



# U.S. Probation/Pretrial Services

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*Northern District of Indiana*

## Internship Policy:

May 2018

1. **Purpose:** The Internship and Volunteer Program serves to broaden the commitment of United States Probation/Pretrial Services Office in the Northern District of Indiana to the community by selecting college and university graduates as well as current students to serve in non-compensated student intern or volunteer positions within our organization. Serving under the direction of a U.S. Probation/Pretrial Officer, qualified students and volunteers will experience the opportunity to enhance and broaden their education with practical work experience.
2. **Scope:**
  - a. The Internship Program will operate within the three divisional courthouses located in Fort Wayne, South Bend or Hammond, Indiana. The intern and volunteer program is voluntary in nature and governed by local and national policies and procedures.
  - b. The responsibility of our agency in relation to the internship and volunteer program is to provide the intern or volunteer with a well-rounded experience in all aspects of federal probation and pretrial services.
  - c. Probation Services is responsible for conducting investigations and providing community supervision of criminal defendants and offenders who are under the jurisdiction of the U.S. District Court, the U.S. Parole Commission, or the Federal Bureau of Prisons. We also conduct investigations and provide supervision for those individuals who are paroled by military authorities. The goals of federal post-conviction supervision are to make sure court-ordered conditions are met, minimize and manage risk to the community, and assist the offender by integrating him or her back into society as a law-abiding citizen.
  - d. Pretrial Services is responsible for the investigation and supervision of defendants released on bond and assists these individuals and advises the District Court of any violations of conditions of release. Pretrial Services is also responsible for providing an unbiased presentence report to the Court prior to sentencing.

**3. Definitions and Duties of Internship Coordinators:**

- a. The student intern/volunteer program will be administered by Internship Coordinators in each division. Each Coordinator, under the direction of the Committee and the Chief U.S. Probation Officer, shall:
  - i. Serve as the liaisons in conjunction with the Human Resources Specialist between the agency and those participating colleges and universities in recruiting and evaluating interns, volunteers and the overall internship and volunteer program;
  - ii. Assume responsibility of the student internship program in that divisional office;
  - iii. Select, interview and recommend all intern or volunteer candidates for final appointment by the Chief U.S. Probation Officer;
  - iv. Serve as guide, mentor, and/or teacher of the student intern;
  - v. Coordinate and assist in the orientation and training of the newly-selected student intern, including review of all reports and letters prepared by the intern/volunteer;
  - vi. Ensure that the student intern/volunteer is in compliance with policies of our agency;
  - vii. May coordinate the activities of the student intern/volunteer in cooperation with their Supervisory U.S. Probation Officer;
  - viii. Keep informed of the activities and whereabouts of the student intern/volunteer; and
  - ix. Collect and review student intern/volunteer evaluations and exit interviews in conjunction with the Human Resources Specialist.
  
- b. The Human Resources Specialist for the Northern District of Indiana, under the direction of the Chief U.S. Probation Officer shall:
  - i. Serve as a liaison in conjunction with divisional Internship Coordinators between the participating colleges and universities in recruitment and evaluation of the student intern/volunteer program;
  - ii. Collect, review and disseminate all intern/volunteer applicant packages to the appropriate divisions;
  - iii. Coordinate the interview process;
  - iv. Coordinate the appointment process of the new student intern/volunteer; and
  - v. Coordinate and/or assist in the orientation and training of the newly-selected student intern/volunteer.

**4. Qualifications Required of Student Intern/Volunteer:**

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

- a. Must be at least twenty (20) years of age;
- b. Must be at least a junior in an undergraduate program;
- c. Must have a cumulative GPA of no less than a 2.5 on a 4.0 scale;
- d. Must be in good standing with the college or university;
- e. Should be available to participate in our internship program for no less than 150 hours or one semester;
- f. Are subject to a background investigation; and
- g. Preference is given to students who have completed at least two courses related to criminal justice and whose undergraduate/graduate study is in majors including criminal justice, public administration, law enforcement or the social sciences.

- 5. Application and Selection Process:** In an effort to obtain mature students who are sincerely interested in our agency, the following procedures have been formulated for the selection of student interns.

**Application Process**

- a. A letter of interest;
- b. An essay (no more than 200 words) on, "Why do you want to participate in the internship program with the United States Probation office";
- c. Application Form # AO 78 (on our website: [www.innp.uscourts.gov](http://www.innp.uscourts.gov));
- d. A letter of qualification for internship from the appropriate faculty representative from the college or university;
- e. A copy of recent transcripts;
- f. Supply one reference from a faculty member; and
- g. All 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. Students can email all their materials to [innpml\\_interns@innp.uscourts.gov](mailto:innpml_interns@innp.uscourts.gov) or mail them to U.S. Probation and Pretrial Services, Attn: Human Resources Specialist, 5400 Federal Plaza, Suite 1000, Hammond, Indiana 46320.

