

**UNITED STATES PROBATION AND PRETRIAL SERVICES OFFICE**  
**MIDDLE DISTRICT OF LOUISIANA**  
Baton Rouge, Louisiana



**INTERNSHIP PROGRAM MANUAL**



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INTERN PROGRAM

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**The documents and forms constitute all the information currently used to establish and guide the United States Probation & Pretrial Services Intern Program as implemented by the Middle District of Louisiana.**

## **Mission Statement**

We are an arm of the federal judiciary within the Middle District of Louisiana committed to professionalism and excellence in service to the courts. Together we strive to anticipate and meet the needs of the court and community by fulfilling statutory requirements, including providing reports, community supervision, guiding defendants and offenders and assisting in the fair administration of justice. This we accomplish through the creation of a positive environment and efficient use of resources

### **To Those We Serve We Are Committed To The Following Guiding Principles**

We believe...

- In total commitment to constantly improving the quality of our services.
- In treating persons with dignity and respect.
- In every team member being an equal partner in striving to carry out our mission.
- In the absolute need for all team members to be professional, ethical, trustworthy and progressive.
- In maintaining a positive environment in which each team member is provided the proper tools, training, physical surroundings and rewards necessary to accomplish our mission.

## JOB DESCRIPTION

The job description for a United States Probation Officer is described in Title 18, United States Code Section 3603 - **Duties of Probation Officers**:

“ A probation shall -

(1). Instruct a probationer or a person on supervised release, who is under his supervision, as to the conditions specified by the sentencing court, and provide him with written statement clearly setting forth all such conditions .....

Hiring standards as described in the Administrative Manual, Volume I, Chapter X, Sub-chapter 1338.1, state:

Persons considered for appointment to the position are required to be a graduate from an accredited college or university with a field of study related to employment as a Probation Officer, be under 37 years of age at the time of appointment, be of good health and physically capable of efficiently performing the duties of an officer. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others may disqualify an applicant, and must possess a valid driver's license.

Specialized experience may qualify an applicant for employment at a higher level than an applicant entering service with the basic qualifications listed above. This specialization includes experience in community corrections or a related field. Law enforcement experience as a police officer, deputy sheriff, special agent with the Federal Bureau of Investigation, United States Customs Agent, United States or County Marshal or similar position **does not meet** the requirements of specialized experience.

**VOLUNTEER UNITED STATES PROBATION OFFICER  
(Non-paid Internship)**

**INTERNSHIP APPLICATION REQUIREMENTS**

1. **EDUCATIONAL QUALIFICATIONS:** The applicant must be in the senior year of under-graduate work including, but not limited to:

- Criminal Justice
- Law
- Social Sciences
- Humanities
- Public Administration

2. **APPLICATION FORMAT:** We presently have one office in the Middle District of Louisiana headquartered, in Baton Rouge. The applicant is to submit a resume, along with a copy of current school transcripts, and a letter of recommendation from their school faculty advisor. The applicant selected for possible placement will be interviewed.

All applications are to be mailed to Avery Bossier, Chief Probation Officer, United States Probation & Pretrial Services Office, 777 Florida Street, Suite 161, Attention: Internship Program Coordinator, Baton Rouge, Louisiana 70801.

3. **EXPECTATIONS:** Volunteer Probation Officers will be in direct contact with all phases of the Federal Judicial System, including federal law enforcement agencies and are considered a direct reflection of U.S. Probation & Pretrial Services Office. Consequently, the highest standard of comportment and appearance are mandatory.

All applicants seeking an internship with U. S. Probation & Pretrial Services must have a valid Louisiana Driver's License with proof of insurance. The applicant must be free of any prior criminal history, and a criminal background search will be conducted prior to any confirmation. United States Citizenship is required.

Work hours will be established in accordance with office needs and individual school requirements. A minimum 4-hour block of time per day will be

expected with a minimum of two days per week. Normal office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

The intern will be expected to complete all facets of the Probation Officer's function, including supervision of defendants, investigation work, case file management, drug testing, and other duties as required. The level of participation will depend on job performance and maturity.

Applicants found to excel in the program may be offered an additional term-placement if all parties involved are in agreement. Failure to perform to standard in any of the above-noted areas could be considered grounds for dismissal from the program at any time.

4. **PERFORMANCE EVALUATIONS:** U. S. Probation & Pretrial Services Office will be happy to use the evaluation form requested by the school being attended by the selected applicant. The evaluation will be completed by the officer assigned to work with the intern during their period of participation and reviewed by the intern coordinator. That period of time will coincide with the school semester or quarter schedule.

