

INTERNSHIP STANDARDS AND RESPONSIBILITIES

Applicant Qualification Standards

- Undergraduate (junior/senior) or graduate student
- Above Average Academic standing
- Can complete 140 minimum hours of intern work (twenty to forty hours per week)
- Education and work history of integrity; no significant disciplinary infractions
- Professional communication skills: courteous, enthusiastic, open-minded, detailed, professional telephone etiquette, interviewing skills and grammatical syntax competencies
- Understands significance of professional confidentiality
- Work ethic: follows instructions, organized, asks appropriate questions, team-player

Intern Standards and Responsibilities

- Comply with *Administrative Policies of the Federal Probation Office* throughout internship, especially regarding computer use, safety practices and confidentiality
- Adhere to the *Code of Conduct* adopted by the Judicial Conference of the United States. Violations/potential conflicts are serious and dealt with by Internship Program Coordinator (IPC) and/or Chief U.S. Probation Officer (CUSPO)
- Attend initial orientation and training program conducted by IPC
- Assist U.S. Probation Officers in work projects, under direction of Supervising U.S. Probation Officers
- Maintain dated calendar log of assigned work, field and offender contacts
- Refrain from personal relationships with offenders
- Interns are urged to attend all general staff, unit, and team meetings when possible. Confidentiality is expected

Interns Duties

- Assist with presentence investigation and/or pre-trial functions
- Interview defendants/offenders
- Conduct criminal history inquiries at local law enforcement agencies
- Verify vital statistics (i.e. births, marriages, divorces)
- Complete district collateral requests with document retrieval processes
- Accompany U.S. Probation Officers to field contacts with vendor providers and agencies
- Participate and/or assist with cognitive behavioral groups
- Attend violation/revocation hearings