



Cuyahoga County Court of Common Pleas  
Adult Probation Department  
**INTERNSHIP PROGRAM**

**Program Description**

- Goal
  - Designed to provide undergraduate and graduate students with experience performing duties of a probation officer in a large urban felony court. This Court currently has over 7500 adults under supervision
- Assignments
  - Students will be assigned to a unit performing investigation or supervision activities. Past assignments have included: electronic monitoring, work release, mental health and developmentally disabled offenders, sex offenders, pretrial release, low through high-risk offender supervision, and pre-sentence investigation.
- Training and Supervision
  - will be provided by the Probation Department
  - Evaluations of Performance will be submitted to universities upon request
- Availability
  - Fall, Spring or Summer Semesters
  - Approximately 5 interns are accepted per semester
- Remuneration
  - Unpaid
- Time Commitment
  - Minimum 16 Hours per Week for 12 Weeks.
- **Eligibility Requirements**
  - Major in Criminal Justice, Behavioral Science (or a related field)
  - Proof of undergraduate or graduate status
  - Evidence of Successful Academic Performance
  - Strong Communication Skills
  - Satisfactory References
  - Able to pass Criminal Background Check
- **Application Process**
  - Schedule an Interview by contacting:  
James Toth, Probation Officer Supervisor, 4115 Bridge Avenue, 2<sup>nd</sup> floor,  
Cleveland, Ohio 44113 (216) 443-6632 [cpjmt@cuyahogacounty.us](mailto:cpjmt@cuyahogacounty.us)  
  
Stephania Pryor, Deputy Chief Probation Officer, 1300 Ontario Street, 2<sup>nd</sup>  
floor, Cleveland Ohio 44113 (216) 443-5522 [cpsap@cuyahogacounty.us](mailto:cpsap@cuyahogacounty.us)
  - Complete Job Application
  - Consent to Criminal Background Check
  - Sign *Agreement to Follow Agency Policy and Waiver of Liability*
  - Supply Letters of Reference
  - Supply Original Copy of Current Transcripts
  - Resume
  - Agree to tentative internship schedule (start date, hours, and days of work)

- **Notification of Intern Acceptance**

- Interns are notified in writing regarding acceptance for a Probation Department internship. This notification will include the intern start date and schedule.