

UNITED STATES PROBATION DEPARTMENT EASTERN DISTRICT OF MICHIGAN	POLICY MEMORANDUM 14-01
Subject: Internship Policy	Date Issued: 11/10/14
	Date Revised: 06/01/20
This Policy Memorandum Will Become Effective: Immediately	

POLICY

Purpose

The Internship Program serves to broaden the U.S. Probation Department's commitment to the community by selecting college and university students, present or former, who volunteer to serve in non-compensated positions within the organization. Participants who serve under the direction of Probation Officers are afforded the opportunity to enhance and broaden their education with practical experience in the field of criminal justice.

Description and Duties of the Program Coordinator

Internship Program Coordinator: The intern program will be administered by the Internship Program Coordinator, who, under the direction of the Deputy Chief U.S. Probation Officer, shall:

1. Assume responsibility of the intern program for the Eastern District of Michigan.
2. Serve as the primary liaison between the participating colleges and universities in recruitment and evaluation of the intern program.
3. Oversee maintenance of the master files for past, current and potential interns and provide recommendations to the Chief Probation Officer for selection of eligible candidates.
4. Conduct and oversee the background investigation of the prospective intern.
5. Oversees the coordination of the intern orientation and training.
6. Assigns Interns to appropriate supervision and presentence teams for a 6-week rotation.
7. Work with team SUSPO to ensure "Expectation Checklist" is completed for each intern.
8. Completes all intern evaluations in consultation with the Supervising U.S. Probation Officer within the respective units of the office.
9. Provide the Chief Probation Officer reports on the intern program as may be required.

Rotating Team Service

During the internship period, the intern will be assigned, by the Intern Coordinator, to a specific team (presentence or supervision) for a 6-week period. At the end of the 6 weeks, the intern will then be re-assigned to a new team (opposite of first team) for an additional 6-week period.

During the 6-week period, the SUSPO of the assigned team will have the following responsibilities:

1. Provides day to day oversight of the intern and communicate with information to the Intern Coordinator.
2. Assist in the orientation and training of the intern.
3. Coordinate the activities of the intern in within their team in compliance with the Intern Expectation Checklist.
4. Maintain the Intern Expectation Checklist providing accomplishment dates and comments for the Intern Coordinator.
5. Serve as guide and teacher of the intern.
6. Keep informed of the activities and whereabouts of the intern.
7. Participate with the Intern Coordinator in the evaluation of the intern for the college or university.

Qualifications for Appointment of Interns

The following prerequisites that must be met:

1. A student with the current or most recent academic standing of a junior at an accredited college, university or educational institution.
2. Academic grade point average of 3.0. Exceptions to this requirement will be reviewed on a case by case basis and approved by the Chief U.S. Probation Officer or designee.
3. A preferred field of study should be in the area of criminal justice, college of law or any related social services. However, other fields of study may be considered.
4. No prior criminal history.

Application and Selection Process

Interested participants should forward to the Internship Coordinator the following documents:

1. Letter of interest
2. Intern Application
3. Letter of recommendation from faculty representative of the college or university, if applicable.
4. Copy of undergraduate and graduate transcript
5. Written paper on the any subject in order to assess writing skills

The above materials should be provided no later than six weeks prior to the term in which the internship is anticipated (exceptions should be arranged with the Internship Coordinator). The Internship Coordinator will contact the selected applicants and arrange a personal interview. Whenever possible, an intern selection will be made well in advance of the beginning of the term or semester for which the intern will serve. The intern must be willing and able to commit to a minimum of 2 full workdays per week for a minimum of 12 weeks.

Internships will be available in the Detroit, Flint, and Bay City offices. Every effort will be made to accommodate office preference with the perspective intern.

As part of the application and selection process, all applicants will sign and *Authorization to Release Information*. This release will be used for the purpose of undergoing a background investigation conducted at the Probation Office by the Internship Program Coordinator. The investigation will include, but not be limited to the following:

1. ATLAS and local criminal history records checks
2. Previous employment inquiries as selected

Conditions of Appointment

Confidentiality is an important aspect of probation work and must be taken seriously. Individuals 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. Interns must communicate with their divisional Internship Coordinator if they are approached by anyone outside of the Probation Office regarding any probation cases. Any unauthorized disclosure of confidential information will result in immediate termination from the program and may result in civil penalties under the Federal Tort Claims Act.

In addition to the Non-Disclosure Agreement Form, the intern will be required to review and/or complete with signature, all of the following with the Probation Office and/or the Human Resources Department.

1. AO 196A- Gratuitous Services and Waiver
2. AO78A - United States Courts Appointment
3. PER 110 - Request for Background Check or Investigation (Non-LEO) to include fingerprints
4. Probation/Pretrial Intern Security Access Form
5. Emergency Notification Sheet
6. Review and sign all documents and literature provided by the Human Resources Department concerning the District Court's policies.
7. Code of Conduct adopted by the U.S Judicial Conference

The Probation Office reserves the right to terminate an intern with or without notice or cause.

