

United States Probation Office

District of South Dakota



Internship Policy and Procedures

The United States Probation Office, District of South Dakota provides undergraduate and graduate students the opportunity to gain experience within the field of probation through non-paid internships. In exchange for a student's time, effort and commitment, the U.S. Probation Office will attempt to provide the student with a meaningful, on-the-job experience.

U.S. Probation Officers are not required to accept student internship requests. Supervisors should only accept student interns if time, schedule, safety and workload permits the office to provide a quality work experience. Intern supervisors should make every attempt to provide "real world" experience within the field of probation. While certain responsibilities and duties of a probation officer involve mundane work, an intern should not be used solely for such work.

Intern supervisors should communicate work expectations with interested interns to ensure complete understanding of what the internship entails. If the performance of the student intern is not satisfactory, the supervisor may terminate the internship. However, the supervisor should make every attempt to communicate his/her concerns and correct the situation with the student intern.

Internship Requirements:

1. Intern must have a junior or senior (preferred) undergraduate status or graduate status.
2. Intern must work a minimum of 24 hours per week (three full days preferred) for no longer than one (1) year, but preferably more than three (3) months.
3. Intern must be eligible to work for the U.S. federal government.
4. Intern must adhere to the general guidelines of a U.S. Probation Officer (e.g. dress code, Code of Conduct, etc.).
5. Sign the *Acknowledgment of Gratuitous Services and Waiver (Exhibit E-1)*.

Internship Process:

To process a request for an internship, interns must complete the following:

- Brief explanation of student intern(s) interest in the U.S. Probation Office
- Resume and college transcript(s)
- Application for Judicial Branch Federal Employment (Form AO 78)
- Authorization for Release of Information Agreement
- Code of Conduct Acknowledgment form
- I-9 Employment Eligibility Verification
- Emergency Contact Information form
- PER 110 and fingerprint cards
- Internet Policy
- Acknowledgment of Gratuitous Services and Waiver for Uncompensated Employee form

Once the intern begins, he or she should be administered the oath. He or she will also be issued a photo ID card.

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Internship Restrictions:

1. No U.S. Probation Office representative can imply any employment contract or agreement, or benefit privileges during and/or after the internship, except the Chief U.S. Probation Officer.
2. Interns will only be reimbursed for mileage while conducting official business.
3. Interns are not permitted to travel unless given authorization by the Chief U.S. Probation Officer.
4. Before going into the field, interns must participate in field safety training with a Comprehensive Officer Safety Program (COSP) instructor.

Intern Supervisors:

Intern supervisors must discuss and prepare with the intern a written outline of duties and expectations for the length of the internship. The outline will establish expectation levels in which an intern will be able to adhere to and provide a self-evaluation. In addition, the outline will provide the intern supervisor the ability to evaluate the progress of the intern and make any corrective actions, if necessary. Intern supervisors should also maintain a log of projects worked on or completed by an intern.

Terminate an Internship:

To terminate an internship for any reason, an intern supervisor must complete the following procedures.

1. Notify Human Resources of internship termination.
2. Collect intern's I.D. card (if any) and any passwords (i.e. phone, computer, programs, etc.).
3. Return I.D. card (if any) and any related documents to Human Resources.

If any questions arise, please contact Human Resources.