

Process to become an Intern with the Department of Corrections

1. Start the application process early, at least one month prior to the beginning date of the internship.
2. Learn as much as you can about the Missouri Department of Corrections by visiting the website at www.doc.mo.gov.
3. Complete a Volunteer/Intern Application from the Department of Corrections. Forms are available at www.doc.mo.gov/division/hservice/intern.htm. Specify which Institution or Probation and Parole Office you are applying to intern at. A list of Probation and Parole Offices is located on the departmental website at www.doc.mo.gov/division/prob/ppdist.htm and a list of institutions is located on the website at www.doc.mo.gov/division/adult/address.htm.
4. Send the completed Application to the Institutional Activity Coordinator (IAC) at the institution or the Volunteer/Intern Coordinator at the Probation and Parole Office where you want to volunteer.
5. The IAC or Volunteer/Intern Coordinator will review your application, conduct a background check, interview you, conduct a pre-employment drug test and make a recommendation to the Warden or District Administrator regarding your application.
6. Following the interview, if approved, you will be scheduled to attend a one day training. You will not be admitted to the training unless you have been scheduled in advance for the training by the IAC or Volunteer/Intern Coordinator.
7. After successfully completing the training, you will be issued an ID card, screened for Tuberculosis, and provided an orientation to the facility. Your supervisor will establish a work schedule with you that will provide you the number of hours needed to complete your internship. It will be your responsibility to complete the necessary hours. Schedule changes should be coordinated with your supervisor.

Questions about internships with the Missouri Department of Corrections can be directed to Melissa Massman, Supervisor of Volunteer Services, 2729 Plaza Dr., Jefferson City, MO 65102, (573) 526-6491 or Melissa.Massman@doc.mo.gov.