WRIGHT COUNTY COURT SERVICES

10 – 2ND St NW, Room 402
Buffalo, MN 55313
Telephone: 763-682-7305; Fax: 763-682-7943
E-mail: margaret.munson@co.wright.mn.us

INTERN PACKET

The internship program at the Wright County Court Services Department is designed to be a "hands on" active learning approach to the field of Corrections. All interns will be exposed to the many different duties corrections staff perform in this agency. This may include: supervision of adult and/or juvenile clients, writing investigative reports to the Court, perform drug testing, learn courtroom procedures, assisting with Restorative Justice programs.

In most cases, each intern will work forty hours each week, unless otherwise arranged. We require interns to be with our Department for one full semester. All students must have Junior status and have no serious criminal record. In addition, all students must have above average written and verbal skills, and have the ability to work independently without continuous supervision.

All interns should be aware that the supervising Probation Officer has the authority to terminate the internship at any time for unacceptable performance, if deemed necessary.

We will do our very best to expose each intern to the many facets of the world of Probation/Parole and the field of Corrections, along with the numerous agencies we work closely with.

Enclosed in this packet are several forms. In order to be considered for an internship, each applicant must complete the Internship Request and Criminal History/Confidentiality Form. Please forward these two pages, along with a resume and cover letter stating why you would like to intern with our agency to: Margaret Munson, Program Unit Supervisor, Wright County Court Services, 10 – 2nd St NW, Room 402, Buffalo MN 55313. If you have any questions regarding an internship with our department, please contact Margaret Munson at 763-682-7305.

WRIGHT COUNTY COURT SERVICES
Michael J. MacMillan, Director

WRIGHT COUNTY COURT SERVICES
Internship Application

Student Name: Date:

Address: Current GPA:

Telephone:

Internship Credits:

Department Authorizing Internship:
Advisor Name:
Advisor Phone Number:

Start Date Requested:

End Date Requested:

Daily Work Schedule Requested:

Other information to be considered for Internship
(Please include any Time/Date conflicts):

WRIGHT COUNTY COURT SERVICES

Criminal History Request/Confidentiality/Liability Form

Last Name:
First Name:
Full Middle Name:

Date of Birth:
Social Security Number:

Driver's License Number:
State of Issue:

I hereby authorize Wright County Court Services (Probation Department) to conduct a criminal history, traffic check, and law enforcement check for the purpose of an internship. I understand that if accepted for this internship I may be held legally liable, as well as being subject to dismissal for releasing information without specific authority to do so. Confidential information being defined for this purpose is any information regarding a client (past or present) that has been assigned to this agency for supervision services. I also will not hold Wright County, Wright County Court Services, or any employee of those entities liable for accidents, disability, or workman's compensation as a result of injury or negligence.

I understand and agree to the above statements:

_____ _____

Signature Date

Michael J. MacMillan
Director

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