

Student Internship Orientation and Training Program



United States Probation Office Middle District of Georgia

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Chief U.S. Probation Officer

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I. Purpose:

The U. S. Probation Office, Middle District of Georgia, admits selected students into an internship program designed to contribute to the education of the student and broaden the agency's commitment through community involvement. The goal of the internship program is to give students at the college senior and graduate level an opportunity to observe firsthand the actual duties of a U. S. Probation Officer. Under the supervision of U.S. Probation staff, students contact clients in the office and at other agencies, assist in the preparation of presentence and prerelease investigations, and participate in activities that will enable them to relate classroom theory to probation and parole practices. This program also benefits the U.S. Probation Office by providing a resource of gratuitous work assistance and by setting up a pipeline of potential talent for consideration in filling entry-level positions.

II. Eligibility:

- A. An intern is a student who wishes to volunteer his/her services in return for the educational experience of working within the judiciary. The student additionally receives scholastic credit but receives no monetary compensation or allowance from his/her educational institution. Students may participate 40 hours per week over a 10-week period, or any other acceptable time/period sanctioned by the educational institution and the probation office. Generally, an intern is expected to volunteer his or her services a minimum of eight hours per week.
1. An intern must be enrolled and in good academic standing at an accredited college or university. Any student in his/her senior year or a graduate student in Corrections, Criminal Justice, and/or Social Sciences is eligible.
 2. The internship must be approved by the intern's college or university.
- B. The intern is required to sign the Acknowledgment of Gratuitous Services and Waiver, which memorializes the agreement to serve on a voluntary basis, waive any claim to receive salary or fringe benefits, retain no personal copyright privileges in any work product prepared for the court unit during employment, and maintain the confidential nature of any information which the intern obtains or has access to during the period of service. Furthermore, the intern acknowledges that he/she is not entitled to receive civil service retirement credit or other related personnel benefits as a consequence of his/her voluntary employment, except that in the event of any personal injury incurred by the intern, he or she shall have those rights to compensation, if any, which may be provided by statute to persons rendering voluntary services to the United States (e.g., workers' compensation).
- C. Dependability and commitment to a consistent work schedule between 8:00 a.m. and 5:00 p.m. is required. In addition, interns will be required to comply with the dress code and ethics/code of conduct in accordance with district policy.

- D. Whenever possible, all internship paperwork (e.g., cover letters, resumes, applications, acknowledgment/release forms, checklists, etc.) should be submitted in electronic format to Chief U.S. Probation Officer Robert R. Long (Robert_long@gamp.uscourts.gov).

III. Selection Process:

In an effort to obtain mature students who are sincerely interested in the correctional field, the following procedures are required. We anticipate that the institution will facilitate the placement of students who will take full advantage of the opportunity, and provide an experience mutually beneficial to the student and the agency. Prospective interns may be recruited from any accredited college or university in the State of Georgia, specifically targeting the Middle District of Georgia.

- A. Individuals interested in participating in an internship program must submit a resume. A letter of referral, including transcript, from applicant's department Chairman must be forwarded to the Chief Probation Officer.
- B. A personal interview with the applicant is conducted to assess the student's abilities and to secure additional background information.
- C. A routine record check and any other investigation is conducted prior to acceptance of the student.
- D. After all investigative work is completed, the Chief will make a final determination.
- E. Upon acceptance or denial, written notification is submitted to the student's professor as well as to the student.
- F. Following notice of acceptance, the student must advise the Probation Office within a week of his/her beginning and termination date of internship.

IV. Student Responsibilities:

- A. In order for students to obtain maximum benefit without compromising the agency's operations, they are expected to comply with the administrative policies of the agency throughout the duration of the internship.
- B. All students are required to follow the guidelines concerning confidentiality and present themselves in an ethical and moral manner. The students are expected to adhere to the district's dress code and the Code of Conduct adopted by the Judicial Conference of the United States.
- C. All written communication prepared by students that is to be forwarded to the courts, law enforcement agencies, community agencies, etc., must first be given

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to the supervising probation officer for final advice and approval.

