

FEDERAL CORRECTIONAL INSTITUTION/ FEDERAL DETENTION CENTER

Tallahassee, Florida



DOCTORAL INTERNSHIP IN HEALTH SERVICE PSYCHOLOGY (2019-2020)

APA PROGRAM NUMBER# 001022

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Member of The Association of Psychology Postdoctoral and Internship Centers (APPIC)

American Psychological Association

Standards of Accreditation-Accrediting Body

Notice to all applicants: This program abides by the APPIC policy that no person at this training facility will solicit, accept, or use any ranking-related information from any internship applicant.

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FCI & FDC TALLAHASSEE

The Federal Correctional Institution (FCI) at Tallahassee, Florida was built in 1938. FCI Tallahassee is a low security, female facility housing offenders who have been convicted of a range of federal crimes. The housing units include a Special Housing Unit (for inmates accused and convicted of rule infractions), a Residential Drug Abuse Program, four general housing units, and an honors unit.

Inmates in the general population have supervised access to a dining hall, commissary, libraries, visiting area, and recreational facilities. They are also offered education, vocational training, and medical, dental, psychological, and religious services. The Education Department provides adult basic education, high school equivalency, post-secondary education, Spanish and English as a second language, parenting and nutrition classes. Vocational training programs include electronics, horticulture, heating/air conditioning, construction trades, plumbing, electrical wiring, masonry, landscaping, cosmetology, dental hygiene and business education. During each weekday the inmates work, attend school, and/or receive vocational training for approximately seven hours. One of the more popular work assignments is the UNICOR call center program. Inmates can earn an hourly wage ranging from approximately 25 cents to \$1.50.

Just a few hundred yards from the FCI is the Federal Detention Center (or FDC) which was completed in 1992. The FDC houses up to 300 male offenders. Most are awaiting trial, sentencing, or transfer. Psychology staff primarily provide crisis intervention services to the FDC inmates.

The male and female inmates at FCI and FDC Tallahassee come from all 50 of the United States and from at least 30 different countries. A wide variety of mental health needs and issues are presented by the inmates, providing a rich and diverse training experience for interns.

PSYCHOLOGY TREATMENT PROGRAMS FCI & FDC TALLAHASSEE

The primary mission of the Psychology Department at FCI/FDC Tallahassee is to provide mental health services for designated and holdover inmates. Many inmates at the FCI have significant histories of psychological abuse or other trauma. Their mental health needs are addressed through individual and group treatment. The FDC houses male pre-trial and holdover inmates, with psychology staff providing mental health treatment such as improving coping skills and adjusting to incarceration.

In addition to crisis intervention, long- and short-term mental health treatment, the Psychology staff at FCI/FDC Tallahassee offer a Residential Drug Abuse Program, Nonresidential Drug Abuse Program, Drug Abuse Education, and the Resolve Program. Each program has been developed by the Bureau of Prisons with a focus on empirically supported interventions.

SUBSTANCE ABUSE TREATMENT

Residential Drug Abuse Program provides intensive cognitive-behavioral, residential drug abuse treatment. Programming is delivered within a modified therapeutic community environment; inmates participate in interactive groups and attend community meetings. Program content focuses on reducing the likelihood of substance abuse through cognitive-behavioral interventions and relapse prevention strategies. The program also focuses on challenging antisocial attitudes and criminality. In addition, the program facilitates the development of interpersonal skills and pro-social behavior.

Non-Residential Drug Abuse Program is designed to meet the needs of a variety of inmates including: inmates with relatively minor or low-level substance abuse impairment; inmates with a drug use disorder who do not have sufficient time remaining on their sentence to complete the intensive Residential Drug Abuse Program (RDAP); and inmates with longer sentences who are in need of treatment and are awaiting future placement in RDAP. The program includes a variety of clinical activities organized to treat complex psychological and behavioral problems. The activities are unified through the use of Cognitive Behavioral Therapy (CBT), which was selected as the theoretical model because of the proven effectiveness with an inmate population.

Drug Abuse Education is designed to encourage offenders with a history of drug use to review the consequences of their choice to use drugs and the physical, social, and psychological impact of this choice. Drug Abuse Education is designed to motivate appropriate offenders to participate in nonresidential or residential drug abuse treatment, as needed. Participants in Drug Abuse Education receive information on what distinguishes drug use, abuse, and addiction using psycho-educational techniques. Participants in the course also review their individual drug use histories, explore evidence of the nexus between drug use and crime, and identify negative consequences of continued drug abuse.

TRAUMA TREATMENT

Resolve Program is a CBT program that was developed to address the mental health needs of female offenders which are trauma-related. The Resolve Program aims to decrease the incidence of trauma related psychological disorders and improve inmates' level of daily functioning. The Resolve Program also aims to increase the effectiveness of other treatments, such as drug treatment and health care. This particular program focuses on the development of personal resilience, effective coping skills, emotional self-regulation, and healthy interpersonal relationships. These skills are attained both through the use of educational, cognitive, behavioral, and problem-solving focused interventions. The main components of the structured treatment program include; Trauma in Life, a psycho-educational workshop; Seeking Safety, a brief, skills-based treatment group; Dialectical Behavioral Therapy (DBT), Cognitive Processing Therapy (CPT), and Skill Maintenance Group which are intensive, cognitive-behavioral treatment groups to address persistent psychological and interpersonal difficulties.