Intern Responsibilities

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

All interns are required to follow the guidelines concerning confidentiality and conduct themselves in an ethical and moral manner.

The interns should report to their field placement on the days assigned. Work hours will be established in accordance with office needs and individual school requirements, if applicable. Interns should maintain a daily log of their work hours to be signed and approved by the supervisor or the intern coordinator. In the event the intern is late or cannot report to work, the supervisor or the intern coordinator must to be notified as soon as possible.

Interns will be encouraged to engage all staff in the discussion of topics related to the criminal justice system.

Interns are urged to attend all general staff meetings and trainings when they are performing internship activities.

Interns experiencing any problems in the intern program should address the issues with their sponsor, a supervisor, or the Internship Program Coordinator.

Interns shall serve without compensation from the Probation Office. Interns are not expected to incur miscellaneous expenses related to their service with the Probation Office, such as travel expenses. In the rare event travel is required, prior approval for reimbursement must be obtained from the Chief U.S. Probation Officer.

Intern Training and Core Duties

Orientation and training will be conducted by the department's Training Specialist, Internship Program Coordinator, Probation Officers, Supervising Probation Officers, and other probation staff. Training and core duties assigned to the intern should allow for observation and participation in interviewing, investigating, verifying information and report writing. The non-exhaustive list of training and core duties may include:

- Training in presentence investigation in accordance with Monograph 107
- Training in the supervision of offenders in accordance with Monograph 109
- Training in the use of the Probation Automated Case Tracking System (PACTS)
- Observe offender interviews under the supervision of a U.S. Probation Officer
- Attend in-house or classroom training, including probation officer/assistant training (does not include firearms or Cap-stun training)
- Conduct collateral investigation and verify information
- Proofread and edit reports
- Conduct criminal record checks
- Attend and participate in court hearings
- Attend and participate in offender program reviews at local Residential Reentry Centers
- Prepare letters and reports
- Assist with researching and developing community resources
- Various duties as assigned

In the performance of their intern duties, interns will not:

- Carry or possess firearms or Cap-Stun devices at any time
- Drive government vehicles or transport any offender in any vehicle
- Carry government issues badges
- Prepare or sign any document relating to any function of the Probation Office without the advance approval of his/her Supervising U.S. Probation Officer.
- Provide legal advice to anyone
- Perform any duties or responsibilities of a probation officer that have not been approved, in advance by the Chief U.S. Probation officer or designee.

Due to liability concerns, any field work conducted with interns will be limited to public settings and controlled environments such as treatment providers, Residential Re-entry Centers, local courts and police departments, etc., under the observation of the probation officer. Neither home nor employment visits are allowed.

Exit Procedure

Following the completion of the internship, interns will receive evaluations as to their performance. An exit interview of their intern experience will be conducted by the Chief U.S. Probation Officer or designee.

The intern coordinator will notify human resources and the IT department of the interns' completion of the program, and to have all access cards deactivated. The intern coordinator will collect from the intern all credentials, access cards and keys, provided to them during the course of the internship. The intern coordinator will notify the IT department to deactivate all computer accounts and any other electronic devices.

Supervision Team Intern Expectations Checklist

Accomplishments	Date Accomplished	Comments
Conduct Office Visits		
Conduct non-risk community visits with a USPO		
Prepare 12A, 12B, 12C reports		
Complete initial and updated case plans		
Participate in LMP (office hookup)		
Participate in substance abuse referrals and testing		
Complete PCRA and TCU		
Review ATLAS reports		
Attend Duty Court		
Handle phone calls		
Make chronological entries in PACTS		
Attend team meetings		
Observe prerelease contacts at RRC		
Participate in mental health referrals		
Observe DNA testing		
Attend violation hearings		

If areas of improvement are identified SUSPO team leader may advise Intern Coordinator for referral to the Training Specialist for further training.

Presentence Team Intern Expectations Checklist

Accomplishments	Date Accomplished	Comments
Prepare and complete collateral reports.		
Observe a presentence interview with a USPO		
Attend Sentence Council		
Assist in the preparation of a presentence report		
Attend Sentencing Hearings		
Complete RMS and TCU		
Conduct community and online record checks		
Review ATLAS reports		
Attend Peer Review		
Handle phone calls		
Make chronological entries in PACTS		
Attend team meetings		
Complete verifications and enter data into PSX		
Assist in the preparation of Offense Conduct, gather multiple defendant information, and complete Criminal History sections of the PSR		

If areas of improvement are identified SUSPO team leader may advise Intern Coordinator for referral to the Training Specialist for further training.