



POLICY NO: 9-5

SECTION: Public Relations & Information

SUBJECT: Intern Program

PURPOSE: It is the intent of the 55th District Court to provide an opportunity for college/law students that will enrich their educational experience through practical experience. A college/law intern will be exposed to the judicial system, as well as, the policies, practices and workings of the 55 District Court.

ASSIGNMENT:

College Students: The Court Administrator or designate will be responsible for the recruitment and placement of a prospective intern. Prior to placement, the intern will be interviewed to determine his/her appropriateness. If an intern is deemed acceptable, he/she will be assigned an intern supervisor who has at least 3 years of experience with the 55th District Court. If a situation occurs where the court does not have available an intern supervisor with 3 years experience, the administration of the court may waive the requirement based upon the nature of the internship and the knowledge, skills and abilities of a prospective intern supervisor, with less than three years of experience. The intern is to work under the direction of the assigned intern supervisor.

Law Students: The recruitment, selection and supervision of a law student intern shall be at the sole discretion of a judge.

A student applying for an internship is not guaranteed to be offered an internship. Decisions will be made on a case-by-case basis and the operational needs of the court.

WORK RULES AND REGULATIONS: An intern will be given a copy of [Policy 1-1](#) (Work Rules & Regulations). The intern will sign an Acknowledgment of Work Rules & Regulation Form which will be placed in the intern's file. If the intern is found in violation of a work rule or regulation, the internship may be terminated immediately.

SUPERVISION: Once an intern has been assigned an intern supervisor, it is the responsibility of the intern supervisor to adequately train the intern for the job tasks that he/she will be performing. There is a wide variety of job tasks that are performed by 55th District Court Personnel. Therefore, the intern supervisor should use discretion in regards to which job tasks the intern will be able to perform.



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EVALUATIONS: If a college requires that a performance evaluation be completed, the intern supervisor will be responsible for submitting the evaluation in a timely manner. A copy of the evaluation is to be filed in the intern's file.

CRIMINAL HISTORY CHECK: Prior to the commencement of an intern's program, the court shall request a criminal history/warrant request report through the Law Enforcement Information Network (LEIN).

PROBATION OFFICER INTERNS:

Interviewing: The intern supervisor should use discretion when allowing an intern to conduct an interview. Several factors should be examined before the intern begins an interview. Further, the intern should possess the appropriate interviewing skills. During an interview, the intern supervisor is required to be present. This will provide assistance to the intern when needed, as well as, ensure that the appropriate information is gathered. Under no circumstances will an intern be permitted to conduct alcohol/drug screening and assessments unless the intern possesses the appropriate state license to perform said assessments.

Probation Reports: When the intern supervisor perceives that the intern has acquired the skills to prepare a report, the intern may prepare the report. Consistent with the policy regarding interviewing, the intern supervisor should use discretion in regards to which reports the intern may complete. Prior to the completing a report, the intern must discuss the case with the intern supervisor. If the intern prepares the report, the intern shall affix his/her signature to the report. If the intern supervisor feels that the report is presentable to the court, the intern supervisor shall sign the report as approved.