**Selection Process**

- a. Once above materials are received, the Human Resources Specialist and the Divisional Internship Coordinator will review the application package (package). If applicant meets all criteria, the package will be distributed to the Internship Committee.

- b. The selection of interns will be done, in part, by interviews with selected candidates. These interviews will be conducted by the Internship Coordinator(s), members of the Internship Committee, if available, the Human Resources Specialist and a Supervisory U.S. Probation Officer. The interview panel will then submit its recommendation to the Chief U.S. Probation/Pretrial Officer.
- c. Whenever possible, the selection of student interns will be made well in advance of the beginning of the term or semester for which the student intern will serve.

**6. Conditions of Appointment:**

- a. Prior to appointment a background investigation will be conducted at the appropriate divisional office under the direction of that respective Internship Coordinator and the Human Resources Specialist. The investigation will include, but not be limited to the following:
  - i. An NCIC background check
- b. Student intern/volunteer will coordinate with the Human Resources Specialist and divisional Intern Coordinator to set the specific length of time of their internship with the Probation Office.
- c. All student interns/volunteers who are selected for an internship are required to be sworn-in and sign an AO78A United States Courts Appointment form. Other forms that are required are an AO196A Acknowledgement of Gratuitous Services and Waiver, a *Non-Disclosure Agreement* form, a Permission to Participate in Student Internship Program/Acknowledgement of Risk form, and an Emergency Notification form.
- d. In addition, the college/university is required to sign a Memorandum of Understanding between the Probation Office and the school. A volunteer will also sign a Memorandum of Understanding between he/she and our agency.
- e. An intern/volunteer will also be subjected to further investigation by having their fingerprints submitted to the Administrative Office of the U.S. Courts (AO). The divisional Internship Coordinator will coordinate with the U.S. Marshal's Office to process the fingerprints and the Human Resources Specialist will submit the fingerprints to the AO for further investigation. If the AO reports no issues, the intern/volunteer will be permitted to stay. If there's a problem, it will be reviewed and brought to the attention to the CUSPO and DCUSPO for review and their recommendations.

7. **Student Internship Responsibilities:** Those individuals selected for the internship program become representatives of the U.S. Probation Office for the Northern District of Indiana. It is essential that the intern/volunteer be committed to the program and conduct himself/herself in a professional manner. The following are further responsibilities required:
- a. An intern/volunteer should complete no less than 150 hours.
  - b. Attendance is mandatory. A schedule will be developed that best meets the intern's school, work and family obligations. The time period worked by the intern must coincide with the regular office hours of our agency (8:00 a.m. – 5:00 p.m., Monday through Friday). The intern/volunteer must keep in contact with their Internship Coordinator Officer regarding any deviations in his or her work hours. Each intern/volunteer will keep a log of dates and times worked (log sheet will be provided).
  - c. Confidentiality is an important aspect of probation work and must be taken seriously. Intern/Volunteer must communicate with their divisional Internship Coordinator if they are approached by anyone outside of the U.S. Probation Office regarding any probation or pretrial case. Any unauthorized disclosure of confidential information may result in civil penalties under the Federal Tort Claims Act.
  - d. All interns/volunteers are subject to the Code of Conduct for Judicial Employees, (Guide, Vol. 2, Chapter 3). Information on online training will be provided and should be completed within two weeks of employee's start date.
  - e. Each intern/volunteer must comply with our agency's policies.
  - f. All written communications prepared by student intern/volunteer that are to be forwarded to the Courts, law enforcement agencies, community agencies, etc., must be reviewed by a U.S. Probation Officer for approval.
  - g. Any research papers or other academic work completed by the student intern/volunteer that identifies the U.S. Probation/Pretrial Services Office will be shared with the divisional Internship Coordinator for review and a copy kept in the intern's personnel file.
  - h. Student Interns/volunteers will be expected to maintain a journal or contact log documenting contact with defendants and offenders.
  - i. Student interns/volunteers will be encouraged to engage all staff in the discussion of topics related to the criminal justice system.

- j. Student interns/volunteers are urged to attend all general staff meetings as well as unit meetings on days they're performing internship activities.
- k. Student interns/volunteers experiencing any problem in the internship program should address the issues with the divisional Internship Coordinator or Administration.
- l. All student interns/volunteers must complete an exit interview before the internship is terminated. The evaluation must be submitted to the Human Resources Specialist no later than one week prior to the end of the internship term.
- m. Student intern/volunteer serves without financial compensation.

