



**DEPARTMENT OF CORRECTIONS**  
*Julie L. Jones, Secretary*  
**PROFESSIONAL INTERNSHIP PROGRAM**  
**2018 - 2019 POSITION ANNOUNCEMENT**

**Community Corrections, Probation & Parole**  
**Summer, Fall 2018 and Spring 2019 Semesters**

**PROFESSIONAL AREA:** Community Corrections (Probation and Parole)

**WORKING TITLE(s):** Community Corrections Intern

**WORK LOCATION:** To be determined upon assignment

**WORK HOURS:** 40 hours per week for duration of internship (One (1) Semester)

**COMPENSATION:** Academic Credit. This is an unpaid position.

**APPLICATION DEADLINE:** Until filled

**DESCRIPTION:** Statewide placement is available for this position with Community Corrections. The incumbent in this position should be proficient in the use of Microsoft word and will work closely with probation officers and supervisors in the assigned probation office, observe probation officers conduct interviews and make referrals to community resources and services with supervised offenders, assist with employment verifications and investigations, observe criminal court proceedings, assist with data entry, and assist in other assigned activities within Community Corrections.

**NOTE: The Florida Department of Corrections requires a criminal background check prior to employment.**

**EXAMPLES OF WORK:**

Under direction from the supervisor:

- To assist professional Community Corrections staff by performing designated duties relating to offender supervision, to maintain records, and perform other duties to support offender services; and to perform related duties as assigned.
- To establish a positive working relationship with other Community Corrections staff, offenders, and collateral agencies.
- To understand case management functions, i.e., orientation information and documentation.
- To understand supervision planning.
- To participate in all required orientation and on-going training sessions as recommended.
- To become familiar with collateral treatment agencies and with collateral criminal justice agencies.
- To observe and understand the function and procedures of the Agency's decision making bodies.
- To understand and perform the daily security functions in the operation of the facility and monitoring of offenders.
- Performs other duties as assigned

**MINIMUM QUALIFICATIONS:**

- A desire to work in the field of criminal justice.
- At least eighteen (18) years of age.
- Currently enrolled as a student in a participating college or university or involved in a formal post degree program, with a minimum of two years course work in the field of Criminal Justice or a related field.
- Must be actively enrolled in an internship course during the internship.
- Ability to work as a team member with salaried staff.
- A criminal history check will be required.
- The ability to interact well with a variety of criminal justice and human service agencies.
- The ability to communicate well, both orally and in writing.
- Must have own transportation.

**LEARNING OUTCOMES AND PROFESSIONAL BENEFITS:**

- Provides practical experience for the student to utilize helping skills, observation techniques, interviewing and communication skills.
- Enhances the student's knowledge of the criminal justice system as well as community resource agencies.
- Incorporates the student's academic learning into work life application.
- Assists with the student's career development by gaining knowledge of qualifications and duties of a position and explore interest in this field.
- Assists with skill development and personal development to include; decision making skills, critical thinking skills, increased confidence and self-esteem.

## **CONTACT INFORMATION:**

For specific details and information regarding this internship position, please contact the appropriate Circuit Administrator (see pages 3-6 for listing) or Lisa Kinard, as follows:

Lisa Kinard  
Victim Services Administrator  
Florida Department of Corrections  
501 South Calhoun Street- Room 138  
Tallahassee, FL 32399-2500

Phone: (850) 717-3123

E-mail: [Lisa.Kinard@FDC.MyFlorida.com](mailto:Lisa.Kinard@FDC.MyFlorida.com)

## **APPLICATION PROCESS:**

The following items comprise a completed Internship Application Packet:

1. Cover Letter
2. **Internship Program Application, Form DC3-2019**
3. **Volunteer Application, Form DC5-601A**
4. Resume
5. Three (3) letters of references with contact information (one [1] of which is from the applicant's academic program advisor or internship coordinator listed on the internship application form and confirming internship enrollment);
6. A valid copy of the applicant's valid drivers' license and current vehicle insurance card.

