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VOLUNTEER POLICY

Statutory Authority: 28 U.S.C. § 604(a)(17) This statute authorizes the Director of the Administrative Office to accept and utilize voluntary services on behalf of the Judiciary. The Chief United States Probation Officer (CUSPO) has been [delegated authority](#) by the Director to authorize these services on behalf of the Judiciary.

General Policy - Guide to Judiciary Policies and Procedures Volume 12, Chapter 5, § 550.70 and .80.

Prior to the commencement of any gratuitous service for the Court, one of the following waiver forms must be completed to clearly define the relationship of the Student Intern/Volunteer (herein referred to as "Student Intern"), to the Government (herein referred to as "Probation Office"):

- Acknowledgment of Gratuitous Services and Waiver Under a Cooperative Education Program form is completed when a Student Intern is sponsored by his/her school and engaged in a practical work experience with the possibility of earning scholastic credit.
- Acknowledgment of Gratuitous Services and Waiver form must be completed by an individual who wishes to volunteer his/her services, usually in return for educational experience and possibly scholastic credit.

Both forms serve as an acknowledgment by the Student Intern that his/her services are voluntary and waives any claim to receive salary or fringe benefits.

The Student Intern does not waive any rights he/she may have concerning claims for personal injuries and should be covered under 5 U.S.C. § 8101(1)(B), the Federal Employees Compensation Act, which provides relief for individuals serving the Probation Office without pay or for a nominal fee.

The waiver must be forwarded to the CUSPO for authorization and signature.

Volunteer Services

The District of Idaho Probation and Pretrial Services Office will accept non-student volunteers on a case by case basis. All non-student volunteers will be selected, assigned tasks, and accept the same conduct requirements and responsibilities as student volunteers.

Student Intern Coordinator

The CUSPO will designate a Student Intern Coordinator (herein referred to as "Coordinator"), for the District of Idaho. The Coordinator will, in turn, work with each divisional office in establishing Student Interns in each office. Under the direction of the Chief Probation Officer, and with the assistance of the divisional offices, the Coordinator will advertise the position where appropriate and solicit local college/university placement offices to provide potential candidates with position information.

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The Coordinator, or an assistant from a divisional office, should visit local colleges/universities that have appropriate undergraduate/graduate programs and meet with the student placement office, department heads, student aid officers and/or other appropriate departments. The Coordinator should explain the Student Intern Program and provide appropriate personnel with a copy of the Internship Opportunity Bulletin, which should be posted in areas accessible to all students.

The Coordinator will screen applicants, conduct initial interviews and perform background investigations of potential candidates. The Coordinator will recommend qualified candidates to the Chief Probation Officer and the appropriate divisional office. The divisional office will conduct the final interview and, with the Chief Probation Officer's approval, will offer the position to the selected candidate.

The following minimum requirements should be met prior to application:

- Be at least 18 years of age;
- Must be legal resident of the United States, or employment eligible as determined by form I-9;
- Shall not have a history of, or presently use, illegal drugs or indulge in excessive consumption of alcohol;
- Be willing to authorize the agency to conduct a personal background and criminal record check;
- Have little or no criminal record; and
- Be mature, ethical, reliable, self-motivated, and enthusiastic.

A Student Intern need not be enrolled during the summer semester as long as he/she intends to enroll in subsequent fall classes and can provide verification of such intent. The Student Intern should be able to work a minimum of 10 hours per week and not more than 39 hours per week. The Student Intern shall be willing to commit to a contract term of not less than a semester or summer break.

Application Process.

Interested students should submit the following to the Coordinator:

- Resume;
- Two current faculty references;
- Current course registration form that indicates the total number of semester/quarter course hours presently enrolled;
- Statement identifying the candidate's school and academic year; and
- Statement acknowledging minimum requirements.

The Coordinator will review each candidate's application paperwork. Applicants should consider the length of the process to be between 30 and 45 days, including the elements of the background check, and thus, should ensure that their application is submitted in anticipation of the beginning of the academic quarter (if receiving school credits).

