

FREQUENTLY ASKED QUESTIONS (Updated 2/2024)

PAROLE & COMMUNITY CORRECTIONS INTERNSHIPS

Is this a paid Internship?

- At present, all Internships within the Division of Adult Parole are unpaid positions. While we do not offer monetary compensation, our Internship program provides invaluable hands-on experience, professional development opportunities, and exposure to the workings of the parole system. We believe the skills and knowledge gained during the Internship are highly beneficial for your future endeavors in the field.

How are Interns selected?

- The selection process for Interns involves several steps to ensure a comprehensive evaluation. Initially, colleges or universities refer Intern candidates to the DAP Internship Coordinator on a semester basis. Upon referral, candidates receive background checks and Internship application forms from the DAP Internship Program Coordinator, which they must complete and submit via email.

Once received, the DAP Internship Program Coordinator processes the background checks and applications. Candidates are then notified regarding the outcome of their background check and initial screening. The number of available Internship positions varies based on the parole office location.

In cases where the number of approved applicants exceeds available spots in a given semester, interviews are conducted to select candidates for that term. This multi-step process ensures a fair and thorough selection of Interns, aligning with the goals and needs of the Division of Adult Parole.

What are the requirements to become an Intern?

- To qualify for an Intern position, applicants must meet several basic requirements. These include being at least 18 years old, currently enrolled as a student in a college or university that maintains an active affiliation agreement with the DAP for the Criminal Justice Program, and being referred by the educational institution. Additionally, candidates must successfully pass a background and initial screening check. It's important to note that additional requirements may vary depending on the educational institution. For further details, please refer to the AR 100-14 DAP IA document. We encourage interested candidates to review this resource for comprehensive information on Internship eligibility criteria and procedures.

Will I require a background check and interview prior to being selected?

- Prior to selection, all Intern candidates are required to undergo a background check and complete a pre-screening application. Interviews will be scheduled based on availability by semester. These measures ensure that candidates meet our standards for professionalism and eligibility while also allowing us to assess their suitability for the Internship program.

Where will I work as an Intern?

- As an Intern with the Division of Adult Parole (DAP), you may be assigned to any of our 19 statewide offices. While we encourage applicants to express preferences for specific parole offices during the pre-screening application process, final placement depends on staff availability. Our Internship program is structured to offer a comprehensive experience, enabling Interns to accompany staff to diverse locations, including jails, prisons, parole offices, community treatment centers, and other resource partners. This exposure ensures a well-rounded understanding of the parole system and its operational dynamics.

Are there multiple shifts available?

- Interns can enjoy flexible scheduling options within Division office hours, from 8 a.m. to 5 p.m., Monday through Friday. Please note that offices are closed on both state and federal holidays. This arrangement allows Interns to tailor their schedules to accommodate their academic commitments and personal needs while gaining valuable experience during standard business hours.

How long is the Internship?

- The duration of the Internship is flexible and depends on the requirements of the educational institution as well as the preferences of the Intern. However, Internships typically do not exceed one semester in length. This time frame allows Interns to gain valuable experience within a structured period while accommodating their academic commitments.

What are some of the duties/responsibilities I would be responsible for?

- As an Intern, you will be required to adhere to the terms outlined in the Internship agreement, which delineates your responsibilities throughout the program. Key duties include maintaining regular communication with your office coordinator, diligently completing training tracking forms to ensure accurate documentation of your experience, and promptly notifying the office coordinator of any schedule changes or updates to your availability. These responsibilities are integral to ensuring a productive and mutually beneficial Internship experience.

What uniforms/equipment are provided?

- While uniforms are not provided, Interns are expected to adhere to the dress code outlined in our policy and Internship agreement. Additionally, Interns are loaned a ballistic vest to ensure safety when accompanying officers during field activities. This policy helps maintain a professional appearance while prioritizing the safety and well-being of our Interns.

Do I have to attend basic training prior to the Internship?

- Before engaging in office activities, Interns must complete virtual and in-person training sessions as assigned. This training ensures that Interns are well-prepared and equipped with the necessary skills and knowledge to contribute effectively during their Internship.

After participating in an Internship, will I have an edge over other candidates when applying for full time work after graduation?

- Internships offer invaluable hands-on experience, networking opportunities, and insights into industry dynamics, all of which can enhance your candidacy for full-time positions post-graduation. They demonstrate your proactive approach to learning and readiness to contribute, giving you a competitive edge in the job market.

Who can I contact to express interest or to request further information?

- Jessica Sapp, Community Parole Manager/Parole Internship Coordinator, P: (719) 633-1469, C: (720) 272-0614, Email: Jessica.Sapp@state.co.us.