AGENCY FACT SHEET
FOR
THE UNIVERSITY OF WEST FLORIDA CRIMINAL JUSTICE
INTERNSHIP PROGRAM

AGENCY NAME: Century Correctional Institution

ADDRESS: 400 Tedder Road

CITY: Century STATE: FL ZIP: 32535

Office Hours: 7:00 A.M. – 4:00 P.M.

**Purpose or goal of agency:**
Century Correctional Institution is a state correctional facility housing approximately 1400 male inmates serving sentences ranging from a year to natural life. It is the responsibility of the administration and staff to provide a secure and safe environment for both staff and inmates for the duration of the inmate’s sentence.

**Intern duties:**
- Work with the Institutional Inspector
- Assist with mail room operations
- Observe Disciplinary Hearings
- Observe the operation of:
  - Laundry
  - Food Service
  - Medical
  - Property room
  - Process for new intakes (new inmate arrivals)
  - Institutional Classification Team (inmate job assignment process)

**Description of what a student would learn from this placement:**
It is expected that interns in this program will have the opportunity to observe the overall operations of a state correctional facility. The hope is that upon completion of this internship, they will have a better understanding of the operation of the various departments, and their functions and the processes occurring beyond the courtroom.

**Agency Website:**
http://www.dc.state.fl.us/