

| | |
|--|-------------------------------|
| UNITED STATES PRETRIAL SERVICES AGENCY EASTERN DISTRICT OF MICHIGAN | POLICY MEMORANDUM |
| Subject: Internship Program Policy | Date Issued: 10/7/2020 |
| | Date Revised: |
| This Policy Memorandum Will Become Effective: Immediately | |

POLICY

Purpose

The Internship Program serves to broaden the U.S. Pretrial Services Agency'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 pretrial service 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 Internship Program will be administered by the Internship Program Coordinator, who, under the direction of the Chief U.S. Pretrial Services Officer, shall:

1. Assume responsibility of the Internship 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 Internship Program.
3. Oversee maintenance of the master files for past, current and potential interns and provide recommendations to the Chief Pretrial Services Officer for selection of eligible candidates.
4. Conduct and oversee the background investigation of prospective interns.
5. Oversee the coordination of the intern orientation and training.
6. Assign interns to appropriate officers and/or teams for approximately 12 weeks.
7. Work with team supervisor to ensure "Expectation Checklist" is completed for each intern.
8. Complete all intern evaluations in consultation with the team supervisor.
9. Provide the Chief Pretrial Services Officer reports on the Internship Program as may be required.

During the internship period, the intern will be assigned, by the Intern Coordinator, to an officer or a specific team. The supervisor of the assigned team will have the following responsibilities:

1. Provide 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 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 to 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 at least 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. Pretrial Services 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/or graduate transcript

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 12 hours per week for a minimum of 12 weeks.

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 United States Pretrial Services Agency 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 pretrial services work and must be taken seriously. Individuals who are selected for an internship will be required to sign a *Non-Disclosure Agreement Form*, specifying they will maintain confidentiality of all case information during and after the course of their affiliation with the United States Pretrial Services Agency. Interns must communicate with the Internship Coordinator if they are approached by anyone outside of the United States Pretrial Services Agency regarding any pretrial matters. 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 forms with the United States Pretrial Services Agency 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 United States Pretrial Services Agency reserves the right to terminate an intern with or without notice or cause.

Intern Responsibilities

For interns to obtain maximum educational benefits without compromising the United States Pretrial Services Agency's operations, they are expected to comply with the local and national policies of the United States Pretrial Services Agency 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 United States Pretrial Services Agency. Interns are not expected to incur miscellaneous expenses related to their service, such as travel expenses. In the rare event travel is required, prior approval for reimbursement must be obtained from the Chief U.S. Pretrial Services Officer.

Intern Training and Core Duties

Orientation and training will be conducted by the department's Internship Program Coordinator, pretrial service officers, supervising pretrial service officers, and other pretrial 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 pretrial services investigation and report in accordance with Monograph 112
- Training in the supervision of defendants in accordance with Monograph 111
- Training in the use of the Probation Automated Case Tracking System (PACTS)
- Observe defendant interviews under the supervision of a U.S. Pretrial Services Officer
- Attend in-house or classroom training (does not include firearms or Oleoresin Capsicum (OC) spray training)
- Conduct collateral investigations and verify information
- Investigate ATLAS hits and obtain documentation
- Conduct CM/ECF checks and document
- Obtain employment verification for defendants
- Proofread and edit reports
- Conduct criminal record checks
- Attend and participate in court hearings
- Prepare letters and reports
- Various duties as assigned

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

- Carry or possess firearms or OC devices at any time
- Drive government vehicles or transport any defendant in any vehicle
- Carry government issued badges
- Prepare or sign any document relating to any function of the United States Pretrial Services Agency without the advance approval of his/her Supervising U.S. Pretrial Services Officer.
- Provide legal advice to anyone
- Perform any duties or responsibilities of a pretrial services officer that have not been approved, in advance by the Chief U.S. Pretrial Services 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. Pretrial Services 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 internship. The intern coordinator will notify the IT department to deactivate all computer accounts and any other electronic devices.

Intern Expectations Checklist

| Accomplishments | Date Accomplished | Comments |
|--|-------------------|----------|
| Access to JENIE | | |
| Access to Email | | |
| Access to PACTS | | |
| Access to CM/ECF | | |
| Access to ERS | | |
| PowerPoint presentation re: Overview of PTS | | |
| Complete PACTS training | | |
| Complete CM/ECF training | | |
| Complete ERS training | | |
| Perform CM/ECF checks and make chronological entry | | |
| Observe bond interview | | |
| Attend Duty Court | | |
| PTRA Overview | | |
| LEIN certification | | |
| Overview of ATLAS reports/responding to ATLAS hits | | |
| Perform ATLAS hit follow-up | | |
| Attend team meetings | | |
| Attend a detention hearing | | |
| Attend a bond violation hearing | | |
| Complete training to conduct a collateral investigation | | |

| | | |
|--|--|--|
| Conduct collateral investigation | | |
| Participate in an office visit with an officer | | |
| Complete verifications and enter data into PSX | | |
| Participate in Self-Surrender Program | | |
| Overview of LMP | | |
| Overview of Treatment Services | | |
| Participate in a 3-way meeting with therapist | | |