MENTAL HEALTH TREATMENT

Admission and Orientations to Psychology Services is provided by psychology staff upon admission to the facility. Newly arriving inmates receive a group orientation to Psychology Services on the topics of Sexually Abusive Behavior Prevention and Intervention, Suicide Prevention, Diversity, Adjusting to Prison, and an Overview of Available Services. This is provided in a lecture format.

Treatment and Care of Inmates with Mental Illness policy was designed to be an operationalized system of identifying and ensuring treatment for inmates with serious mental illness. The intent of this policy is to facilitate inmates' progress toward recovery, improve mental health stability and enhance healthy emotional functioning, in addition to addressing dynamic risk factors associated with criminal recidivism that impede successful reentry. Through the use of evidenced-based practices and an interdisciplinary team approach, inmates with more severe mental health needs are identified, monitored, and treated by assisting these individuals in becoming aware of and reducing the negative outcomes associated with mental illness, such as placement in restrictive housing, exacerbation of acute symptoms, psychiatric hospitalizations, engagement in self-harm or suicide attempts, re-incarceration, or death. Interns can expect staff to incorporate cognitive-behavioral, interpersonal, and solution-focused concepts into case formulation and treatment perspectives.

CADRE PROGRAM

The Suicide Cadre Program includes qualified and trained inmates who act as companions that help provide observation of inmates that have been placed on suicide watch. Due to the sensitive nature of this, inmate companions undergo significant training, before and after becoming a member of this cadre. Psychology staff ensure inmates are properly trained, as well as maintain all necessary information regarding the program.

PSYCHOLOGY INTERNSHIP PROGRAM

AIM, COMPETENCIES, & PHILOSOPHY

The primary aim of the Bureau of Prisons Psychology Service Internship Programs is to provide an integrated, flexible, and balanced set of learning experiences necessary to train entry-level professional psychologists. FCI Tallahassee is one of the longest standing APA accredited pre-doctoral internships in the Bureau of Prisons, having first gained APA accreditation in 1990. Training is focused on the following nine competencies:

1. Research-The intern will demonstrate proficiency in understanding and applying scientific research to the practice of psychology generally, and the professional practice of psychology in corrections specifically.
2. Ethics and Legal Standards- The intern will demonstrate proficiency practicing psychology within the boundaries of the ethical and legal principles governing professional behavior, and will demonstrate a commitment to professional growth and development generally, and within the correctional environment specifically.
3. Individual and Cultural Diversity-The intern will demonstrate awareness of and sensitivity to cultural factors impacting clinical services with diverse individuals, groups, and communities who represent various cultural and personal backgrounds and characteristics.
4. Professional Values, Attitudes, and Behaviors-The intern will demonstrate proficiency providing psychological services that are consistent with professional values, beliefs, and practices within the field generally, and within the correctional environment specifically.
5. Communication and Interpersonal Skills- The intern will demonstrate proficiency in both written and verbal communication with peers, supervisors, and other staff that is timely, accurate, and jargon free.
6. Assessment-The intern will demonstrate proficiency in conducting screening, assessment, and diagnosis for a wide range of disorders and problems, using a multimodal approach, specific to the needs of the situation for individuals, groups, and/or organizations.
7. Intervention- The intern will demonstrate proficiency in planning and implementing a variety of evidence-based practices, including empirically supported treatments, to address mental health needs among individuals, groups, and organizations.
8. Supervision-The intern will demonstrate proficiency in understanding basic principles of clinical supervision (e.g. building supervisory alliance, providing and accepting effective summative feedback, promoting growth and self-assessment of peer/trainee, seeking consultation) and apply these principles as peer supervisors during group supervision and/or with doctoral practicum students if available.

9. Consultation and Interprofessional/Interdisciplinary Skills-The intern will demonstrate proficiency in fostering and coordinating relationships with various disciplines in the correctional environment (e.g., management, correctional services, unit management and health services) by providing written and verbal communication, and professional assistance responsive to client or system needs and aims.

Experiences at FCI Tallahassee enable interns to practice and enhance previously learned skills, develop new skills, and facilitate personal and professional growth. This is accomplished by maintaining a focus on areas of competence for professional practice as we tie together the intern's scientific knowledge of psychology to professional applications. As the year progresses, we continue to develop requisite skills and knowledge while preparing the soon-to-be independent clinician to effectively and ethically practice the profession of psychology. Self-monitoring, supervisor evaluations, and outcome assessments are used to assure that our identified competencies are met.

FACTORS UNIQUE TO THE FCI TALLAHASSEE INTERNSHIP PROGRAM

The Psychology staff at FCI Tallahassee consists of a Chief Psychologist, one staff psychologist, five drug abuse treatment specialists, and three psychologists serving as program coordinators including; an Internship Program Coordinator, a Drug Abuse Program Coordinator, and a Resolve Program Coordinator.

The training program allows interns to gain experience in a correctional setting providing services to both female and male offenders. Unique to the program is the intensive rotational experiences. Interns are required to complete four rotations, providing a breadth of experience.

Substantial personalization of the internship training year is the norm. Specifically, it is highly encouraged that interns work collaboratively with their supervisors throughout the year to tailor the needs and desires related to professional growth and advancement.

