



# ALAMEDA COUNTY PROBATION DEPARTMENT

**DAVID MUHAMMAD**  
Chief Probation Officer

Dear Applicant,

Thank you for your interest in becoming a Student Intern in Probation (SIP). Enclosed you will find information about our program. We hope this will enable you to determine if this program is a good match for you.

Interns for this program must be enrolled in a college/university (earning credits) or a graduate with a 2- or 4-year degree. Interns are required to commit to the program and to their assignment for at least one semester (13 weeks). In addition, we require that you be a citizen of the United States or a permanent resident. You must complete the two steps listed below:

- (1) Fill out and return the enclosed application.
- (2) Complete SIP Orientation, which includes the following:
  - Intern Orientation
  - Mentoring/Cultural Sensitivity
  - Overview of Probation

After we receive your completed application, we will contact you to set up an interview.

Again, thank you for expressing interest in this program. We look forward to meeting you and working together.

Jeanne Nollman  
Training Manager  
(510) 667-3182  
[jnollman@acgov.org](mailto:jnollman@acgov.org)

**ALAMEDA COUNTY PROBATION DEPARTMENT**

**STUDENT INTERNSHIP PROGRAM (SIP)**

2300 Fairmont Drive  
San Leandro CA 94578  
510-667-3182 office  
510-618-3325 fax

**INTERN APPLICATION**

Last Name	First	Middle	Maiden/AKA

Physical Address (Street, City, State, Zip Code)	Mailing Address (if different from Physical Address)

Date of Birth	Home Telephone #	Cellular Phone #	Email Address

Driver License # & State of Issue	Driver's License Expiration Date

Emergency Contact Name/Phone Number	Relationship

Do you speak any language in addition to English?	Sign Language
Yes - _____ Name the other language(s)	Yes/No

# Hours per week you plan to work?

Please use this space to relate any additional information, experiences, or comments that you would like considered. Do you have specific goals/interests for your Intern assignment?

**Agreement**

I understand and agree that by submitting this application, I authorize the Alameda County Probation Department to make inquiries regarding my suitability as a Intern. Any information obtained will be used only for the purpose of determining my suitability as an Intern and will be held in the strictest confidence. Falsifying and/or knowingly misrepresenting any information in this application are grounds for denying the application or dismissing the intern.

Signature	Date



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## INTERN EXPECTATIONS

*As an Intern in the Student Internship Program (SIP), you will be expected to:*

1. Commit yourself for at least a one semester (13 weeks) involvement in the program.
2. During the school term, devote a minimum of 8 hours per week or a maximum time commitment of 24 hours per week. During school breaks, 32-40 hours per week is permitted.
3. Keep in regular contact with your mentor/supervisor and discuss any significant information regarding your assignment.
4. Set up some goals and expectations between yourself and your mentor/supervisor.
5. Notify your mentor/supervisor immediately of any law violation on your part.
6. Observe the confidentiality of all information known to you and refrain from discussing it with anyone except your mentor/supervisor or designated Probation Department employees.
7. Do not give anyone your personal information (i.e. home or business address, Post Office box address, and home or business telephone number).
8. Conduct yourself in a professional manner (e.g. in dress and demeanor) when performing your assignment.
9. Notify your mentor/supervisor if you decide to conclude your internship earlier than expected, and immediately return you identification card and any probation property.
10. Complete your individual attendance record and evaluation sheet showing your hours of intern service, as well as obtaining college professor's approval.

**I AGREE TO COMPLY WITH ALL REQUIREMENTS ABOVE.**

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**Signature**

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**Date**



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## RELEASE OF LIABILITY IN THE EVENT OF INJURY WHILE VISITING A JUVENILE DETENTION INSTITUTION

I, \_\_\_\_\_, agree to hold Alameda County and the Alameda County Probation Department harmless in the event that I am injured in any way or exposed to an infectious disease if I serve as an Intern in Juvenile Hall or Camp Sweeney and visit juveniles.

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mentor/Supervisor

\_\_\_\_\_  
Date



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## **USE OF CLETS CRIMINAL JUSTICE INFORMATION, DEPARTMENT OF MOTOR VEHICLES RECORD INFORMATION, AND AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION**

As an Intern, you may have access to confidential criminal records, Department of Motor Vehicle records, or other criminal justice information, much of which is controlled by statute. All access to California Law Enforcement Telecommunications System (CLETS) related information is based on the "need to know" and the "right to know". Misuse of such information may adversely affect an individual's civil rights, and violates the law and/or CLETS policy.

Penal Code Section 502 prescribes the penalties relating to computer crimes. Penal Code Sections 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be released. Penal Code Sections 11141-11143 and 13302-13304 prescribe penalties for misuse of criminal history information. Government Code Section 6200 prescribes the felony penalties for misuse of public record and CLETS information. California Vehicle Code Section 1808.45 prescribes the penalties relating to misuse of Department of Motor Vehicle record information. Penal Code Sections 1142 and 13303 state:

"Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor."

Any Intern who is responsible for CLETS misuse is subject to immediate dismissal from employment. Violations of the law may result in criminal and/or civil action.

Part of the routine screening of Interns involves performing a background investigation which includes, but may not be limited to, a fingerprint check, a criminal background record check, and a Department of Motor Vehicles record check.

**I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF ALL CLETS ACCESSIBLE INFORMATION AND AUTHORIZE THE STUDENT INTERN PROGRAM TO PERFORM A BACKGROUND INVESTIGATION.**

Signature: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Date: \_\_\_\_\_



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## INTERN DRIVING AGREEMENT

As an Alameda County Probation Intern, I am authorized to use a county vehicle, or my own vehicle, in the conduct of Alameda County business, I agree to the following terms.

1. I possess a valid California driver's license.
2. If my license is suspended or revoked, I will report it immediately to my supervisor. I will not operate an Alameda County vehicle while my license is suspended or revoked.
3. If authorized to drive a county vehicle, I am responsible for wearing my seat belt at all times while the vehicle is in motion and for refusing to transport anyone not wearing a seat belt.
4. I will drive the County vehicle, while on County business in a safe and courteous manner.
5. I am responsible for reporting any malfunction of a County car to the GSA Motor Vehicle Division or to my supervisor.
6. I am only authorized to transport people in a County-owned vehicle if such transportation is necessary in the conduct of County business.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Internship Recommendation

<b>Name of Intern:</b>	<b># of Intern Hours/Week required:</b>
<b>Professor's Name and Title:</b>	<b>College Name and Address:</b>

The section below must be completed by the student's professor or a Letter of Recommendation may be attached.

*Please provide information on the person you are recommending for this internship program and why you feel they are qualified and the skills they have.*