

Western District of North Carolina

Student Intern Policy

QUALIFICATIONS FOR APPOINTMENT OF STUDENT INTERN

The student intern shall be a junior, senior, or graduate student with good class standing.

- The Probation Office prefers students who have completed two courses in corrections, including one course in probation and parole or similar course work.
- The student intern shall have no convictions other than minor traffic infractions.

APPLICATION AND SELECTION PROCESS

In an effort to obtain mature students who are sincerely interested in the correctional field, the following procedures have been formulated for the selection of student interns.

- Interested students are requested to forward to the Intern Coordinator:
 - A letter of interest
 - An AO78, Application for Federal Judicial Branch Employment
 - A letter affirming qualification for internship from the appropriate faculty representative of the college or university
 - A copy of graduate and/or undergraduate transcripts
 - Release of Information
- All intern applications should be provided no later than 90 days prior to the term in which the internship is anticipated. Applications shall be emailed to the Intern Coordinator corresponding with the specific location the internship is being applied for. A background check will be conducted prior to being selected for an interview.
- The Intern Coordinator will contact selected students and arrange for them to visit the Probation Office for the purpose of a personal interview with the Intern Coordinator and another officer, who will determine eligibility of the applicant. Selection of student interns will be made in advance of the beginning of the term or semester for which the student intern will serve.
- Once selected, the intern will be contacted by the intern coordinator in the office to which they are assigned to schedule a start date. The Human Resources Specialist will be provided all paperwork obtained from the intern. Human Resources will maintain all paperwork and the intern coordinator will maintain copies.

CONDITIONS OF APPOINTMENT

All students who are selected for an internship will be required to sign a Non-Disclosure Agreement Form, specifying that they will maintain confidentiality of all case information during and after the course of their affiliation with the Probation Office. In addition, student interns will be required to sign an Acknowledgment of Risk form, acknowledging potential risks associated with their duties as a student intern.

A background investigation will be conducted at the appropriate Probation Office under the direction of the Intern Coordinator. The investigation will include, but not be limited to the following:

- Both ATLAS and local criminal history records checks of applicant (using employment J Code, run only by an ATAC with CUSPO or DCUSPO approval)
- FBI Fingerprint check (to be processed the first day of internship, or prior to the first day of internship)
- Inquiries/references from two previous employers
- A financial inquiry to include a credit check(optional)

All students selected for internship are considered volunteer employees of the judicial branch and are required to take the oath of office no later than the first day of appointment, or prior to the first day of appointment (Guide to Judiciary Policy and Procedure, Vol. 12, Ch. 5: Employment §550). For this reason, interns are also required to submit verification of employment eligibility under U.S. Immigration law.

At the time of appointment, student interns will be informed as to the specific length of their affiliation with the Probation Office, including dates of entry and termination by signing an Acknowledgment of Gratuitous Services and Waiver. A volunteer may provide no more than 2,080 hours of voluntary service to the court units.

IT staff will review the district's IT policies and obtain appropriate signatures of such policies.

Intern Coordinators will review the Code of Conduct adopted by the Judicial Conference of the United States and obtain appropriate signatures of acknowledgment.

Interns will also be required to complete an Intern Emergency Notification form which will be kept by the Intern Coordinator with copies distributed to the designated Deputy Chief's Office and the Probation Officer Sponsor (if applicable).

STUDENT INTERN RESPONSIBILITIES

In order for student interns to obtain maximum education benefits without compromising the Probation Office's operations, they are expected to comply with the administrative policies of the Probation Office throughout the duration of their internship.

- All student interns are expected to adhere to the Code of Conduct adopted by the Judicial Conference of the United States.
- All written communications prepared by student interns that are to be forwarded to the courts, law enforcement agencies, community agencies, etc., must be approved by the U.S. Probation Officer with whom the intern is working.
- Student interns should report to their field placement on the days assigned. In the event the student intern is late or cannot report to work, the Intern Coordinator (and Probation Sponsor, if applicable) should be notified as soon as possible.
- Student interns are encouraged to attend all general staff meetings as well as unit meetings on days when they are performing internship activities.
- Student interns are to assist Probation Officers in the performance of tasks generally required of Probation Officers, under the direction, guidance, and supervision of the Intern Coordinator and/or Probation Officer Sponsor (if applicable).
- Refrain from personal relationships with offenders.
- Carry Probation Office identification with them at all times while performing duties of a student intern. This identification will be returned upon completion of the internship. Student interns will be provided a ballistic vest that they will be required to wear when in the field.
- Student interns experiencing any problems in the student intern program should address the issues with the Intern Coordinator or the person with whom they are working.
- Upon completion of the internship, each student will be mailed an evaluation form to be completed and mailed back to the probation office.
- All papers completed by the student intern that identify the Probation Office will be shared