Another advantage of the training program at FCI Tallahassee is that numerous learning resources are readily available to interns. Several major colleges and universities are located in Tallahassee, most notably Florida State University and Florida A&M University. Library privileges may be available to interns who are working toward completion of their dissertation, as well as to the student who is committed to developing his/her clinical skills. Additionally, there are often training opportunities and seminars available in the local area that interns can potentially attend. There is also an extensive library containing books, audio, and visual materials related to a large variety of topics located within psychology services. Finally, interns may also access the BOP's numerous online training resources, including BOPLEARN and CENTRA training sessions.

DIVERSITY

The Bureau of Prisons (BOP) is an equal opportunity employer, which values diversity among staff, including interns. The BOP uses its public website to articulate a firm stance related to the value of diversity and the lack of tolerance for discrimination. As stated on the BOP website (www.bop.gov/jobs/), available to all potential applicants, “We are a family and career-oriented agency, offering a broad range of exciting career opportunities in a work environment that promotes integrity, diversity, and professional development.” The BOP website (www.bop.gov/jobs/life_at_the_bop.jsp) further articulates the BOP’s dedication to diversity by stating: “In our agency, you’ll find a diverse workforce employed from entry level jobs to senior management positions because we value that people are different and our talent reflects the communities we serve.” Please refer to policy statement 3713.30 Diversity Management and Affirmative Employment for further information regarding nondiscrimination policies. The BOP has a National Affirmative Employment Programs Office (AEPO), which provides initiatives through the regional office that are then implemented in local institutions. The AEPO Office advises management on issues regarding members of minority groups, persons with disabilities, disabled veterans and women; monitors the career development, advancement, and work environments of minority group members, women, and persons with disabilities; plans, develops, and implements BOP Affirmative Employment Plans; monitors the agency's progress in achieving a representative workforce; provides guidance regarding the interpretation of affirmative employment statutes and regulations to institutions, regions, and the Central Office; and provides responses to the Department of Justice on local initiatives and annual reports.

At the institutional level, BOP institutions employ numerous methods to emphasize the importance of diversity within individual institutions. During the interview process, applicants are able to tour the facility and observe the diversity of the staff working within the institution. Another example is at Annual Training (AT), which is mandatory annual training for all BOP employees, where training is provided regarding diversity related issues. At FCI Tallahassee, the Affirmative Employment Program provides lunch-and-learn seminars on various diversity-related topics, such as: 1) Federal Women’s Program; 2) Black Affairs Program; 3) Hispanic Employment Program; 4) Asian/Pacific Islander Program; 5) Native American Program; and 6) Lesbian, Gay, Bisexual, and Transgender (LGBT) Program.

Similar to the national and local approach displayed by the larger agency, Psychology Internship Programs employ national and local recruitment efforts to attract interns from different ethnic, racial, gender, and personal backgrounds. Nationally, several approaches are utilized to recruit diverse interns. The first recruitment effort consists of outreach to Directors of Clinical Training at historically minority serving institutions. To develop this list, traditionally minority colleges are identified utilizing resources available internally to BOP staff through the Affirmative Employment Programs Office. This list is then cross referenced against an inventory of all APA accredited Clinical, Counseling and Combined psychology programs in the United States and Canada. Upon identifying the names and address for the Directors of Clinical Training at these

APA accredited doctoral programs, a recruitment flyer detailing the training and employment opportunities available in the Federal Bureau of Prisons for doctoral-level students is distributed to each historically minority university. The flyer also includes information regarding availability for providing an interactive didactic training for students, a national map of the BOP institutions and contact information. Additional national activities include attendance and recruitment at various conferences and meetings focused on diverse populations. This includes the Annual APA Convention and convention activities with the Minority Fellowship Program and American Psychological Association of Graduate Students. National recruiters have also attended the annual meetings of the Association of Black Psychologists and the Asian American Psychological Association as well as the National Latina/o Psychological Association Conference.

At the local level, the Psychology Department at FCI Tallahassee highlights the importance of diversity with the program-level implementations that include seminars (Multicultural Awareness, Clinical and Ethical Issues in Working with a Foreign Language Interpreters), multiple web-based Continuing Education Courses taken in the psychology department (An Introduction to the Impact of Religion on Inmates: A Multicultural and Recover Oriented Perspective; Multicultural Issues for Clinical Practice in Corrections; Transgender Inmates: Psychologist Roles & Diagnostic Protocols; Cultural Diversity & Cross-Cultural Practice in Corrections). The Internship program also continues its yearly participation in the APA Minority Fellowship Program, reaching out to members of the Program, providing information regarding the opportunities to gain experience providing services with a culturally diverse clinical population while working alongside a highly diverse workforce/interdisciplinary treatment team. Monthly Treatment Team Meetings are focused on case presentation and conceptualization, with interns encouraged to engage in conceptualization with consideration of varying facets of individual identity and culture.

In order to review the success of the training program at providing opportunities for training diverse individuals, the interns are asked to formally rate the program in this competency area and are encouraged to provide feedback about training that was lacking, or training that they found to be particularly helpful in achieving the internship aim. Intern feedback is taken to the training committee for further discussion as needed.

