

**Sandusky County Common Pleas Court Probation Department
Student Internship and Job Shadow Policy**

I. Purpose

The Sandusky County Common Pleas Court Probation Department supports educational partnerships that allow college students to gain exposure to the criminal justice system. This policy establishes the framework for student internships and job shadowing opportunities within the department. The program provides students with observational and learning experiences that enhance their academic understanding and professional development while ensuring that court operations, confidentiality, and safety are maintained.

II. Program Structure

The department offers two levels of participation:

1. **Job Shadow Program** – Short-term observational experience (typically one day or less). Participants observe operations, meetings, or probation officer duties but do not perform tasks or have direct access to confidential records.
 2. **Internship Program** – Extended educational experience (ranging from several days to a semester). Interns may perform limited administrative or research-related tasks under direct supervision. They may observe interviews or meetings involving probationers but will not conduct such interactions independently.
-

III. Eligibility Requirements

- Participants must be 18 years of age or older for internships and 16 years of age for job shadowing.
 - Internship participants must complete a background check prior to approval.
 - Internship participants must be enrolled in a college or university and provide documentation from their academic program verifying participation and liability coverage.
-

IV. Application and Approval Process

1. Interested students shall submit a Student Participation and Liability Waiver Agreement and, if applicable, a University Sponsorship and Insurance Confirmation form.
 2. The Chief Probation Officer will review and approve all applications.
 3. Approved participants will be scheduled and assigned to a supervising probation officer.
 4. The department reserves the right to deny or terminate participation at any time for any reason consistent with departmental policy.
-

V. Conduct and Expectations

All participants are expected to:

- Maintain confidentiality of all information observed or learned.
- Adhere to department policies and staff directions at all times.
- Dress and behave professionally.
- Refrain from any form of communication with probationers unless expressly permitted and supervised.
- Refrain from photography, recording, or posting on social media during or after participation.

Any violation of these expectations may result in immediate termination of participation.

VI. Confidentiality and Information Security

Participants will sign a Confidentiality and Non-Disclosure Agreement acknowledging that they may encounter sensitive information. Disclosure or misuse of confidential information is strictly prohibited and may result in termination and potential legal action.

VII. Liability and Safety

All participants must sign a waiver releasing the Sandusky County Common Pleas Court and the Probation Department from liability for injury, illness, or emotional distress arising from participation. Interns affiliated with a college program must ensure their school provides liability coverage or acknowledges personal responsibility.

Participants must follow all safety instructions and immediately report any accidents or concerns to their supervisor.

VIII. Supervision and Evaluation

Each participant will be assigned to a designated supervising probation officer who will:

- Provide orientation and guidance.
 - Ensure compliance with policy and confidentiality.
 - Complete an evaluation form (for interns, if required by the sponsoring institution).
-

IX. Program Termination

The Probation Department reserves the right to modify, suspend, or terminate this program at any time. Participation is a privilege, not an entitlement.

Approved by:

Chief Probation Officer
Sandusky County Common Pleas Court Probation Department

Effective Date: _____