



## 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](mailto:juan.pinales@shf.sccgov.org); 408-586-5680 or mail to 945 Thompson Street, Milpitas, CA 95035