ROTATIONS & TRAINING EXPERIENCES

Interns spend three months on four successive rotations. The order of the rotations is assigned primarily with the intern's specific training goals in mind. The rotations include:

General Corrections Rotation

The emphasis during this rotation is on short term crisis intervention skills, such as Sexual Abuse Interventions, Protective Custody Evaluations, and Confrontation Avoidance, as well as conducting Suicide Risk Assessments. The intern will also provide mental health services and monthly assessments of mental status for inmates placed in restricted housing units, in addition to responding to the spontaneous demands for psychological interventions at FCI Tallahassee. While on the General Corrections rotation, the intern conducts interviews of newly arriving presentence and holdover male inmates at the FDC to identify needs for mental health interventions, provide brief, stabilizing interventions, and identify at-risk individuals for victimizations and/or predation. Finally, this intern will also be facilitating trainings, debriefings, and supervision for both the Suicide and Mental Health Cadres.

Dr. Jennifer Rogers, Chief Psychologist, provides supervision during this rotation.

Drug Abuse Program Rotation

This rotation emphasizes group interventions with substance abusers both in residential and nonresidential treatment programs. The intern will conduct two types of groups with this population. They include process-oriented non-residential and didactic drug education treatment groups. In addition, the intern will have the opportunity to assist drug treatment staff with residential drug treatment groups. Interns will conduct monthly monitoring of various components of the drug treatment program and complete interviews to determine diagnosis and need for comprehensive drug treatment. During the Drug Abuse Rotation, the intern completes formal assessments of inmates to determine diagnostic impressions and to make a determination as to eligibility for residential services.

Dr. Kelvin Marcelli, Drug Abuse Program Coordinator, provides supervision during this rotation.

Trauma Treatment Rotation

During the Trauma Treatment Rotation, interns conduct assessments in order to identify, diagnose and recommend treatment for victims diagnosed with PTSD or associated mental health disorders. In this rotation, the intern will learn to identify individual treatment needs and provide recommendations for either group or individual therapy focused on improving symptoms of psychological traumatization. The intern will lead 4-6 various types of psycho-educational/process groups for female trauma survivors in addition to conducting enrollment and treatment planning interviews for inmates entering specialized groups. Written assessment of treatment progress will also be completed.

Dr. Meghan Reilly, Resolve Program Coordinator, provides supervision during this rotation.

Mental Health Rotation

Interns assigned to this rotation are primarily responsible for coordinating intake screenings and mental status assessments of newly committed inmates. The intern will be responsible for managing the Admissions and Orientation process of psychology services by orienting newly committed inmates to the general nuances of prison life. During the Mental Health Rotation, interns will be expected to facilitate an evidenced-based, group therapy intervention. The intern will be responsible for tracking newly designated inmates that have been screened by psychology and rendered a Care2 or higher level or inmates that have demonstrated an acute need for mental health services that has resulted in a change in Care Level. Additionally, the intern will facilitate priority practice groups with inmates utilizing evidenced-based treatments. Interns on this rotation potentially have the opportunity to supervise doctoral-level practicum students who attend counseling or clinical programs at a local university. This is dependent on a practicum position being available and funded.

Dr. Hunter McIntyre, Internship Program Coordinator, provides supervision during this rotation.

YEARLONG DUTIES & EXPERIENCES
(IN ADDITION TO ROTATION REQUIREMENTS)

Interviewing and Psychological Assessment

- Each intern normally completes 4-8 intake interviews and diagnostic formulations with write-ups per week. Upon admission to the prison every inmate is interviewed, primarily to determine need and motivation for psychological treatment in addition to screening and identifying at-risk individuals for victimization/predation.
- In addition to the assessment component in each rotation, interns conduct additional assessment as deemed necessary by their supervisor. Interns administer and interpret standardized psychological tests, integrating the results from these tests with behavioral and historical data in psychological reports. Most evaluations include diagnosis and treatment recommendations. When conducting evaluations, interns consult with medical, educational, and other staff at various times.
- Interns conduct impromptu evaluations of inmates in crisis. Under supervision, they assess for suicidal ideation, adjustment-related disorders, or psychosis, and make appropriate determinations.
- Interns complete evaluations of inmates to determine their readiness for release to less structured or less secure facilities.
- Interns shadow on-call psychology staff throughout the internship. This often involves conducting impromptu inmate crisis evaluation and intervention under the close supervision of the on-call psychologist.

Psychotherapy

- Each intern is expected to carry a caseload of 10 or more clients for, at a minimum, bi-monthly mental health follow up, depending on his/her rotation. The caseload includes both long-term clients and those who are involved in brief therapy. The latter is often the treatment of choice to assist clients in crisis, while long-term therapeutic relationships are formed in order to help clients change chronic maladaptive patterns of thought, feeling, and behavior.
- While at FCI Tallahassee, interns lead at least four didactic groups that incorporate both psycho-educational and process elements. They also have the opportunity to develop and implement group programs or to lead or co-lead additional therapy groups of their own choosing.
- In their supervised therapy experiences, interns are able to explore diverse treatment models and methods. Clinical supervisors generally place equal

emphasis on accurately monitoring the process as well as the outcome of psychotherapy. Interns are required to video tape selected therapy sessions, which can then be reviewed during weekly individual and group supervision.

