INTERNSHIP PROGRAM

District of Arizona

SECTION ONE

QUALIFICATIONS,

INTERVIEW, APPLICATION,

BACKGROUND CHECK

QUALIFICATIONS:

1. Motivated students having senior or junior status in their Bachelor's curriculum or enrolment in a Master's level program. Degree program must be from an accredited college or university with a concentration of study in criminal justice, criminology, psychology, sociology, human relations, public administration or related fields.
2. Students in "good standing" academically and otherwise with the college or university of enrollment.
3. Students willing to make a commitment to complete the amount of internship hours required by the attending college.

INTERVIEW:

Once contacted by potential interns, Intern Coordinators should seek to interview all intern candidates in person prior to commencing the application process to determine the following:

1. If the individual appears to be an appropriate candidate for the internship program
2. In which university is the candidate enrolled and is/will be registering for an internship.
3. Who can Pretrial Services contact to discuss any questions or problems (ie university advisor).
4. If the candidate will benefit from the internship program.
5. If the candidate can complete the internship program.
6. If the candidate has any questions about the internship program.

APPLICATION:

Intern Coordinators should attempt to complete and close the application process as soon as possible, prior to the commencement of the semester during which the internship will be completed.

Due to time and space constraints, Intern Coordinators should use their discretion and limit the number of student interns in each office to a number that is manageable by the coordinator(s).

To the extent possible, Intern Coordinators should attempt to make the intern selection process a competitive one.

BACKGROUND CHECK:

At the conclusion of the interview, Intern Coordinators should provide the approved candidates with the Application for Judicial Employment (A078), Declaration for Federal Employment and Reference Check, each of which can be found in the Appendix of this document. Candidates should be advised that acceptance is contingent upon a background check performed using the information contained on these forms. These forms can also be found on the District's Human Resources Web Page and candidates should be encouraged to complete and return them as soon as possible so as to avoid unnecessary delays.

Upon receipt, Intern Coordinators should forward these documents to Human Resources for completion and approval. Upon approval by Human Resources, Intern Coordinators should seek final approval from the Chief and Deputy Chief Pretrial Services Officer prior to formal acceptance into the Internship Program.

Upon approval by the Chief and Deputy Chief Pretrial Services Officer, Intern Coordinators should contact the intern, advise of their acceptance and acquire a tentative start date.

SECTION TWO

ORIENTATION AND PAPERWORK

ORIENTATION/ FIRST DAY

Intern's first day should be coordinated with HR staff to ensure each of the following is accomplished by HR personnel:

- Appointment Oath/ A078A
- Acknowledgment of Gratuitous Services and Waiver
- Verification of Personal Information
- Fingerprinting
- Photo ID/ Badge

Upon returning from HR office, Intern Coordinator should attempt to accomplish each of the following on the intern's first day or as soon as possible:

- Tour of the office/ courthouse/ parking areas; including introduction to staff, assignment of work spaces
- Acquired/ Established Intern's Proposed Work Schedule
- Fax/ Telephone/ Internet/ Computer Use Policies (including acquisition of Login/ Password from IT)
- Furnish Intern copy of:

  1. Confidentiality Memorandum A036

  2. Code of conduct

  3. Dress Code

SECTION THREE

INTERN READINGS AND REQUIREMENTS

INTERN READINGS AND REQUIREMENTS:

1. Interns should be provided with a blank working file to be maintained by the intern and referred to when accompanying officers on investigations/ interviews.

2. Interns should be encouraged to read the following, each of which can be found at: AZPTS home page.

    a. The bail Reform Act of 1984
    b. Monograph 111 (The Supervision of Federal Defendants)
    c. Monograph 112 (The Pretrial Services Report)
    d. Monograph 113 (The Federal Confinement Program for Defendants/ Offenders)

3. Interns should be encouraged by Intern Coordinator to accompany officers to observe Initial Appearances, Detention Hearings, Plea Hearings and Sentencing.

4. Interns should be encouraged by Intern Coordinators to observe routine office visits, Interviews, Summons/ PTD Interviews and collateral contacts.

5. As able, Intern Coordinators should facilitate introduction and /or site visits to other community corrections agencies (ie, probation/ parole offices, halfway houses facilities, BOP, etc).

SECTION FOUR

SEMESTER CONCLUSION/ INTERN EVALUATION

SEMESTER CONCLUSION/ INTERN EVALUATION;

Intern Coordinator should:

1. Verify completion of required hours.

2. Require intern to complete enclosed Exit Evaluation Form.

3. Collect ID Badge/ Credentials and return to HR.

4. Ensure all confidential or sensitive intern information is either delivered to HR for inclusion in intern's personnel file or destroyed.

5. Notify information technology staff members the intern's access to Probation and Pretrial Services Automated Case Management Tracking System (PACTS) be terminated upon completion of internship.

APPENDIX

CONTENTS:

Item #1: HR Forms Checklist

Item #2: Application for Judicial Employment (AO78)

Item #3: Declaration for Federal Employment

Item #4: Appointment Oath (AO78A)

Item #5: Acknowledgement of Gratuitous Services Waiver

Item #6: Confidentiality Memorandum

Item #7: Dress Code