

U.S. Probation Officer
[internship]

Welcome to
U.S. Probation and Pretrial Services
Eastern District of Wisconsin

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MISSION

The Eastern District of Wisconsin, U.S. Probation Office, is fundamentally committed to providing protection to the public and assisting in the fair administration of justice.

We believe...

In the right of all persons to be treated with dignity and fairness.

In our role of ensuring that the Court is provided information vital in imposing just and fair sentences.

In the protection of the public as the most vital aspect of community supervision and in proper supervision as the best meant to control and reduce risk.

In the ability of people to change and in our responsibility to provide persons under our supervision with opportunities for treatment.

In individual commitment to a shared vision as the best way to achieve our mission.

VISION

The Eastern District of Wisconsin, U.S. Probation Office, will aspire to surpass the highest standards through passion, commitment, teamwork, and maximizing resources. We will achieve excellence by seeking the best practices, new technology, and the development of innovations to provide the best possible services to the Court; protect the public; and assist offenders in establishing successful, law-abiding lifestyles.

INTERNSHIP MISSION STATEMENT AND QUALIFICATIONS



Internship Mission Statement

The Eastern District of Wisconsin internship program is committed to training and preparing highly qualified students from local accredited universities to participate in non-compensation positions to further their career paths in the criminal justice fields.

Internship Qualifications

Interns shall be a junior, senior or graduate student enrolled in a baccalaureate or master's program in the study of criminal justice, sociology, psychology, or other related academic study.

Successful completion of a background check that insures the potential intern meets the strict requirements to be a volunteer with the U.S. Judiciary.

Excellent writing skills, analytical abilities, computer skills, interpersonal skills, and professional demeanor are required.



UNITED STATES PROBATION AND PRETRIAL SERVICES

Charter for Excellence

We, the members of Probation and Pretrial Services of the United States Courts, are a national system with shared professional identity, goals, and values. We facilitate the fair administration of justice and provide continuity of services throughout the judicial process. We are outcome driven and strive to make our communities safer and to make a positive difference in the lives of those we serve. We achieve success through interdependence, collaboration, and local innovation. We are committed to excellence as a system and to the principles embodied in this Charter.

We are a unique profession.

Our profession is distinguished by the unique combination of:

- A multidimensional knowledge base in law and human behavior;
- A mix of skills in investigation, communication, and analysis;
- A capacity to provide services and interventions from pretrial release through post-conviction supervision;
- A position of impartiality within the criminal justice system; and
- A responsibility to positively impact the community and the lives of victims, defendants, and offenders.

These goals matter most.

Our system strives to achieve the organizational goals of:

- Upholding the constitutional principles of presumption of innocence and the right against excessive bail for pretrial defendants by appropriately balancing community safety and risk of nonappearance with protection of individual liberties;
- Providing objective investigations and reports with verified information and sentencing, and supervision decisions;
- Ensuring defendant and offender compliance with court-ordered conditions through community-based supervision and partnerships;
- Protecting the community through the use of controlling and correctional strategies designed to assess and manage risk;
- Facilitating long-term, positive changes in defendants and offenders through proactive interventions; and
- Promoting the fair, impartial and just treatment of defendants and offenders throughout all phases of the system.

We stand by these values.

Our values are mission-critical:

- Act with integrity.
- Demonstrate commitment to and passion for our mission.
- Be effective stewards of public resources.
- Treat everyone with dignity and respect.
- Promote fairness in process and excellence in service to the courts and the community.
- Work together to foster a collegial environment.
- Be responsible and accountable.