Consulting with Unit Teams

- Each intern is assigned to a FCI housing unit and is the primary provider of psychological services to the inmates of that unit. The intern shares information with the unit staff responsible for the inmate and helps to accomplish their identified reentry initiatives. The intern's responsibility grows with his/her evolving clinical and consultative skills. Nevertheless, the paramount role of the intern is that of trainee.

Research

- The value of integrating research and clinical practice is readily acknowledged. The most successful intern will make every effort to complete all research requirements for his/her graduate program prior to the start of the internship.
- Participation in additional research endeavors is encouraged at FCI/FDC Tallahassee and interns may negotiate to spend a portion of their work hours (up to 4 hours per week) in planning and conducting research projects.

SUPERVISION & CLINICAL SUPERVISORS

Each week interns receive two hours of individual supervision from a FCI psychologist. In addition, supervision will be provided to the entire group of interns for two hours per week by one of the FCI psychology staff. All clinical supervision is overseen by licensed psychologists.

Dr. Hunter McIntyre, Internship Program Coordinator- Dr. McIntyre received his degree in Counseling Psychology from the University of Memphis. His interests include resiliency, coping styles, and existentialism.

Dr. Kelvin Marcelli, Drug Abuse Program Coordinator- Dr. Marcelli received his degree in Clinical Psychology from University of Tennessee and has specializations in substance abuse treatment, forensics, psychopathology, and psychodynamic treatment.

Dr. Meghan Reilly, Resolve Program Coordinator- Dr. Reilly received her degree in Clinical Psychology from The Chicago School of Professional Psychology. Her clinical interests include forensics, crisis management with acute distress or serious mental illness, and suicide prevention.

Dr. Pari Villafrate, Staff Psychologist- Dr. Villafrate received her degree in Clinical Psychology from the California School of Professional Psychology at Alliant International University. Her areas of research and clinical interest include diversity, multi- cultural and lingual practice, and health psychology.

Dr. Jennifer Rogers, Chief Psychologist- Dr. Rogers received her degree in Clinical Psychology from the Texas School of Professional Psychology at Argosy University - Dallas. Her clinical interests include treatment of personality disorders, substance abuse treatment, behavior modification, and projective assessment.

EVALUATION OF INTERNS

Evaluation of the internship is continuous and mutual; supervisors assess the performance of their assigned interns while interns similarly rate the quality of their training. Interns are strongly encouraged to discuss their performance and the evaluation criteria with their assigned supervisor throughout each quarter. On a quarterly basis intern activities and progress are reviewed by the rotation supervisor. The Internship Program Coordinator meets regularly with interns and supervisors to discuss their progress in training. Interns are also required to complete an evaluation of their training experiences at the conclusion of each rotation. Evaluations are sent to the intern's academic program at the end of each quarter.

In the event of an unsatisfactory evaluation of an intern, the supervisor shall identify areas where improvement is most needed. In these cases the intern will be given additional supervision until performance is raised to an acceptable level. To accomplish this, the evaluation process can take place on a weekly or monthly, rather than quarterly, basis.

ACCREDITATION

The internship program at FCI Tallahassee has a long and well established history which dates back over 40 years. FCI Tallahassee is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC). Additionally, the Commission on Accreditation is the accrediting body for this internship program, with licensure first granted in 1990. This internship site participates in the APPIC Internship Matching Program so applicants must submit their application online and register for the Matching Program in order to be eligible to match to our program. Consistent with our accreditation, this internship site agrees to abide by the APPIC policy that no person at this training facility will solicit, accept or use any ranking-related information from any intern applicant. For more information, please see the relevant APPIC Matching Policies at www.appic.org.

Questions related to the program's accredited status should be directed to:

Commission on Accreditation

Office of Program Consultation and Accreditation

American Psychological Association

750 First Street, NE

Washington, DC 20002-4242

Phone: (202) 336-5979 / E-mail: apaaccred@apa.org

Web: www.apa.org/ed/accreditation

RESOURCES

Psychology services is centralized within the FCI. Psychology offices (including intern offices) are located in one area and the drug abuse treatment staff is located in another. This promotes a professional treatment atmosphere and fosters a close working relationship between staff and interns. Two group rooms are located within psychology services. All staff and interns have individual office space equipped with personal computers and video equipment. There are up-to-date testing and staff reading libraries as well as internet access to psychology journals. Psychology records are maintained on a computerized database system. Proficiency in typing clinical documentation into our psychology database is necessary.

GRIEVANCE PROCESS

Interns are encouraged to report all concerns regarding ethical, professional, or administrative problems. Our aim is to resolve any problems at the earliest opportunity. We have found that most issues can be informally resolved in an open discussion with the clinical supervisor, Internship Program Coordinator and/or the Chief Psychologist.

In the event an informal resolution is not sufficient, the procedure for submitting formal grievances is covered in detail during orientation and a written copy is provided to interns. In general, if an intern has a complaint or grievance, he/she has grievance rights through the Bureau of Prisons. After notifying the appropriate staff member of the concerns, the intern may then contact a Union officer and direction may be given to file a formal grievance to the Associate Warden (Programs) or the Warden. Of course, it would be in the best interest of the student to keep his/her University representative aware of the complaint and the intern can (and should) present the complaint directly to APA.

