

## **Internship Opportunities**

This is **not** an exhaustive list of internship opportunities commonly available to students. It is a guide to help you get started. You may consider any internship that relates to criminology and criminal justice. You can locate additional internship opportunities on the [Career Center's website](#). You can also use [Idealist](#) to local nonprofit jobs and internships. Please see the Internship Coordinator, [Dr Bryan Burton](#), if you have any questions. If any contact information is incorrect, please contact Dr. Burton for assistance.

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## 1. Social Services

### **Chop's Teen Club - Program Aide & Youth Mentor**

Website: [Chop's Teen Club](#)

#### GENERAL RESPONSIBILITIES:

Under direct supervision of the Program Director, the Program Aide & Youth Mentor assists in the planning, implementation, promoting and supervision of teen programs and activities. The Program Aide is also responsible for member behavior management, mentoring teens and ensuring the Chop's Code of Conduct is followed.

#### KEY RESULT AREAS:

- Actively plans, promotes, and leads club programs and activities including sports, games and contests
- Maintains good communication and relationships with participants and other staff
- Helps create and maintain a safe, healthy and age-appropriate environment resulting in a positive experience for teens
- Assists in enforcing Chop's Code of Conduct, safety, and emergency procedures
- Sets a positive example in conduct and personal habits
- Is an active participant in staff meetings and training sessions

Contact:

Kevin Anderson

(707) 284-2467 x117

[kevina@chopsteenclub.org](mailto:kevina@chopsteenclub.org)

Deadline:

December 3, 2023

### **Senior Advocacy Services of Sonoma County**

Website:

<https://senioradvocacyservices.org/>

Contact:

Donata Mikulik

Elder Justice Coordinator

Cell: 707.591.3129

[donatam@sasnb.org](mailto:donatam@sasnb.org)

## **Verity**

Website: <https://www.ourverity.org/>

Contact:

Jessica Ramirez

Intervention Department Manager

[jramirez@ourverity.org](mailto:jramirez@ourverity.org)

707-360-2076

## **Forget Me Not Farms - Children Services**

Website: <https://forgetmenotfarm.org/>

Learn how the farm works on an in depth level while earning class credit. Internships and Work Study Programs are available for college credit through Santa Rosa Junior College and Sonoma State University. Contact your college counselor for more information. We are also available and willing to discuss independent study internships if you are looking to gain a deeper understanding of animal assisted therapy and horticultural therapy activities. For more info please send an email to [info@forgetmenotfarm.org](mailto:info@forgetmenotfarm.org)

Contact:

<https://forgetmenotfarm.org/contact-us/>

## **Department of Emergency Management - County of Sonoma**

Website:

<https://sonomacounty.ca.gov/administrative-support-and-fiscal-services/emergency-management/internships>

The primary duty of the Emergency Management Intern is to provide technical and/or administrative assistance in emergency preparedness and planning projects. These projects may involve: exercise design and development, Geographic Information Services (GIS) and technology management, and public information and outreach. Duties may also include: assisting staff in the day-to-day operations within the Emergency Management Division office; answering inquiries by phone and through written communications; preparing documents and reports; assisting with research assignments and special projects; attending meetings or community events; and filing, faxing, photocopying, etc.

Contact:

County of Sonoma Volunteer Program

(707) 565-4421

[volunteer@sonoma-county.org](mailto:volunteer@sonoma-county.org)

## 2. Police Departments

### **Sonoma State Police Department - Internship Program**

Website: <https://police.sonoma.edu/>

Contact:

John Howard

Police Officer

Sonoma State University Police

(707) 664-4418 Direct

[howardj@sonoma.edu](mailto:howardj@sonoma.edu)

### **Sonoma State Police Department - Student Ambassador**

Website: <https://police.sonoma.edu/>

The Sonoma State University Police Department (SSUPD) is teaming up with the Financial Aid Office to provide a job opportunity to 2-4 students to assist the police department with programs and services designed to create a direct connection between the department and the community. The goal of the program is for Student Ambassadors to develop transferable career skills by working closely with department members, providing a welcoming and professional environment for the public, providing clerical support, assistance with special projects, community outreach, visible presence, special event programming, and other duties as assigned.

Student Ambassadors will be required to attend training specific to working in a police department. Student Ambassadors will work approximately 10-15 hours per week during the academic year, and may work during the summer session. Student Ambassadors will be paid \$15/ hour by and through SSU.