- D. Students report to their field placement on the days assigned. In the event the student is late or cannot report for work, the supervising probation officer should be notified as soon as possible.
 - E. The student is encouraged to ask questions of any member of the staff and to seek as many experiences as possible.
 - F. All students will be required to prepare a written summary and evaluation of their internship experience based on a weekly log of activities. Additionally, all papers completed by the student that identify the agency will be shared with the agency.
- V. Responsibility of the Agency:**
- A. The Chief U. S. Probation Officer will be the liaison between the educational institution and the internship program. Any officer may be assigned the responsibility of working with the student.
 - B. The primary supervisors are to provide the guidance and supervision that is essential for the proper training of the interns, and will prepare assignments that are meaningful to them. They should include court functions and violation hearings, presentence investigations, field trips to drug programs, mental health programs, community service placements, local jails, and other community agencies.
 - C. An initial orientation and semi-structured training program will be conducted by agency personnel. This will include briefings with management personnel, supervisors, specialists, line officers and support staff.
 - D. Upon the request of the participating school or university, probation staff will be available for consultation, presentations, career day and other related activities held on campuses located in the Middle District of Georgia.
 - E. Every effort will be made by the agency to meet the student's needs in successfully completing the internship experience. At the completion of the internship, the agency will prepare and forward an evaluation of the student's progress to the participating school or university.
- VI. Responsibilities of the Participating College/University:**
- A. The participating school should ensure that the student applicants are mature and genuinely interested in pursuing a career in the criminal justice field.
 - B. When feasible, an appropriate faculty member should make an onsite visit and

receive an evaluation of the student's progress.

VII. Supervision of Work

- A. The Deputy Chief U.S. Probation Officer or designated Supervisor establishes a regular work schedule with each intern.
- B. Job duties and responsibilities (see Intern Approved Duties) as well as performance expectations are communicated clearly and timely to interns by the Deputy Chief U.S. Probation Officer or designated Supervisor.
- C. Interns receive on-the-job training and ongoing coaching from divisional office staff as determined by the Supervisor(s) in the designated divisional office in the form of instructing, tutoring, training, demonstrating, and/or modeling with clear and appropriate communication that is supportive, allows for errors with emphasis on learning from mistakes, and encourages critical thinking and open discussion.
- D. The Supervisor in the divisional office in which the intern is assigned engages in ongoing observation, review of work, and obtaining feedback from multiple sources to assess each intern's performance, and then engages in ongoing two-way communication with the intern, focusing on achieving the highest level of job performance by providing both positive and constructive feedback in a timely manner.
- E. The Deputy Chief U.S. Probation Officer or designated Supervisor will complete any written performance evaluations required by a university/college for an intern. All completed written performance evaluations are forwarded by e-mail to Human Resources for record keeping.

VIII. Separation Procedures

- A. The designated Supervisor should notify the Chief and Deputy Chief a minimum of two weeks in advance of an intern's last day, to allow sufficient time to conduct an exit interview.
- B. The Deputy Chief will prepare a Certificate of Completion for the intern and forwards it to the designated Supervisor to be presented to the departing intern before his/her last day.
- C. On the last day of the internship, government identification card and any other items issued to the intern should be collected by the designated Supervisor, and Court Security Officers should be notified the internship has been completed.

**UNITED STATES PROBATION OFFICER'S
INTERNSHIP ORIENTATION**

I. Administrative requirements

- Appointment by the Chief Probation Officer (AO 79)
- Completion of Acknowledgment of Gratuitous Services
- Issuance of identification card (AO 236G)
- Office tour and introduction to staff
- Tour of significant areas of the Federal Building

II. Overview of the Probation Office

- Chain of Command/U.S. Probation Organization/Divisional Offices
- Ethics/Code of Conduct/Dress Code
- Hours of Operation
- Parking
- Safety – Evacuation Procedures/Duress Buttons
- Provide Orientation Notebook with phone instructions, passwords/login information for Lotus Notes, PACTS, list of M/GA Intern approved duties, etc.

III. Overview of Court Family Agencies

- U. S. Marshal Service
- U. S. Attorney's Office
- U. S. District Court Clerk's Office
- U.S. District Court Judges
- U. S. Magistrate Judge

IV. Overview of the Criminal Stages in a Criminal Prosecution

- PTS/PSIs/Post-Conviction Supervision

V. Overview of Duties

- Go over M/GA Intern Approved Duties and Prohibitions
- Go over computer log in, saving documents in directories, PACTS log in and capabilities
- Go over scanning of documents

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Upon completion of the above orientation period, the student intern will begin his/her phase of training in pretrial services, presentence and supervision work.

Intern signature

Date of completion

Supervisor

Date of completion