ADMINISTRATIVE POLICIES AND PROCEDURES

Funding for each training year is contingent on continued approval of the training program by the Federal Bureau of Prisons. Psychology interns are appointed at the GS-9 level and receive the following benefits:

- A stipend of approximately \$50,598 (per current locality pay scale of GS-9, Step 1) divided in bi-weekly payments over the internship year. Florida has no state income tax.
- 4 hours of annual and sick leave per pay period
- 10 paid federal holidays
- Access to health-care benefits

Interns are strongly encouraged to maintain their own professional liability insurance(s) as the BOP is not able to offer these benefits to interns who are considered temporary federal employees.

Specific maternity and paternity policies are available in the Human Resource Management Manual (Chapter 6, Section 630.4). In general, interns who require maternity or paternity leave will be expected to first use all accrued hours of annual and sick leave. Additional time off will be determined on a case-by-case basis by the Warden. In the event of maternity or paternity leave, the Internship Program Coordinator will work closely with the intern to ensure all requirements for internship and clinical training hours are completed in a timely manner.

TRAINING YEAR

The starting date for the internship includes the last two weeks of August. The exact day changes as it is based on interns beginning at the start of a pay period. Interns who are frugal in use of sick and annual leave may be able to complete the required 2000 hours of training before graduation. However, a certificate of completion will not be issued until the last day of the internship.

EMPLOYMENT OPPORTUNITIES

Over the years, many of the individuals completing the internship program at FCI Tallahassee have entered careers in the BOP and continue to serve the BOP in psychology and administrative positions. Opportunities for psychologists are diverse, with positions across the nation, in a variety of treatment programs, both serving as treatment providers, coordinators, and administrators. Subsequently, opportunities for advancement within the Bureau arise regularly.

Historically, new psychologists applying for positions in the BOP have a wide variety in geographical locations and types of prison settings to choose from. New Doctoral graduates selected as Staff Psychologists commence employment at the GS-11 Step 1 salary level (currently \$61,218), with successful completion of the first year leading to automatic promotion to GS-12 (\$73,375 to \$95,388, depending on length of service). Promotions to positions offering GS-13 (\$87,252 to \$113,428) and GS-14 (\$103,106 to \$134,038) are possible (salaries effective as of May 2018). Additionally, funds are provided for annual continuing education. Psychologists employed by the BOP may also engage in outside employment such as private practice or teaching, after obtaining approval.

Psychology staff at FCI Tallahassee recognize the dynamic process of transitioning from Doctoral Intern to Post-Doctoral Practitioner. Throughout the training year, the breadth of active experiences during internship, a range of resources, and continued collaboration between Interns

and Supervisors allows for exploration and identification of career interests. Post-Doctoral Employment is not guaranteed; however, for those interested in careers in the BOP the training year offers ongoing information regarding job openings in the BOP, as well as informative sessions regarding the application process. Psychology services can also assist interns in making connections with Chief Psychologists from other institutions who are hiring new staff members. Former graduates of the FCI Tallahassee Internship Program have served as Staff Psychologists, Psychology Treatment Program Coordinators, and Chief Psychologists across the Bureau of Prisons.

LIVING ARRANGEMENTS

Most interns and psychology staff live in Tallahassee. This city is fondly known as *Florida with a Southern Accent* and is a great place to live with many fun and exciting things to see and explore. Tallahassee, located in Leon County, is Florida's State Capital. In 2016, the population for the Tallahassee metropolitan area was just under 380,000 people. Tallahassee has all of the educational, cultural and recreational amenities of a larger city. In addition, Tallahassee and its surrounding areas are well known for the vast tracts of national forest and state wildlife preserves.

For the beach buff, Tallahassee is located about eighty miles from beautiful beaches on the Gulf of Mexico, and multiple beaches are within driving distance for a same-day trip. Many beautiful rivers and sinkholes are within a short drive of the city. Summer temperatures are hot and humid, typically in the 90's during the months of June through September. A surprise to many who are not familiar with North Florida temperatures is that December through February are commonly cooler, with temperatures hovering in the 40's during the day and dipping to freezing temperatures at night.

With an estimated median rental price of \$930 per month and median home value of \$182,000, interns will have little difficulty locating living accommodations in Tallahassee. The Internship Program Coordinator can provide some literature to assist in relocation efforts.

APPLICATION PROCEDURE

Requirements

Intern selection at each training site is based largely on breadth and quality of clinical experience, demonstrated academic achievement and consistency of interests with the training goals of the program, personal integrity, and maturity. Selections and the offer of positions at each site are made in strict accordance with the policies of the Association of Psychology Postdoctoral and Internship Center's (APPIC) Internship Matching Program. For a detailed description of these policies and procedures, refer to the APPIC website (<http://www.appic.org>) Our internship sites agree to abide by the APPIC policy that no person at these training facilities will solicit, accept, or use any ranking-related information from any intern applicant.

Applicants should understand that the Bureau is also bound by the specifications of the Pathways Program. While the Pathways Program is a specific process for verifying eligibility for the Doctoral Intern position, the application process is totally separate from the APPIC process and procedures. Accordingly, applicants must submit an application through the USAJOBS website.