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Those applicants denied at this stage of the process will be contacted by the Coordinator and advised that they were not accepted.

Accepted applicants will be contacted by the Coordinator and asked to submit a release of information in order for a background check to be conducted. An initial interview will be conducted to confirm that the minimum qualifications are met. A background investigation will include the submission of fingerprints to the Human Resource Department for verification of criminal record and identification.

Upon successful completion of the background check and initial interview, the approved candidates' information will be forwarded to the Chief Probation Officer for review. After approval of the Chief Probation Officer, the accepted candidates' information will be forwarded to the appropriate divisional office for review and scheduling of a final interview.

Each divisional office will interview accepted applicants and decide which applicant shall be accepted as a Student Intern. The interviewing officer document the interview.

The Chief Probation Officer will have final approval authority.

Upon acceptance of a Student Intern, a personnel file will be created and will contain the following items:

- Copy of driver's license, photograph, copy of signed identification card issued by the Probation Office, work schedule, emergency contact list, and Student Intern information sheet.
- Orientation Checklist, and Observation and Task Checklist;
- All written communication between the Probation Office and the Student Intern, any written communication between the Probation Office and the college/ university, and all college papers or research projects written pertaining to the Student Intern's experience.
- All items submitted during the application process, to include a copy of the criminal record(s) and driver's license record information.
- Acknowledgment of Gratuitous Waiver agreement executed by all concerned parties, policy statement, request for permission to participate as a Student Intern and acknowledgment of risk, and the non-disclosure agreement.
- All evaluations of the Student Intern by the Probation Office and all evaluations of the Probation Office by the Student Intern.

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Orientation and Training

The supervising officer will review the Orientation Checklist with the selected Student Intern. The orientation shall include any unique procedures in which the Student Intern will be assigned. At orientation the intern will be photographed for an identification card.

- The Student Intern shall review the *Court & Community* publications, issued by the Administrative Office of the U.S. Courts, which provide a general outline of the duties of Probation Officers.
- The Student Intern shall be acquainted with the general contents of all manuals, monographs and other reference material used by Probation Officers in the performance of their duties.
- The Student Intern should be provided access to appropriate training videos that may be available.

As specific duties and assignments are assigned, the supervising officer will provide instruction to the Student Intern as to the requirements and expectations of the assignment. Specific duties may include training for UA collection; Alcosensor use; and Electronic Monitoring Installation.

The supervising officer shall document on the check-list all orientation and training provided.

Responsibilities of Student Intern, Probation Office and Participating College/University

Responsibilities of the Student Intern:

- In order to obtain maximum education benefits without compromising the Probation Office's operations, the Student Intern is expected to comply with the administrative policies of the Probation Office throughout the duration of the internship.
- Follow the guidelines concerning confidentiality and to conduct himself/herself in an ethical and moral manner.
- All written communication prepared for the court, law enforcement agency, community agency, etc., must first be approved by the supervising officer.
- Shall report to work station as agreed with the supervising officer. If unable to report to work as scheduled, the Probation Office to which assigned must be contacted as soon as possible.
- Is encouraged to engage all staff in the discussion of topics related to his/her role in the criminal justice system.
- If experiencing any problems with the Student Intern Program, concerns should be addressed to his/her immediate supervising officer, the Coordinator, Supervising Probation Officer, Deputy Chief Probation Officer and/or Chief Probation Officer.

