



**COUNTY OF SAN LUIS OBISPO  
PROBATION DEPARTMENT**

**Robert B. Reyes** *Chief Probation Officer*

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**County of San Luis Obispo Probation Department Internship Program**

This is a non-paid internship opportunity for students currently enrolled at California Polytechnic State University, San Luis Obispo (Cal Poly). The goal of the internship program is to provide structured work experience under the supervision of trained professionals for students interested in a career in the community corrections field.

The Internship Program requires a commitment of at least two academic quarters. Students are expected to complete a minimum of 90 hours of work experience each quarter (approximately 10 hours per week) in order to receive academic credit through Cal Poly. In addition, it requires a signed internship contract with both Cal Poly and Probation, an internship application, completion of a background process, completion and return of specific forms, and attendance at some mandatory county and departmental training, including Discrimination and Harassment Prevention and confidentiality.

Internship applications will be accepted year-round; however, interns will only be onboarded at the beginning of the fall, winter or spring quarters. Intern orientation training will occur during the first two Fridays of the quarter of onboarding. Interns must be available on these dates.

Interns will report to assigned units in the Probation Department's Adult and Juvenile Divisions following completion of a two-week orientation period. Probation professionals in the units of assignment will provide additional job specific training and day-to-day oversight and support. Interns will be provided with a tour of Probation Department facilities, including Juvenile Hall, and will have the opportunity to shadow Juvenile Services Officers and/or participate in a ride-along with a Deputy Probation Officer.

**General duties/responsibilities:**

- Contacting juvenile and adult probationers and their families
- Entering case notes and learning a variety of case management practices
- Working with the youth in the Department's residential treatment program (Coastal Valley Academy)
- Contacting service providers and gathering necessary information to include in reports
- Submitting referrals
- Assisting Probation Officers in reviewing and summarizing police reports
- Contacting victims and creating and sending victim letters
- Writing court reports
- Reviewing monthly reports and other case file documentation
- Data entry in case management system
- Attending meetings and training as assigned
- Additional duties as assigned

**Expectation:**

It is expected that interns behave professionally and responsibly, including being on-time and prepared, dressing appropriately in casual business attire, and displaying a willingness to learn.

Contact: Ulianos Brinez, Supervising Deputy Probation Officer, Internship Program Coordinator  
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