**8. Responsibility of the Probation Office:**

- a. The divisional Internship Coordinator will maintain responsibility for the supervision of the program in each divisional office.
- b. Arrangements will be made by support and/or automation staff for the student intern to be afforded the necessary office and/or desk space, supplies, equipment and support assistance.
- c. Subject to availability, assignments should include, but are not limited to, the following:
  - i. Opportunities to observe court functions;
  - ii. Pretrial and presentence investigation assistance;
  - iii. Interaction with treatment providers or community agencies; and
  - iv. Visits to local jails or detention facilities.
- d. Upon the request of the participating school or university, a representative of the U.S. Probation Office may be available for consultation, presentations, career days, and other related activities held on campuses located in or near the Northern District of Indiana.
- e. Every effort will be made by our agency to meet the student intern's/volunteer's needs in successfully completing the internship experience.
- f. Upon the request of the participating school or university, the divisional Internship Coordinator will provide a copy of U.S. Probation/Pretrial Office intern/volunteer evaluation form and may complete a school's written evaluation of the student intern's/volunteer's progress.

**9. Responsibilities of the College or University:**

- a. Given the diverse nature of federal probation and pretrial services, colleges and universities may recommend students studying criminal justice, public administration, law enforcement or the social sciences, or genuinely interested in pursuing a career in probation or parole.
- b. Once a student is selected for the internship program, a *Memorandum of Understanding* between the college/university and the U.S. Probation Office must be signed. A volunteer not affiliated with a college/university will also sign a *Memorandum of Understanding* with our agency.
- c. The faculty members involved will need to maintain an ongoing relationship with the divisional Internship Coordinator.
  - i. The faculty member may choose to make an on-site visit to meet with the intern or the Internship Coordinator; and
  - ii. Faculty is encouraged to complete internal evaluations towards the latter part of the student's internship and should be coordinated with the divisional Internship Coordinator.

**10. Assigned Duties to Student Interns/Volunteers:**

- a. The divisional Internship Coordinator will be primarily responsible for the orientation and training of the intern, but all staff are encouraged to take part in the internship experience. The unit Supervisory U.S. Probation Officer will ensure that staff makes time to assist the Internship Coordinator in training and work assignments for the intern.
- b. Student Interns/Volunteers **will:**
  - i. Assist U.S. Probation/Pretrial Services Officer in the performance of tasks generally required of probation officers, under the direction, guidance and supervision of a probation officer;
  - ii. Adhere to Probation Service Office policies and procedures and to rules governing professional behavior;
  - iii. Complete online training on the Code of Conduct for Judicial Employees;
  - iv. Refrain from personal relationships with defendants and offenders;
  - v. Remain courteous, enthusiastic, and open-minded;
  - vi. Conduct automated criminal history inquiries and/or make such inquiries with local law enforcement and court units;
  - vii. Verify vital statistics (birth, marriage, employment, etc.);
  - viii. Contact state and other federal agencies at the direction of a probation officer;

- ix. Assist with collateral investigations (obtaining data verification between jurisdictions) or otherwise assist in verifying data;
  - x. Be required to carry identification at all times while performing duties of an intern;
  - xi. Perform support work as required, which may include office and support duties, including greeting visitors and/or answering phone calls; and
  - xii. Perform miscellaneous work with a probation officer;
  - xiii. Attend court to observe a hearing;
  - xiv. Attend in-house or classroom training;
  - xv. Witness court activities related to the sentencing process;
  - xvi. Assist with researching and developing community resources; proofread and edit reports.
- c. Student Interns/Volunteers **will not:**
- i. Carry or possess firearms or oleoresin capsicum (OC) devices while performing duties as an intern in the U.S. Probation Office;
  - ii. Conduct Urinalysis Testing (UAs) **but** may observe its collection provided a U.S. Probation Officer is present;
  - iii. Accompany a U.S. Probation/Pretrial Services Officer on home contacts;
  - iv. Drive or be a passenger in a government-owned vehicle or ride in an officer's personal vehicle;
  - v. Carry badges;
  - vi. Sign any document relating to any function in the U.S. Probation Office without an approving signature of a U.S. Probation Officer;
  - vii. Be solely responsible for the completion of presentence investigation reports;
  - viii. Be responsible for the dissemination of any written report used by the U.S. Probation Office or the U.S. District Court that is not approved by a U.S. Probation Officer;
  - ix. Be given sole responsibility of a defendant or offender under supervision of the U.S. Probation Office;
  - x. Release confidential information;
  - xi. Be responsible for processing agency mail; and
  - xii. Participate in any Safety Training.
  - xiii. Assist in interviewing, counseling or advising an offender or family
  - xiv. Assist in presentence investigations
  - xv. Draft presentence reports or make sentencing recommendations to the Court;
  - xvi. Perform essential functions of an officer or officer assistant;
  - xvii. Regularly accompany a law enforcement officer of field visits