with the Probation Office and maintained in the Probation Office student intern file.

- Student interns shall serve without compensation from the Probation Office.

RESPONSIBILITY OF THE INTERN COORDINATORS

- The designated Deputy Chief will maintain overall responsibility for the supervision of the internship program.
- The Intern Coordinator or Probation Officer Sponsor, if applicable, will be designated for each student intern. The Intern Coordinator or the Probation Officer Sponsor will remain the same throughout the internship period. The Intern Coordinator or the Probation Officer Sponsor will perform the functions as described elsewhere in this policy.
- The Intern Coordinator in each Probation Office will provide guidance and supervision that is essential for the proper training and guidance of student interns.
- Assignments should include opportunities to observe court functions, violation of probation hearings, presentence investigation functions, field contacts of all varieties including visits to drug programs, local prisons, jails and community agencies. (Assignments are outlined in the internship checklist).
- If any problems occur or concerns arise during the internship, the Intern Coordinator or Probation Officer Sponsor should immediately bring them to the attention of the designated Deputy Chief.
- If a performance evaluation is completed on the intern it must be approved in advance by the designated Deputy Chief. No performance evaluation should be distributed to an intern or to the faculty representative of the college or university without the approval of the designated Deputy Chief.
- A performance review of the intern will be completed by the intern coordinator. Copies of the review will be maintained.
- Intern coordinator is required to complete a two-year term as the coordinator. At the end of two years, the coordinator may choose to continue as the coordinator or may step down.

RESPONSIBILITY OF PROBATION OFFICERS

- Probation Officers are required to participate in the internship program by supporting the internship coordinator and interns in completing the program.
- Probation Officers will provide guidance to the interns in completing tasks and responsibilities.

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- Probation Officers will ensure the safety of interns while under their supervision within the district's policies.
- Probation Officers will provide feedback on interns to the intern coordinator when requested.
- Probation Officers will report any issues with an intern with the intern coordinator.
- During field supervision, Probation Officers will ensure that the intern is wearing a bullet proof vest that is provided by the internship coordinator.

FORMS

These forms will be used in conjunction with the Student Intern Program, and all original documents shall be sent to the HR Specialist. The HR Specialist will provide the designated DCUSPO with the applicants' forms.

- AO78, Application for Federal Judicial Branch Employment.
- Authorization of Release Information.
- Acknowledgment of Gratuitous Services and Waiver.
- Acknowledgment of Risk and Non-Disclosure Agreement.
- Personal Data for Critical Incident Form.
- Fingerprint Card for FBI fingerprint check – electronically submitted.
- I-9 U.S. Immigration compliance.
- Acknowledgment of Code of Ethics and Conduct.
- Student Intern's Evaluation of the U.S. Probation Office.

EXTENT AND NATURE OF DUTIES TO BE ASSIGNED TO STUDENT INTERNS

An initial orientation and structured training program will be conducted by the Intern Coordinator.

Student Interns Will Not:

- Be placed in any situation with a defendant/offender that could jeopardize their safety. Specifically, an intern will not take UAs, be present during a search and/or surveillance, or

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take photos or escort defendants/offenders within secured space without an officer present.

- Carry or possess firearms or Cap-Stun devices while performing duties as a student intern in the Probation Office.
- Drive government vehicles.
- Carry badges.
- Sign any document relating to any function of the Probation Office without an approving signature of a Probation Officer.
- Be responsible for the completion of presentence investigation reports.
- Be given sole responsibility for an offender caseload.
- Release confidential information.
- Use/access anything that requires a login and password other than Microsoft Word, DocuShare, PACTS, and LotusNotes.