

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF INDIANA**

Derek E. Plants

Chief U.S. Probation & Pretrial Services Officer

Hammond Office
5400 Federal Plaza, Suite 1000
Hammond, IN 46320
Tel: 219-852-3620
Fax: 219-852-3750



Fort Wayne Office
1300 S. Harrison Street, Rm 3134
Fort Wayne, IN 46802
Tel: 260-423-3200
Fax: 260-423-3217

South Bend Office
204 S. Main Street, Rm 105
South Bend, IN 46601
Tel: 574-246-8130
Fax: 574-246-8136

Reply to: Hammond Office

**U.S. PROBATION & PRETRIAL SERVICES
INTERNSHIP PROGRAM**

MINIMUM QUALIFICATIONS

The following are the minimum qualifications for appointment into the Internship Program:

- Must be at least twenty (20) years of age;
- Must have a cumulative GPA of no less than a 2.5 on a 4.0 scale;
- Must be in good standing with the college or university;
- Must be at least a junior in an undergraduate program;
- Must be available to participate in our internship program for no less than 150 hours or one semester;
- Must submit to a drug test;
- Subject to a background investigation/credit check;
- Preference is given to students who have completed at least two courses related to criminal justice;
- Applicant's physical, mental and emotional health must be such that they are capable of performing the required duties and assigned activities.

APPLICATION PROCEDURE:

Interested individuals should forward the following information to the attention of Personnel Specialist of the U.S. Probation office. After a review of your application package, you may be invited for a personal interview.

- A letter of interest.
- An essay (no more than 200 words) on, "Why you want to participate in the internship program with the United States Probation office."
- Application Form # AO 78 (on our website: www.innp.uscourts.gov)
- A letter of qualification for internship from the appropriate faculty representative from the college or university.
- A copy of recent transcripts.
- Supply three references, with at least one reference from a family member.

Above listed application materials should reach the U.S. Probation Office no later than five weeks prior to the semester of intended appointment. The applicant must indicate which office he/she wishes to work: Hammond, South Bend or Fort Wayne. If you have any questions, call 219-852-3660. You can email all your materials to innpml_interns@innp.uscourts.gov or mailed them to:

Sylvia Planer
Personnel Specialist
U.S. Probation and Pretrial Services
5400 Federal Plaza, Suite 1000
Hammond, Indiana 46320