



# BROWN COUNTY PROBATION DEPARTMENT

PROBATION BUILDING • 1 SOUTH STATE STREET • PO BOX 248 •  
NEW ULM, MN 56073-0248 • PHONE: (507) 233-6620 • FAX: (507) 233-6649  
E-MAIL: pclerk2@co.brown.mn.us

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Dear Future Intern or Volunteer:

The internship and volunteer program at the Brown County Probation Department is designed to be a "hands on" active learning approach to the field of Corrections. All interns and volunteers will be exposed to the many different duties corrections staff perform on a daily basis. For interns, this may include supervision of adult and/or juvenile clients, writing investigative reports to the Court, perform drug testing, learning courtroom procedures, etc. For volunteers, you likely will assist with pre-report information, verify client information, ride alongs, etc. depending on when and how often you volunteer.

In most cases, interns are scheduled to work forty hours each week for a total of 600 hours (unless otherwise approved). All students seeking an internship with our office must carry a grade point average of at least 2.75, have at least a Junior standing in a Human Service Field 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. Volunteers do not have a minimum requirement of hours or grades.

All interns and volunteers should be aware that the supervising Probation Officer or Director has the authority to terminate the internship at any time for unacceptable performance or failing to follow the signed contract.

All of our Probation Officers carry a very high caseload and are continuously very busy, yet we strongly believe in providing access to volunteering and student internships. We will do our very best to expose each intern and volunteer to the many facets of the world of Probation/Parole and the field of Corrections (this is subjective with volunteers based upon hours).

Enclosed in this packet are several forms. Please complete the Intern/Volunteer application and Criminal History/Confidentiality form. Forward these two pages (along with a resume for interns) and cover letter stating why you would like to intern or volunteer with our agency to: Les Schultz, Probation Director, Brown County Probation/Department of Corrections, 1 South State, P.O. Box 248, New Ulm, MN 56073. If you have questions regarding an internship or volunteer position with our Department, please contact Les Schultz at 507-233-6621.

Sincerely,

Les P. Schultz, Director  
Brown County Probation Department

# BROWN COUNTY PROBATION VOLUNTEER/INTERN APPLICATION

## PERSONAL

Last Name:	First Name:	Middle Name:	DOB:
Address:		Phone:	
City:	State:	Zip Code:	Email:
Dates you would like to volunteer/intern: From _____ to _____		College Course Requiring Volunteer Hours/Instructor:	
Number of hours you plan to volunteer for: _____ hours per _____ week _____ month		Volunteer Hours Required by College Course:	

## AVAILABILITY (include evenings)

Monday:	Friday:
Tuesday:	Saturday:
Wednesday:	Sunday:
Thursday:	Special Circumstances:

## EMPLOYMENT HISTORY (please list last two employers)

Employer Name (most recent first) and address:	Telephone: (    )
Name of Supervisor:	Date employed: From _____ to _____
Job Title:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:	Reason for Leaving:
Employer Name and Address:	Telephone: (    )
Name of Supervisor:	Dates Employed: From _____ to _____
Job Title:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of duties:	Reason for Leaving:

### EDUCATIONAL HISTORY

High School Name and Location:	Subjects Studied:	Degree and Graduation Date or # of years completed:
College/University/Technical/Vocational School Name and Location:	Areas of Major and Minor	Degree and Graduation Date or # of years completed:
Graduate School or other post-graduate education:	Area of Study	Degree and Graduation Date or # of years completed:
Other Training/Courses	Areas of Training/Study	Degree and Graduation Date or # of years completed:

### VOLUNTEER EXPERIENCE

Agency/Organization and Address:			Telephone: (    )
Name of Supervisor:	Dates Volunteered From            to	May we contact this agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving:
Job Title and Duties:			
Agency Organization and Address:			Telephone: (    )
Name of Supervisor:	Dates Volunteered From            to	May we contact this agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for Leaving:
Job Title and Duties:			

(Attach additional sheets if necessary.)

**The following shaded section is for interns only.**

University Name:		School Address:
Internship Advisor:		Advisor's Phone:
Current GPA:	Internship Credits:	Areas of Interest:

### BACKGROUND

Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state and license # _____	
Available car? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of insurance company: _____	
Do you have any physical or mental condition(s) which would limit your ability to participate in activities with Brown County Probation Department: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain (limitation(s), activity restrictions, etc.)	
A physical or mental condition(s) does not disqualify a volunteer. This data is required to determine how to accommodate any special needs.	

Have you ever been convicted of a criminal offense (including petty misdemeanors) or major traffic offense (misdemeanor or greater)?

Yes  No

(Report all convictions past and present. (Convictions may not automatically disqualify you.)

If yes, what was your offense:

Date convicted: \_\_\_\_\_ End date of probation/parole or court jurisdiction: \_\_\_\_\_

Are you now or have you ever been placed on probation or participated in a diversion program?  Yes  No If yes, please explain:

Are you currently involved in a court matter in Minnesota or any other jurisdiction?  Yes  No If yes, please explain:

Do you have any close friend or family member under any type of court jurisdiction, and/or in any correctional/placement/institution/facility?

Yes  No (This will not disqualify you.) If yes, list name(s) and relationships:

Are you now or have you ever been involved with child protection or social services authorities in Brown County or any other jurisdiction?  Yes  No If yes, list dates and circumstances:

List where you have lived the past five (5) years other than Brown County:

Have you ever been asked to resign or been terminated by an employer or a volunteer training program?

Yes  No If yes, please explain:

Records checks will be done on all volunteer applicants. A conviction does not disqualify a volunteer. It is generally necessary for a person to have made a satisfactory community adjustment for at least one year and/or subsequent completion of probation before acceptance is considered.

### REFERENCES

Name	Address	Telephone	Relationship	Years Known
1.				
2.				
3.				

**References will be checked.**

My signature below certifies that all statements made on this application are true complete and correct to the best of my knowledge. I understand these statements are subject to verification. I understand the falsification of this application can disqualify me from consideration or result in dismissal upon discovery. Furthermore, my signature below provides my authorization to Brown County Probation Department to do driver and criminal record checks, as well as reference checks to determine my suitability for placement.

Signature

Date

Return this application form along with the Volunteer/Intern Application questions to:

**Brown County Probation Department,  
Attn: Evonn Westcott, Assistant Director  
PO Box 248  
New Ulm, MN 56073  
Phone: 507-233-6620 Fax: 507-233-6649  
Email: evonn.westcott@co.brown.mn.us**

Brown County Probation Department acknowledges that equal opportunity for all persons is a fundamental human value. The volunteer program considers each applicant on the basis of individual ability and merit, without regard to race, color, creed, age, religion, national origin, sex, handicap, sexual orientation, marital status or public assistance status.