Applicants for the Bureau's internship positions should be aware that they are applying for a position in a federal law enforcement agency. Selection entails not only demonstration of exceptional qualifications as an "advanced graduate student / psychologist in training," but also suitability for work in a position of public trust. Bureau employees, including psychology interns, are held to a high standard of personal conduct and responsibility and are expected to be law-abiding citizens who can serve as strong role models for the inmate population.

Application Process

Early fall, graduate students from APA Accredited Clinical and Counseling schools interested in a doctoral psychology internship position at any of the Bureau's training sites should complete each of the following steps:

1. **AAPI**
 - A. Complete and upload the AAPI Online application for Psychology Internships available on the [APPIC Website](#). Be sure to include all components, including a copy of your vitae, graduate transcripts, and three letters of reference.
 - B. Refer to the brochure for each Bureau training site to determine if additional materials (e.g. work sample) are required.

Each Bureau training site considers AAPI Online materials separately. Therefore, all application materials should be uploaded for each site in which you are interested by their deadline. Applicants are encouraged to submit materials as early as possible. Late applications will not be considered.

2. **USAJOBS – DOJ Pathways Internship Program Psychology Doctoral Intern**
- A. After the AAPI Online application is reviewed by each Bureau site, applicants will be notified via e-mail, mid-November, which sites wish to consider them further. Those applicants will be instructed to continue with the USAJOBS process for possible employment.
- B. Read the announcement on USAJOBS completely, especially the sections "Qualifications Required" and "Required Documents." Apply online and submit ALL required supporting documentation. Required Documents include:
- Resume – in order to receive credit for experience contained in an uploaded resume, your employment history must be documented in month/year (MM/YYYY) format, reflecting starting date and ending date and include the number of hours worked per week. Failure to follow this format may result in disqualification
 - Transcript – a transcript which includes the School Name, Student Name, Degree and Date Awarded. You should use an unofficial or official copy from your school's registrar's office
 - Verification of Completion of the AAPI – examples of verification of completion of the AAPI include 1) a statement from the Training Director presiding over the doctoral program validating completion of the AAPI and matriculation at a clinical or counseling doctoral program *or* 2) a copy of confirmation of completion of the AAPI and registration for Match (i.e. proof of payment or APPIC Match ID number)
- C. During the USAJOBS application process, applicants must respond to a series of assessment questions. Your responses determine category placement (i.e. Best Qualified, Highly Qualified, Qualified). Additionally, Veterans Preference is applicable during this application process.
- D. After closure of the USAJOBS vacancy announcement, the Consolidated Staffing Unit (CSU), in accordance with established OPM procedures for category ratings, will only process applicants that are assessed as qualified and included in the Best Qualified category. Applicants in the Best Qualified category will be notified of their status by the CSU and forwarded to the internship site to be considered for an interview. Please note that all candidates (those being asked to interview and those no longer being considered) will receive a Notification of Results by December 15. Therefore, even though you have applied to numerous Bureau internship sites using the AAPI Online, category placement and assessment of eligibility through the USAJOBS application process plays a **vital** role in the certification of an applicant to one or all sites. This means it is possible that you will be found ineligible for any of our sites and you are advised to plan accordingly. For example, you might want to consider developing a larger pool of internship applications.

Applicants can contact the Bureau's Consolidated Staffing Unit (CSU) located in Grand Prairie, Texas, for questions regarding their documentation and inquire if ALL required documents were received.

3. Interview Process

- A. In early December, individual Bureau internship sites will be notified which applicants can be invited and scheduled for an interview, which are generally conducted in December or January.
- B. As part of the interview process, applicants must satisfactorily pass a security clearance procedure that includes a computerized Core Values Assessment (CVA), a pre-employment interview, an integrity interview which addresses issues of personal conduct, a subject matter expert interview, and a drug test. If you are applying to more than one internship site, you may only have to complete this process once. Results of the security clearance procedures can be shared with other Bureau sites for your convenience. However, if you fail any portion of this security clearance at the site where your first interview occurs, you will no longer be considered at any of the other sites. Please plan accordingly.
- C. The interview process will also include a panel interview in which you will be asked to respond to a number of scenarios that could arise in a correctional facility. These procedures are used to determine your qualifications for a position of public trust and are required of all applicants seeking employment with the Federal Bureau of Prisons.
- D. Offers of positions at each site are then made in strict accordance with the policies of the APPIC's Internship Matching Program.

If you have any questions regarding whether you would qualify, you should seek further information from Human Resource Specialists at any of the sites of interest to you, to determine the advisability of continuing with the application process. Psychology staff are **not** able to advise you on these matters.

Any questions you may have should be resolved prior to submitting your list for matching. Offers of internship positions resulting from the computer match are strictly contingent upon satisfactory completion of the background investigation process. For individuals selected through the matching process, a field investigation will follow to verify that the information provided in interviews and on required forms is accurate. Failure to complete this process or a finding that an applicant is outside the guidelines for employment in a sensitive position would preclude participation in the program. Once hired, interns must comply with the Bureau's Program Statement on Standards of Employee Conduct.

The provided information is not intended to discourage applications, but to ensure that applicants are aware of all of the requirements that will be imposed on them should they wish to pursue a Bureau of Prisons Internship position.