EXPECTATIONS AND POLICIES



Expectations

▪ Professionalism

- Conduct The Golden Rule applies: Treat others as you would like to be treated. (Read the Charter for Excellence and Code of Conduct for Judicial Employees)
- Dress Code You are expected to follow a standard of business attire that projects a professional image of the U.S. Probation Office.
- Harassment Sexual harassment is not permitted. Prohibited conduct includes unwelcome advances, touching, requests, comments, gestures, jokes, stories, innuendos, cartoons, and printed material of a sexual nature. (Review Sexual and Other Unlawful Harassment Policy)

▪ Work Ethic

- Attendance Attendance and punctuality are expected. If you are unable to report for your scheduled hours, contact your mentor as soon as possible. (See Leave Policy and Procedure)
- Internet Internet activity should not interfere with the performance of official duties. (See Internet Access for Office Employees Policy)
- Music You may play music at your work station as long as it does not interfere with your work performance or that of your coworkers. Playing music (“streaming”) from the Internet is prohibited.
- Telephone Please limit your personal calls, texts, and other extracurricular activities to your own time (break/lunch).

▪ Integrity

- Confidentiality One of the most important obligations of judicial interns is to ensure that public information learned in the course of the internship is kept confidential. (Read and sign Confidentiality Statement)
- Drug-Free Just say no! (See Drug Free Workplace Policy)
- Dedication Do your work conscientiously and mindfully. The people you meet here are part of your network of employment support in the community. You are your reputation.

Policies

Interns are responsible for reviewing and understanding all policies and procedures for the Eastern District of Wisconsin U. S. Probation Office within **3 days** of starting the internship.

For questions regarding policy locations or any other information, please contact Laura Flower, Human Resources Specialist, at laura_flower@wiep.uscourts.gov



INFORMATION RESOURCES

There are a number of places that additional information can be found to assist you during your internship. Below is a list of web-sites that you may utilize throughout your internship to obtain information. The following page provides a Probation Office staff phone list for your reference as well.

- **U.S. Probation and Pretrial Services, Eastern District of Wisconsin (internal web page)**
<http://156.126.15.101>
- **U.S. Probation and Pretrial Services, Eastern District of Wisconsin Internet (external web page)**
www.wiep.uscourts.gov

U.S. Courts – The Federal Judiciary

www.uscourts.gov



- **J-Net (internal web page for the Judiciary)**
<http://jnet.ao.dcn/>

J-Net Home - Windows Internet Explorer
 http://jnet.ao.dcn/

File Edit View Favorites Tools Help
 Convert Select
 Google Search Bookmarks Check Translate AutoFill Sign In

J-Net Home

About the AO | Contact J-Net | J-Net Tips | Site Map | A - Z Index
 Search: All of J-Net for [] GO



Welcome to J-Net

November 16, 2009

People Finder
 Last Name
 First Name GO

Often Used

- [Due Dates](#)
- [Forms](#)
- [The Guide](#) | [Redesigned Guide](#)
- [InfoWeb](#)
- [Jobs](#)
- [Memos/Drafts for Comment](#)
- [People Finder](#)
- [Recent Postings](#)

Resources

<ul style="list-style-type: none"> Advisory Forum Appropriations Legislation Benefits Cost Containment Court Security Court/AO Exchange Emergency Preparedness Ethics Facilities Finance and Budget Human Resources 	<ul style="list-style-type: none"> Information Technology Judicial Conference Legal/General Research Procurement Property Management Records Management Reports and Publications Statistics Training Travel
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The Week's Top Pages

- [News and Views](#)
- [Continuing Resolution Extended](#)
- [Adv Council Mtg Summaries](#)
- [2010 TSP Limits](#)
- [Judicial Salary Legislation](#)
- [District Clerks Manual](#)
- [Bankruptcy Clerks Manual](#)

Especially For...