Forward the completed Internship Application Packet to the Circuit Administrator in the area you wish to intern, as follows:

### **Circuit 1 – Pensacola Circuit (Escambia, Okaloosa, Walton, and Santa Rosa Counties)**

Circuit Administrator Julie Gaither  
3101 North Davis Highway  
Pensacola, Florida 32503-3558  
(850) 595-8953  
[pensacola.cir@mail.dc.state.fl.us](mailto:pensacola.cir@mail.dc.state.fl.us)

### **Circuit 2 – Tallahassee Circuit (Leon, Wakulla, Jefferson, Gadsden, Franklin, and Liberty)**

Circuit Administrator Matthew Sampson  
1455 South Jefferson Street  
Monticello, Florida 32344  
(850) 342-0272  
[tallahassee.cir@mail.dc.state.fl.us](mailto:tallahassee.cir@mail.dc.state.fl.us)

### **Circuit 3-Lake City Circuit (Columbia, Dixie, Hamilton, Lafayette, Madison, Suwannee, Taylor)**

Circuit Administrator Julie Eveslage  
1435 U.S. Hwy 90 West  
Lake City, Florida 32055  
(386) 362-2878  
[lakecity.cir@mail.dc.state.fl.us](mailto:lakecity.cir@mail.dc.state.fl.us)

**Circuit 4-Jacksonville Circuit Office (Clay, Duval and Nassau)**

Circuit Administrator Mark Alfieri

592 Ellis Road, Suite 114

Jacksonville, Florida 32254

(904) 695-4045

[jacksonville.cir@mail.dc.state.fl.us](mailto:jacksonville.cir@mail.dc.state.fl.us)

**Circuit 5-Tavares Circuit (Citrus, Hernando, Lake, Marion, and Sumter)**

Circuit Administrator Susan Cizmadia

28402 C.R. 561

Tavares, Florida 32778

(352) 742-6246

[tavares.cir@mail.dc.state.fl.us](mailto:tavares.cir@mail.dc.state.fl.us)

**Circuit 6-Clearwater Circuit Office-(Pasco and Pinellas)**

Circuit Administrator Patrick Barrentine

11351 Ulmerton Road, Suite 105

Largo, Florida 33778

(727) 518-3571

[clearwater.cir@mail.dc.state.fl.us](mailto:clearwater.cir@mail.dc.state.fl.us)

**Circuit 7-Daytona Beach Circuit (Flagler, Putnam, St. Johns, and Volusia)**

Circuit Administrator Tammi Schimming

210 N. Palmetto Ave., Suite A104

Daytona Beach, FL 32114

(386) 281-681

[daytonabeach.cir@fdc.myflorida.com](mailto:daytonabeach.cir@fdc.myflorida.com)

**Circuit 8-Gainesville Circuit - (Alachua, Baker, Bradford, Gilchrist, Levy, and Union)**

Circuit Administrator Cheryl Kauffman

14107 US Hwy 441 Suite 300

Alachua, FL 32615

(386) 853-6198

[gainesville.cir@mail.dc.state.fl.us](mailto:gainesville.cir@mail.dc.state.fl.us)

**Circuit 9-Orlando Circuit (Orange and Osceola)**

Circuit Administrator Tom Magorrian

2925 Michigan Ave.

Orlando, Florida 34744

(407) 846-5023

[orlando.cir@mail.dc.state.fl.us](mailto:orlando.cir@mail.dc.state.fl.us)

**Circuit 10-Lakeland Circuit (Polk, Hardee, and Highlands)**

Circuit Administrator Stephanie Perry

200 North Kentucky Avenue Suite 516

Lakeland, Florida 33801-4963

(863) 413-3305

[lakeland.cir@mail.dc.state.fl.us](mailto:lakeland.cir@mail.dc.state.fl.us)