Duties:

- Assist department members with the creation of crime prevention and public service videos, as well as brochures, flyers and other educational materials, maintain the police department website and associated social media pages
- Provide educational presentations, and/or support for events such as Public Safety Fairs, Cops and Coffee, and other community engagement events
- Assist department members during training presentations, training scenarios, and other department and community trainings

Qualifications:

- Student at Sonoma State University
- Qualify for Federal Work Study

- Demonstrated organizational and problem-solving skills
- Demonstrated clerical and administrative skills
- Demonstrated English proficiency and accurate typing skills
- Demonstrated ability to work under pressure with frequent interruptions and short timelines
- Proficient with Microsoft Office software, video creation and editing

**Special Conditions of Employment:**

- Must be able to pass a thorough police background investigation of personal and work history, including a fingerprint check of criminal history.
- Must possess a valid license to drive in the State of California, and participate in the Department of Motor Vehicles (DMV) Pull Notice Program.
- Must sign and adhere to a confidentiality agreement regarding nondisclosure of sensitive information heard, read or seen while working at the police department

**Application:**

- Submit application letter and resume to SSUPD Chief Nader Oweis

**Contact:**

Chief Nadar Oweis

Chief of Police, Sonoma State University Police Department

[nader.oweis@sonoma.edu](mailto:nader.oweis@sonoma.edu)

## **Novato Police Department - Internship Program**

Website: [Novato Police Department, Police Intern](#)

The primary goal of the Police Intern Program is to further prepare and develop qualified college students to enter the field of law enforcement—preferably with the Novato Police Department—while pursuing successful completion of a college education. Police Intern assignments include records, patrol, investigations, traffic, court liaison, crime prevention, evidence office, and dispatch.

**Contact:**

(415) 897-4361

## **The Marin County Sheriff's Office - Cadet/Intern Program**

Website: <https://www.marinsheriff.org/>

The Marin County Sheriff's Office Cadet/Intern Program offers college students a rewarding hands-on learning experience in all divisions of the Sheriff's Office. Cadet/Interns serve

alongside experienced law enforcement staff and receive a valuable introduction to a law enforcement career.

### **Cadet/Intern Standards:**

The Marin County Sheriff's Office is committed to mentoring and developing cadet/interns. The department has set forth the highest standards and expectations for participants in the Cadet/Intern Program. We are looking for cadet/interns who demonstrate integrity, maturity, honesty, personal discipline, and sound judgment.

The Sheriff believes in excellent customer service. Cadet/Interns selected to participate must be service-oriented and possess knowledge of basic office practices; business English, including spelling, grammar, and punctuation; strong communication skills and ability to read and understand laws, rules, and Sheriff's Office policies and procedures; and carry out instructions, analyze situations and determine appropriate responses.

### **Examples of Duties:**

Cadet/interns perform duties that effectively support Sheriff's Office activities such as:

- Provide general information and assistance to the public in person or on the telephone
- Help maintain department vehicles
- Maintain inventory of supplies and equipment
- Support the Patrol Division at large events
- Aid in marking and towing of abandoned vehicles
- Assist Investigation Division personnel with crime scenes

### **Training:**

Each cadet/intern will receive training in Sheriff's Office policies and procedures as well as specific job training from experienced cadet/interns and sworn and non-sworn personnel. Before participating in field-related activities, cadet/interns must pass a formal training program. Cadet/interns will learn report writing, traffic control and direction, basic evidence collection, and community relationship building. Cadet/interns are compensated during training.

### **Program Requirements:**

- A high school graduate or equivalent
- At least 18 years old
- Not have any felony criminal convictions
- Meet drug standards
- Be able to work evening and weekends
- Be willing to wear a uniform
- Possess a valid California Class C driver's license

- Be enrolled in college with at least 9 units per semester or 6 quarter units; proof required each semester or quarter
- Maintain a GPA of 2.0 or better

Special Requirements: Pass background investigation, criminal record check, computer voice stress analysis, and medical exam

#### **Compensation:**

Cadets/interns are paid an hourly wage and work part-time from 16-25 hours per week depending on availability. Cadets/interns may be eligible for coverage in compliance with the Affordable Care Act.

The Sheriff's Office reserves the right to terminate participation in the program at any time without cause or appeal. Cadets/interns may remain in the program for up to four years.

#### **Application Process:**

Interested parties may contact Marin County Sheriff's Office Student Internship Coordinator. The selection process to participate in the Cadet/Intern Program includes:

- Interview
- Truth-verification exam (CVSA)
- Background investigation
- Pre-placement medical exam

Contact:

Marin County Sheriff's Office Student Internship Coordinator Joy Fossett,  
(415) 473-7447

[JFossett@marincounty.org](mailto:JFossett@marincounty.org)

### **Santa Rosa Police Department - Student Intern**

Website: [Student Intern - Police Department | Job Details tab | Career Pages \(governmentjobs.com\)](#)

Contract:

See website for additional information

## **3. Probation Departments**

### **Sacramento County Probation Department - Internship Program**

## [Sacramento County Probation Recruitment Presentation - YouTube](#)

Website: <https://saccoprobatation.saccounty.gov/Pages/default.aspx>

Contact:

Nicole Koenig | Deputy Probation Officer

Sacramento Probation Department

KoenigN@saccounty.gov | Office: (916) 874-1187

or

Erika Benamat

[BenamatiE@saccounty.gov](mailto:BenamatiE@saccounty.gov)

