:



Work Location (determined by SPB)

NEW JERSEY STATE PAROLE BOARD
STUDENT INTERNSHIP PROGRAM APPLICATION
(please print)

PART 1

Name: Last First M.I. / Maiden Date:

Address: Street City State Zip

Date of Birth: MM/DD/YYYY Place of Birth: City County State

Sex: Female Male SSN:

Home Phone: Cell Phone:

Email Address:

Alternate Email:

U.S. Citizen Yes No Years of Residence in NJ

Language(s) Spoken:

Vehicle Make: Model: Color: Year:

College/University: Major: Year in School:

Vehicle License Plate # State

Driver's License Number: State issued:

Type of Internship: Academic Credits Experience Only

(For Credit Only) School Contact:

Email address:

- Law enforcement (police, parole officers) District Office
Civilian Institution (Prison) - Name
Community Program: Name and Location

Number of Days Available to Work:

Briefly state why you wish to intern with NJSPB:

Blank lines for providing reasons for wanting to intern.



Special Skills, interests, hobbies: _____

Organizations to which you belong: _____

Emergency Contact Information:

Name: _____ **Cell:** _____

Address: _____ **Home #** _____

_____ **Work #** _____

Contact's Relationship to student: _____



Criminal History

You must acknowledge all arrests and convictions. Having a conviction may not preclude you from an internship with the NJSPB; however, failure to disclose criminal history, will automatically result in your application being denied.

PART II

1. Have you ever been arrested? Yes No

2. Have you ever been convicted found guilty of a crime? Yes No

If yes, please give details. Include month, year, court, and charges: _____

3. Do you have relatives (by blood or marriage) or friends incarcerated in any New Jersey correctional facility? Yes No

4. Are you currently on an approved visitor's list of an inmate incarcerated in any New Jersey correctional facility? Yes No

If you answered yes on question 3 or 4 above, please provide name(s), inmate number and correctional facility. _____

5. Do you have any relatives (by blood or marriage) or friends currently under parole supervision in New Jersey or any other state in the US? IF so, who, and what District Office do they report? _____

6. Do you have any physical limitations? Yes No

If yes, please give details: _____



PART III

IT IS MANDATORY THAT YOU SUBMIT AN ENLARGED COPY OF YOUR VALID DRIVER'S LICENSE AND YOUR SOCIAL SECURITY CARD WITH YOUR APPLICATION

Prior to approving students for an Internship, the NJSPB Office of Professional Standards (OPS), shall conduct a State Bureau of Identification (SBI) criminal background investigation. Once your background check is cleared by OPS, you will be notified that you are approved or denied. If approved, you will be scheduled to attend a mandatory Orientation and obtain a NJSPB SIP Photo Identification Card. You will not be permitted to start your internship until you have completed the orientation and have your Photo ID. You are required to wear the ID at all times when working or visiting a NJSPB facilities or program, or when representing the NJSPB at conferences, seminars, etc.

I hereby waive my right to privacy of records to allow NJSPB OPS to conduct a criminal background investigation. I understand that all information will be kept confidential. I acknowledge that the information contained in this application is true and accurate. If approved to participate in the NJSPB Student Internship Program, I will adhere to all policy and procedures governing this program.

Signature of Intern

Date



NEW JERSEY STATE PAROLE BOARD
STUDENT INTERNSHIP PROGRAM

Authorization to Release Confidential Information

I, _____, hereby give permission to the New Jersey State Parole Board Student Internship Program Coordinator or designee, to release information, contained within my Student Internship Application, to my **internship supervisor.** This information is significant in determining the most appropriate work location for an internship with the NJSPB and provides insight with regards to my supervision needs. This release is to be effective until revoked by me in writing or my scheduled internship is completed.

Signature _____ Date _____

Signature of Witness _____ Date _____

Information contained in this application is confidential and will only be used during the application process.