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- Immediately report any incidents of perceived risk of personal safety to the Supervising Officer, Student Intern Coordinator, Deputy Chief or Chief Probation Officer.
- Serve without compensation from the Probation Office except that reimbursement which may be made for certain expenses.
- Prior to incurring any expenses for which reimbursement may be sought, permission must be obtained from the Deputy Chief or Chief U.S. Probation Officer.
- The Deputy Chief or Chief Probation Officer may approve reimbursement of unanticipated expenses as necessary.
- Office attire shall be professional and appropriate for assigned duties.
- Slacks, socks, a dress shirt, and tie are required for male interns who are attending court. A suit or sport jacket should also be worn.
- If not attending court, a collared shirt without a tie is appropriate.
- Appropriate business attire is required for female interns who are attending court.
- Jeans, revealing clothing, athletic shoes, and clothing items not in good condition should not be worn.
- Maintain professional relationships with other interns and staff of the Probation Office.
- Use official identification for work purposes only.
- Never access an officer's case files without permission of that officer or supervisor.
- Not allowed to take home any files or other office materials or property of the Probation Office without prior authorization of a supervisor.
- Not allowed to be in the office alone (unless the background check including fingerprint submission has been completed). Keys will not be issued to government offices.
- Maintain professional relationships with all defendants and offenders.
- Report any contact with an offender that occurs away from the probation office.

Responsibility of the Probation Office

- The Coordinator will maintain overall responsibility for the supervision of the district-wide Student Intern Program.
- A Probation Officer will be designated to supervise each Student Intern.
- The Probation Office will provide guidance and supervision that is essential for the proper training and guidance of Student Interns.

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- Arrangements will be made in each office for appropriate work space for the Student Intern.
- Student Interns will be given the opportunity to observe court functions, investigative functions and supervision functions (office contacts) of the Probation Office.
- Every effort will be made to meet the Student Intern's educational needs.
- Non-student volunteers will be supervised by a supervisor according to their work assignment within the probation office

Responsibility of the participating college or university

- The participating school shall ensure all applicants are emotionally mature and genuinely motivated and committed to pursue a career in criminal justice.
- Faculty members may make on-site visits to evaluate the Student Intern's progress during the internship.

Duties of Student Interns

Student Interns will assist the Probation Officers and Administrative Assistants in the general performance of tasks under the direction, guidance, and supervision of the supervising officer. These duties can include, but are not limited to:

1. Conduct criminal history inquiries at local law enforcement agencies;
2. Verify vital statistics;
3. Contact state and other federal agencies at the direction of their supervising officer;
4. Conduct collateral investigations;
5. Assist in preparing investigative reports to include:
 - a) Conduct interviews by telephone, in the office, or at a jail facility.
 - b) Compile and complete necessary forms and files.
6. Prepare forms for officers.
7. Compile files for officers.
8. Photograph offenders.
9. Collect urinalysis and breath alcohol samples.
10. Install electronic monitoring bracelets on offenders in the office.
11. Collect data and make reports.

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12. Perform case law research.
13. Contact and verify victim information.
14. Review written monthly reports.
15. Audit aftercare providers.
16. Perform administrative support tasks consistent with intended vocation.
17. Perform such other functions that may be specified by the supervising officer, a Senior Probation Officer, Supervising Probation Officer, Deputy Chief Probation Officer or Chief Probation Officer.

Student Interns are not authorized to perform the following functions:

1. Operate a government vehicle;
2. Conduct a field contact with an offender;
3. Conduct any criminal record searches using the law enforcement tele-communication system (CJIS);
4. Carry firearms or Cap Stun. Any personal protection devices that an intern carries shall be disclosed by the intern.
5. Disseminate a case file to any outside sources.
6. Send letters, reports, or documents without approval.
7. Due to the unique nature, safety, and confidentiality of the work of the Probation Office, access to any area of the Probation Office by a Student Intern may be limited. Further, a Student Intern may be asked to leave an area at any time.

Completion of Student Intern Appointment

1. Student Interns are volunteers. As volunteers, Student Interns can be terminated at any time at the discretion of the Chief Probation Officer.
2. An explanation of the reason for an unsatisfactory termination will be provided in writing to the appropriate faculty member at the college or university at which the student is enrolled.
3. Upon satisfactory completion of a Student Intern's contract, an exit interview should be conducted by the supervising officer.
 - a) The Student Intern will prepare a written evaluation of the Student Intern Program which is to be submitted to the Coordinator and Chief Probation Officer.

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- b) The supervising officer will prepare a written evaluation of the Student Intern's performance which should be maintained in the personnel file for future reference.
4. Upon request of the participating college, potential employer, or the Student Intern, evaluation information shall be released.