Additional Information Regarding Applications

Applications are accepted from students enrolled in APA accredited doctoral programs in clinical and counseling psychology. Prior work experience in a correctional setting is not required, but training and experiences indicative of appropriate interest are important considerations in selections.

To be internship eligible, students must be U.S. citizens and have successfully completed all doctoral course work by the beginning of the internship. Applicants are required to have a minimum of 400 Doctoral Program Intervention hours and 100 Doctoral Program Assessment hours on the AAPI by the time of application. Preference is given to applicants who have successfully defended a dissertation or similar project proposal prior to the interview.

The deadline for completed applications in APPIC is November 1st, although applicants are encouraged to submit their applications earlier. As this internship is a member of APPIC and participates in the National Match process, all applications must be submitted electronically in accordance with the online AAPI procedures established by APPIC. Be sure to designate FCI Tallahassee as a recipient of your application.

When completed packages are received from APPIC, and invited applicants have successfully submitted applications via USAJOBS, the applicants are then ranked according to the applicant's academic achievement, practical experience, match of interests with the main emphases of the program, references, and work sample. Only suitable candidates who appear to be a good fit with our model of training are then invited for an interview. *In-person interviews are required.* We understand that there may be an unusual circumstance when this is not feasible. In such a circumstance, feel free to contact the Internship Program Coordinator, Dr. H. McIntyre, for additional details. All interviews will be completed by January 31st. Applicants who complete the BOP-related interview process will then be asked psychology-specific questions by psychology staff. Applicants will also receive a tour and meet with the current interns.

We in Psychology Services are very proud of our program and we look forward to the opportunity to talk with you about the training program. If you have questions after reading our brochure that may assist you in the application procedure, please contact:

Hunter McIntyre, Ph.D.
Internship Program Coordinator
Department of Psychology
FCI/FDC Tallahassee
501 Capital Circle N.E.
Tallahassee, FL 32301
(850) 878-2173 ext. 1298
E-mail: bmcintyre@bop.gov

Internship Program Admissions

Date Program Tables are updated: July 20, 2018

Briefly describe in narrative form important information to assist potential applicants in assessing their likely fit with your program. This description must be consistent with the program's policies on intern selection and practicum and academic preparation requirements:

Applications are accepted from students enrolled in APA accredited doctoral programs in clinical and counseling psychology. Prior work experience in a correctional setting is not required, but training and experiences indicative of appropriate interest are important considerations in selections.

To be internship eligible, students must be U.S. citizens and have successfully completed all doctoral course work by the beginning of the internship. Applicants are required to have a minimum of 400 Doctoral Program Intervention hours and 100 Doctoral Program Assessment hours on the AAPI by the time of application. Preference is given to applicants who have successfully defended a dissertation or similar project proposal prior to the interview. The Bureau of Prisons is an Equal Opportunity Employer, and encourages the application of minority students. Please refer to policy statement 3713.30 Diversity Management and Affirmative Employment for further information regarding nondiscrimination policies.

Does the program require that applicants have received a minimum number of hours of the following at time of application? If Yes, indicate how many:

Total Direct Contact Intervention Hours	<input type="checkbox"/> N	<input checked="" type="checkbox"/> Y	Amount: 400
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Total Direct Contact Assessment Hours	<input type="checkbox"/> N	<input checked="" type="checkbox"/> Y	Amount: 100
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Describe any other required minimum criteria used to screen applicants:

N/A

Financial and Other Benefit Support for Upcoming Training Year*

Annual Stipend/Salary for Full-time Interns	\$50,598	
Annual Stipend/Salary for Half-time Interns	N/A	
Program provides access to medical insurance for intern?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If access to medical insurance is provided:		
Trainee contribution to cost required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Coverage of family member(s) available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Coverage of legally married partner available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Coverage of domestic partner available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Hours of Annual Paid Personal Time Off (PTO and/or Vacation)	4 Hours/ Pay Period	
Hours of Annual Paid Sick Leave	4 Hours/ Pay Period	
In the event of medical conditions and/or family needs that require extended leave, does the program allow reasonable unpaid leave to interns/residents in excess of personal time off and sick leave?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Other Benefits (please describe): N/A		

*Note. Programs are not required by the Commission on Accreditation to provide all benefits listed in this table

Initial Post-Internship Positions

(Provide an Aggregated Tally for the Preceding 3 Cohorts)

	2014-2017	
Total # of interns who were in the 3 cohorts	16	
Total # of interns who did not seek employment because they returned to their doctoral program/are completing doctoral degree	0	
	PD	EP
Community mental health center	0	0
Federally qualified health center	0	0
Independent primary care facility/clinic	0	0
University counseling center	0	0
Veterans Affairs medical center	0	1
Military health center	0	0
Academic health center	0	0
Other medical center or hospital	0	1
Psychiatric hospital	0	1
Academic university/department	0	0
Community college or other teaching setting	0	0
Independent research institution	0	0
Correctional facility	0	11
School district/system	0	0
Independent practice setting	0	1
Not currently employed	0	1
Changed to another field	0	0
Other	0	0
Unknown	0	0

Note: "PD" = Post-doctoral residency position; "EP" = Employed Position. Each individual represented in this table should be counted only one time. For former trainees working in more than one setting, select the setting that represents their primary position.