

# 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 will give preference to student intern applicants who have completed multiple courses in criminal justice or correctional studies. Completed course work in an alternative field of study which aligns with the mission and operations of the United States Probation Office may also be considered. Academic credit in a field of study is required.
- The student intern shall have no convictions other than minor traffic infractions.

### APPLICATION AND SELECTION PROCESS

In an effort to obtain mature, motivated and organized students who are sincerely interested in the criminal justice 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
  - Authorization of Release of Information
- All applications should be provided no later than **100** 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.
- An applicant should expect to participate in or complete fingerprinting at the conclusion of their in-person intern candidate interview.
- An application will not be accepted without submitting a completed Authorization of Release of Information along with the AO78 and letter of interest.
- 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 Coordinator 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).

The Intern Committee with the U.S. Probation Office in the Western District of North Carolina (WDNC) shall comply with all requirements imposed by the U.S. Courts Policy for Interns, Externs, and Student Volunteers listed below:

### WDNC Intern Extern Policy

As directed by [Guide to Judiciary Policy, Vol. 15, Ch. 3, § 330.20.10](#), student volunteers will *not* be granted access to non-public judiciary networks, systems and data until the required criteria have been met. This includes all network resources, JENIE credentials, email, CM/ECF, PACTS, and Office 365.

*By following this policy, the court can be ensured all volunteers are accessing the resources and data in a responsible and secure manner, and they are not putting the court's resources at risk. This policy is in effect for all US District Court and US Probation Office volunteers.*

*The required criteria are as follows:*

- *The shared services Human Resource Office must perform a criminal background check and receive positive results prior to creating a JENIE account.*
- *The volunteer shall only access non-public court resources and data using a government issued computer. Personal devices are prohibited from connecting to the court's network.*
- *No remote access will be provided to the volunteer. All government issued devices must remain in the assigned office or building.*

### **RESPONSIBILITIES OF CHAMBERS STAFF OR VOLUNTEER COORDINATOR AS APPOINTED BY COURT UNIT EXECUTIVE** (when applicable to the Student Intern Program),

- *Provide the name of the potential volunteer along with any completed paperwork (resume, transcripts, etc.) to the shared services HR department. NOTE: To ensure the onboarding process is handled in a timely manner, it is recommended that HR is notified 60 to 90 days prior to the potential start date.*

### **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 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).
- The student intern shall 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 or near completion of the internship, each student intern will complete a report to summarize their experience with the WDNC Internship Program to include an exit interview. The summary report and exit interview will be completed at the direction of the student intern's assigned Intern Coordinator.
- 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.

### **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).
- The Intern Coordinator shall notify the designated Deputy Chief and Intern Committee Chair if more than TWO interns will be (or are expected to be) assigned to a single Divisional Office.
- 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.
- 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. Probation Officers shall not work non-traditional hours in the field with student interns.

## **FORMS**

These forms will be used in conjunction with the Student Intern Program, and all documents shall be sent to the HR Specialist. The HR Specialist will provide the designated DCUSPO with the applicant's 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 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.
- Be allowed to work non-traditional hours in the field with a Probation Officer.

- 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.