SECTION 3:

- Have you ever been arrested? YES NO

If yes, please provide outcome/disposition for ALL such matters including date of offense, and jurisdiction. Having been arrested does not necessarily preclude you from a student internship with the NJSPB. **Failure to disclose or report any arrest information will result in rejection of your application for a student internship.** (If necessary use additional paper)

Nature of Arrest	Date of Arrest	Name of Court or Police Agency	Disposition

- Do you currently have any relatives or friends on parole? YES NO

If yes, identify name and/or District Office: _____

- Are you currently on any visitors list at any correctional facility (ies)? YES NO

IF YES, WHICH FACILITY (IES): _____

- Do you presently have any criminal charges pending in any jurisdiction in NJ or other State? YES NO

If so, please provide details: _____

- Do you have any birthmarks, scars or tattoos? YES NO

Provide description(s) and location(s) _____

SECTION 4:

***** FOR OFFICE USE ONLY *****

A criminal history check has been completed by:

Name _____ Title _____ Date _____



NEW JERSEY STATE PAROLE BOARD
STUDENT INTERNSHIP PROGRAM

Records Release Authorization

(Please complete this form in the presence of a Notary Public)

I, _____, hereby authorize the release of all information regarding me, to the New Jersey State Parole Board, Office of Professional Standards/OPS (SIU), at their request, to conduct a complete criminal background investigation. This includes but is not limited to any violations of the criminal Code of this State or in any other Jurisdiction (such as; offenses, crimes, misdemeanors, and felonies in order to determine my suitability for the NJSPB Student Internship Program.

This release is to be effective until revoked by me, in writing.

Signature: _____ Date: _____

Social Security Number: _____ County of: _____

Sworn an subscribed before me this ____ day of _____ 20____

Provide SEAL/STAMP here

Notary Public of New Jersey



NEW JERSEY STATE PAROLE BOARD

STUDENT INTERNSHIP PROGRAM

Rules and Responsibilities

Do not return this page with your application

1. I agree to abide by all rules and regulations set forth by the NJSPB.
2. I agree that my services are strictly voluntary for which I shall not receive any money, gifts, or compensation.
3. I understand my attendance will be scheduled, and I agree to abide by said schedule.
4. I will not exchange gifts, monies, personal services or other favors with any parolee or parolee's family or relatives.
5. I agree to notify my staff supervisor of possible violations of parole rules by a parolee.
6. I will not engage in any volunteer activity under the influence of alcohol, narcotics, or illicit drugs.
7. I will not indulge in undue familiarity with parolees or permit parolees to be unduly familiar with me.
8. I will not extend the period of internship without the approval of the NJSPB.
9. I will keep confidential, all information regarding NJSPB matters and all parolees.
10. I will not remove any case material from any NJSPB facility.
11. I will not attempt to visit any state or county correctional facility without the specific approval of my site supervisor.
12. I will not participant in any NJSPB law enforcement activity.
13. I will attend a mandatory orientation prior to beginning my internship, obtain and wear a SPB Student Internship Program Identification when working .
14. I will discuss with my supervisor or Student Internship Program Coordinator any rule or responsibility I do not understand.



NEW JERSEY STATE PAROLE BOARD
STUDENT INTERNSHIP PROGRAM
Rules and Responsibilities

I _____, acknowledge that I read and I understood the SIP Rules and Responsibilities governing my participation as an intern with the NJSPB. I understand that if I violate any of these rules and responsibilities, I will be terminated from the internship with the NJSPB.

I further acknowledge that prior to beginning an internship with the NJSPB I must:

- Submit to a criminal background check;
- Complete NJSPB orientation regarding the policies and regulations of the NJSPB, relating to security and confidentiality of client information;
- Obtain and wear my NJSPB Student Internship Program Photo Identification at all times acknowledging that I may be denied access to programs or facilities if I should fail to wear or present this ID.
- Further agree to abide by all NJSPB policies, especially those regarding confidentiality and self-disclosure.

Providing my signature confirms that I accept the terms offered by the NJSPB Student Internship Program.

Signature of Intern: _____ Date: _____

Please sign and date. Keep the Rules and Responsibilities and a copy of this form for your records.