



Florida Department of Corrections

Office of Institutions
Correctional Facilities

Thank you for your interest regarding an internship with the Florida Department of Corrections.

<http://www.fldocjobs.com/intern/index.html>

To begin the process, you will need to submit:

- Cover Letter
- Volunteer application: www.fldocjobs.com/volunteer/application.html,
- Internship application: <http://www.fldocjobs.com/forms/DC3-2019.docx>,
- Resume,
- 3 letters of references with contact information
 - o 1 of which is from your academic program advisor confirming official internship and full or part-time status, and
- Copy of valid drivers' license and current vehicle insurance card.

Here is a basic summary of the position:

This position is located at **Lowell Correctional Institution in Ocala, FL** or **Zephyrhills Correctional Institution in Zephyrhills, FL**. The primary purpose of this position is to give a qualified intern candidate an opportunity to use knowledge learned from academic studies and apply it to actual work experience in the field of Criminal Justice. The intern will gain an array correctional experience by working in a variety of departments within the secure perimeter of the facility. The intern will have regular interaction with the inmate population as he or she performs daily work functions within Classification, Security, and Administration. The intern will work side by side with staff to ensure the safe and orderly operations of the facility by:

- Preparing and maintaining inmate records
- Conducting a variety of inmate interviews including progress, security threat group, and protection needs
- Making recommendations for work and program assignments
- Reviewing and approving inmate families and friends for visitation
- Participating in the inmate discipline process
- Verifying inmates' release addresses and locating community resources
- Responding to inmate requests for information and inmate grievances
- Conducting inmate searches
- Performing routine security inspections including maintenance, safety, and fence checks
- Attending administrative, institutional classification team, shift supervisor, and security threat group meetings

Applicants must be enrolled in an official internship course, should be proficient in Microsoft Office and possess a valid driver's license and transportation. The candidate must pass a level 2 background check at an approximate cost of \$10-\$15.

Application packet should be emailed to lesleepippin@fdc.myflorida.com at least 6 weeks before the start of the semester. Thank you for your interest in an internship with the Department of Corrections
We look forward to hearing from you! Please let me know if you have any questions.

Thank you,
Leslee Pippin
Assistant Warden of Programs
Lowell Correctional Institution
Florida Department of Corrections
Office: 352-690-8830