



OFFICE OF INSTITUTIONS – BUREAU OF CLASSIFICATION MANAGEMENT

What We Do:

The Bureau of Classification Management (BCM) main function is the oversight and support of classification field staff in their direct responsibilities in the case management of the inmate population from reception through release. BCM is formed of six sections: Classification Systems Development, Classification Services, State Classification Office, Community Release Programs, Electronic Monitoring, and Public Records. Each section has unique responsibilities with subject-matter experts responsible the various program areas within the section, such as automation development, classification policies, training, final approval of critical classification decisions, audits, contract monitoring, electronic monitoring, and records requests.

What We're Looking For:

Students with a study in the criminal justice field, with experience in data analytics, and an interest in statistics and trends within the correctional setting. The ideal candidate thrives in a fast-paced environment and is a creative team player. We are seeking students in their junior or senior year of their undergraduate degree, or any year of their master's degree.

What You'll Do:

During your time at BCM, you will work closely with team members to develop reports to track trends and statistics within the institution to provide to FDC Leadership.

You will learn processes that go into:

- Creating reports on trends and statistics within a correctional setting, such as housing, custody, disciplinary action, etc.
- Preparing for website updates and monthly reporting.

Other opportunities include:

- Organizing staff training sessions.
- Reviewing records requests.
- Assisting callers with general questions.

- Location: Leon
- Work Hours: 10-15 hours per week
- Academic Terms: Accepting applications for all terms

To apply, click [here](#).

Have questions?
Contact the Internship Coordinator
at (850) 717-3924 or
HRAdmin@fdc.myflorida.com.