**Circuit 11-Miami Circuit (Dade County)**

Circuit Administrator Sunny Ukenye  
401 NW 2nd Ave., Room S612, South Tower  
Miami, Florida 33128  
(305) 377-7040  
[miami.cir@mail.dc.state.fl.us](mailto:miami.cir@mail.dc.state.fl.us)

**Circuit 12-Sarasota Circuit (Desoto, Manatee, and Sarasota)**

Circuit Administrator Stephanie Ditroia  
1870 17th Street  
Sarasota, Florida 34234  
(941) 554-5921  
[sarasota.cir@mail.dc.state.fl.us](mailto:sarasota.cir@mail.dc.state.fl.us)

**Circuit 13-Tampa Circuit (Hillsborough)**

Circuit Administrator Corlis Campbell  
1313 N. Tampa Street  
Tampa, Florida 33602-3330  
(813) 233-2382  
[tampa.cir@mail.dc.state.fl.us](mailto:tampa.cir@mail.dc.state.fl.us)

**Circuit 14-Panama City Circuit (Bay, Calhoun, Gulf, Holmes, Jackson, and Washington)**

Circuit Administrator Dayton Lister  
3621 West Highway 390  
Panama City, Florida 32405  
(850) 872-7590  
[panamacity.cir@mail.dc.state.fl.us](mailto:panamacity.cir@mail.dc.state.fl.us)

**Circuit 15-West Palm Beach Circuit (Palm Beach)**

Circuit Administrator Kimber Heddon  
315 S. Dixie Highway, Suite 102  
West Palm Beach, Florida 33401  
(561) 837-5015  
[palmbeach.cir@mail.dc.state.fl.us](mailto:palmbeach.cir@mail.dc.state.fl.us)

**Circuit 16- Key West Circuit (Monroe)**

Circuit Administrator Brylan Jacobs  
2796 Overseas Highway, Rm 202  
Marathon, Florida 33050  
(305) 289-2434  
[keywest.cir@mail.dc.state.fl.us](mailto:keywest.cir@mail.dc.state.fl.us)

**Circuit 17-Ft. Lauderdale Circuit (Broward)**

Circuit Administrator Cassandra Moore  
201 West Broward Blvd., Suite #203  
Ft. Lauderdale, Florida 33301  
(954) 677-5913  
[ftlauderdale.cir@mail.dc.state.fl.us](mailto:ftlauderdale.cir@mail.dc.state.fl.us)

**Circuit 18-Melbourne Circuit (Brevard and Seminole)**

Circuit Administrator Rachel Richardson  
1500 West Eau Gallie Blvd., Suite B-2  
Melbourne, Florida 32935 (407) 712-1971 [sanford.cir@mail.dc.state.fl.us](mailto:sanford.cir@mail.dc.state.fl.us)

**Circuit 19-Ft. Pierce Circuit (Indian River, Martin, Okeechobee, and St. Lucie.)**

Circuit Administrator Derine Davis  
2806 South U.S. 1  
Ft. Pierce, Florida 34982  
(772) 468-3933  
[ftpierce.cir@mail.dc.state.fl.us](mailto:ftpierce.cir@mail.dc.state.fl.us)

**Circuit 20-Ft. Myers Circuit (Charlotte, Collier, Glades, Hendry, and Lee)**

Circuit Administrator Terri McCall  
2295 Victoria Ave, Rm 170  
Fort Myers, Florida 33901  
(289) 278-7240  
[ftmyers.cir@mail.dc.state.fl.us](mailto:ftmyers.cir@mail.dc.state.fl.us)

Should you have any questions as you are preparing your application, please contact Lisa Kinard at (850) 717-3123 or by E-mail at [Lisa.Kinard@FDC.MyFlorida.com](mailto:Lisa.Kinard@FDC.MyFlorida.com)

Once your complete application packet is received and approved for further review, we will forward information on the required criminal background check which can be completed at any local sheriff's office and should cost approximately \$10 - \$15. Upon receipt of your background, we will contact you regarding the next steps in the process.

Thank you for your interest in the Department's professional internship opportunity. We look forward to hearing from you!