## 4. Corrections

### **California Department of Corrections and Rehabilitation**

Website: <https://www.cdcr.ca.gov/ola/student-intern-employment-opportunities/>

Contact:

(916) 445-0495

See website for additional information

## 5. Federal Agencies

### **FBI Honors Internship Program**

Website: [FBI Honors Internship Program](#)

The FBI Honors Internship Program is a 10-week, paid internship for college undergraduate and graduate students. While exploring our exciting career options, students work side-by-side with FBI employees at our Washington, D.C.-area Headquarters or in Field Offices around the country. Open to a wide range of academic areas, this internship offers experiences students can't find elsewhere. To apply for the Honors Internship Program, applicants must: be a U.S. citizen; attend a college or university full time as an undergraduate (freshman, sophomore, junior or senior), graduate or post-doctoral student. Students are not eligible if they will graduate before the program start date; exceptions are permitted to students continuing their education in the semester immediately following; have and maintain a 3.0 cumulative grade point average (GPA) or better at the time of application, throughout the application process and for the duration of the internship program; a first-semester freshman or student attending a school that does not provide a GPA will need to meet alternate criteria. Instead of a 3.0 GPA or higher, the applicant must have maintained at least a 3.0 high school GPA and have scored a



1500 out of 2400 on the SAT (1000 out of 1600 on new SATs) or scored a 21 or higher on the ACT; and pass all of the FBI employment background investigation requirements and be able to receive a Top Secret Clearance.

Contact:

Auraine Scott

[ASCOTT4@fbi.gov](mailto:ASCOTT4@fbi.gov)

Applicant Recruiter - Coordinator

FBI - San Francisco Division

(415) 553-7622

[FBI Honors Internship Program](#)

## **Federal Pathways Program - Internship Program**

Currently Accepting Interns: Yes

Intern Duties: See Below

Website: [Pathways Program](#)

The Internship Program is for current students. If you're a current student in high school, college, trade school or another qualifying educational institution, you may be eligible. This program offers paid opportunities to work in federal agencies and explore federal careers while completing your education.

Contact:

[Learn more about the Internship Program](#)

## **6. State Programs**

### **Capital Fellows Program**

Website: <https://www.csus.edu/center/center-california-studies/capital-fellows/>

<https://ccsapply.smapply.io/>

The Capital Fellows Programs are nationally recognized public policy fellowships which offer unique experiences in policy-making and development in each branch of California's state government.

Capital Fellows spend 10-11 months as paid, full time employees working in a Legislative, Executive or Judicial Branch office. Capital Fellows are placed at some of the highest levels of California state government and assist state legislators, senior-level executive staff, and court

administrators with a broad range of public policy issues and projects and are typically given assignments with a significant amount of responsibility and challenges.

All Fellows receive:

- a monthly stipend of \$3,253, as well as medical, dental and vision benefits;
- a one-time moving allowance of \$875 (non-taxable);
- fully-paid enrollment and earn six graduate units;
- student loan deferment; and
- upon successful completion of the fellowship, a Graduate Certificate in Applied Policy and Government

Contact:

[Capital Fellows Program](#)

Deadline:

Applications are due on Monday, December 4, 2023 at 11:59 pm (PST).

## 7. Law Offices

### **Legal Aid of Sonoma County**

Website: <https://legalaidsc.org/>

Contract:

Linda Cooney

14 South E St, #100

Santa Rosa, CA 95404

[lcooney@legalaidsc.com](mailto:lcooney@legalaidsc.com)

(707) 542-6095

### **Vidas Legal Aid - Vital Immigrant Defense Advocacy and Services**

Website: <https://vidaslegal.org/>

Contact:

<https://vidaslegal.org/contact/>

### **Napa County District Attorney's Office - Administration of Justice Intern**

Website: <https://www.countyofnapa.org/2541/Intern-Volunteer-Opportunities>

The Napa County District Attorney's Office accepts year-round applications for Administration of Justice volunteers-interns who are interested in gaining valuable hands-on experience in a wide variety of areas and learning about the justice system from within the criminal prosecutor's office. All volunteers-interns must complete a background check.

Contact:

Sophie Johnson

[Sophie.Johnson@countyofnapa.org](mailto:Sophie.Johnson@countyofnapa.org)

## **Napa County District Attorney's Office - Victim Services Intern**

Website: <https://www.countyofnapa.org/2650/Volunteer-Internship-Opportunities>

The Napa County District Attorney's Office Victim Services Division is seeking the participation of qualified volunteers from the community in an effort to extend services to crime victims. Victim Services Volunteers/Interns will gain intricate, hands-on experience by observing and being part of victim advocacy, criminal justice procedures, restitution assistance, and community outreach.

Contact:

Victim Services Division, Phone: (707) 299-1414

## **8. Other Organizations**

### **California Homemakers Association**

Website: <https://californiahomemakers.org/>

Contact:

Ben Vogel

(707) 591-9573

<https://californiahomemakers.org/volunteer/>