- [Judges](#) | [IT Training](#)
- [Appellate Court and Circuit Offices](#)
- [Bankruptcy Clerks' Offices](#)
- [CJA Panel Attorney/Defender Info](#)
- [District Clerks' Offices](#)
- [Probation and Pretrial Services](#)

Judiciary News

- [Offender Payments are Easier to Track](#)
- [Network: What You Need to Know](#)
- [Network Transition Conference Webcast Planned](#)

Related Sites

- [Court Sites](#)
- [Federal Sites](#)
- [FJC Intranet \(FJC Online\)](#)
- [FJC Internet \(www.fjc.gov\)](#)
- [Judicial Panel \(JPML\)](#)
- [Judicial Sites](#)
- [uscourts.gov](#)

INTERNSHIP JOURNAL



Today's Date:	
What I Learned Today:	

Today's Date:	
What I Learned Today:	

Today's Date:	
What I Learned Today:	

Today's Date:	
What I Learned Today:	



INTERN AND MENTOR CHECKLIST

Both the Primary and Secondary Mentor will be responsible to make sure the following tasks are completed by the intern. Both mentors and the intern are responsible to find other officers to assist the interns to complete the various tasks.

Due to liability concerns, any field work conducted with interns should be limited to public settings and controlled environments such as treatment providers, CCC placements, jails, community work sites, police departments, etc., under the observation of the probation officer. Neither home nor employment visits are allowed.

Supervision Related Activities

- Visit Recovery Resource Center
- Visit VOA
- Observe an officer meeting with a new offender where supervision conditions are read and signed
- Observe an officer meet with an offender
- Observe a case plan conference
- Attend one Supervision unit meeting

PSI Related Activities

- Visit County Jail
- View three PSI interviews (with three different PSI officers)
- Attend two PSI unit meetings
- Attend three plea hearings
- Attend three sentencing hearings
- View a portion of a trial
- Complete collateral assignments

Special Projects and Miscellaneous

- Special Projects
- Assist with low-activity caseload
- Other projects as assigned
- Visit U.S. Marshals Service
- Shadow duty officer for a day
- Watch 2 hours of FJTN training (either live or on video)

Optional (but encouraged) Intern Tasks

- Attend Cognitive Skills or Employment Group
- Attend committee meeting of your choice



INTERNSHIP EVALUATION FORM

Intern Name: _____

Mentor completing evaluation: _____

The Primary Mentor is responsible for completing written evaluations and reviewing evaluations with the intern. The secondary mentor is encouraged to participate in the final evaluation process. A copy of the evaluation will be provided to the Internship Coordinator and Human Resources Specialist after the evaluation has been read with the intern and both the intern and mentor have signed it. The intern will be provided a copy of the final evaluation. The primary mentor will also collect the intern's ID at the completion of the internship.

<i>Punctuality</i>
Reported on time for work and appointments?
Comments:
Needs Improvement = 0 Average = 1 Above Average = 2 Outstanding = 3

<i>Reliability</i>
Office staff felt comfortable that assigned tasks were being done correctly?
Comments:
Needs Improvement = 0 Average = 1 Above Average = 2 Outstanding = 3

<i>Ability to Follow Office Policies</i>
Understood and followed office policies?
Comments:
Needs Improvement = 0 Average = 1 Above Average = 2 Outstanding = 3

<i>Initiative</i>
Able to seek out and complete work with minimal assistance?
Comments:
Needs Improvement = 0 Average = 1 Above Average = 2 Outstanding = 3

<i>Professionalism</i>
Maintained a professional demeanor and appearance within the office and when in contact with other agencies?
Comments:
Needs Improvement = 0 Average = 1 Above Average = 2 Outstanding = 3

<i>Writing Skills</i>
Has the ability to write clearly and concisely? Has effective written communication skills?
Comments:
Needs Improvement = 0 Average = 1 Above Average = 2 Outstanding = 3

<i>Verbal Skills</i>
Is able to effectively communicate with co-workers and other agency personnel?
Comments:
Needs Improvement = 0 Average = 1 Above Average = 2 Outstanding = 3

<i>Understanding of Job</i>
Clearly understands the job and the tasks required to complete the job?
Comments:
Needs Improvement = 0 Average = 1 Above Average = 2 Outstanding = 3

<i>Timeliness</i>
Able to complete tasks within a reasonable amount of time?
Comments:
Needs Improvement = 0 Average = 1 Above Average = 2 Outstanding = 3

Additional Comments:

Mentor's signature: _____

Intern's signature: _____

Date of evaluation: _____