INTERNSHIP PROGRAM APPLICATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Current Age: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

SCHOOL OF ATTENDANCE: \_\_\_\_\_

Address: \_\_\_\_\_

NAME OF PROGRAM COORDINATOR: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

MAJOR FIELD OF STUDY: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

GPA in MAJOR: \_\_\_\_\_

Computer Skills: \_\_\_\_\_  
\_\_\_\_\_

Language Skills: \_\_\_\_\_  
\_\_\_\_\_

Preferred Work Schedule: (list three)

Employment Goals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AVAILABILITY DATE: \_\_\_\_\_

PERSONAL HISTORY AND BACKGROUND INFORMATION



If any of the topic areas do not provide sufficient space, please attach on a separate page.

**APPLICANT'S NAME:** \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ Student Identification No.: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Name of Spouse, Significant other or Roommate(s):

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

**PARENTS' NAMES and ADDRESS(ES):**

- FATHER'S NAME: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No. (Home): \_\_\_\_\_ Work: \_\_\_\_\_

- MOTHER'S NAME: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No. (Home): \_\_\_\_\_ Work: \_\_\_\_\_

**SIBLINGS NAMES AND AGES:**

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

**APPLICANT'S CURRENT EMPLOYER:** (Business name, address and telephone number)

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Is your supervisor aware of your internship? YES \_\_\_\_ NO \_\_\_\_ (if not, please explain)

Current work schedule (day and time):

Employment history (include dates, names and telephone numbers of supervisors):

Names and telephone numbers for two neighbors:

1. \_\_\_\_\_

2. \_\_\_\_\_

**EDUCATION:**

High schools attended (names, addresses, dates of attendance, honors and diplomas):

Universities or colleges attended (names, addresses, dates of attendance, honors and diplomas)

**HEALTH:**

7. Are there any major surgical operations or physical problems you may have or have experienced? If so, please explain:
  
  
  
  
  
  
  
  
  
  
8. Are there any health or physical problems that would keep you from performing any of the responsibilities of the internship program? If so please explain:
  
  
  
  
  
  
  
  
  
  
9. Do you currently use drugs illegally? If so, please explain:

10. Have you used any of the following controlled substances: marijuana, methamphetamine, cocaine or heroin, in the last 90 days? If so, please explain:

**PRIOR ARREST HISTORY:**

1. Have you ever been arrested? If so, please explain (include location, date, charge and disposition).
2. Have you ever been convicted of a drug or alcohol-related felony? If so, please explain:

**HOBBIES:**

**EMERGENCY CONTACT PERSON AND TELEPHONE NUMBER:**

Please provide a short autobiography:

WAIVER OF LIABILITY



I, \_\_\_\_\_, hereby release the United States Probation Office of the Middle District of Louisiana, its authorized representatives or employees, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates, while participating in, or that may occur as a result of, participating in the Student Internship Program.

Signed:

Witness:

\_\_\_\_\_  
Student Intern

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ADVISEMENT OF CONFIDENTIALITY LAWS



I \_\_\_\_\_, have read, reviewed and understand that as a VOLUNTEER PRETRIAL SERVICES OFFICER, I am bound to comply with the requirements of Title 18 United States Code 3153 (c)(1), in that:

**"Information obtained in the course of performing Pretrial Services functions in relation to a particular accused shall be used only for the purposes of bail determination and shall otherwise be confidential".**

This statute requires that as a Volunteer Pretrial Services Officer, I cannot talk to **any** person(s) from the media, employers, or friends of the accused, regarding any aspect of the case without first having obtained the permission of my immediate supervisor.

In the event, I am approached by a Law Enforcement Officer, I cannot disclose any confidential information regarding the accused unless there is an outstanding warrant for the accused or there is reason to believe the accused has committed a new crime, without first obtaining the permission of my immediate supervisor.

\_\_\_\_\_  
Volunteer Pretrial Services Officer (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
U.S. Pretrial Services Officer (Signature)

\_\_\_\_\_  
Date

AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

I authorize United States Probation & Pretrial Services to conduct a confidential background investigation of me for the purpose of a period of service as an intern in the Probation & Pretrial Services Office and to assure there is no prior criminal history of arrests or convictions of any type. The background investigation will be limited to a search through the U.S. Probation & Pretrial Services, Department of Justice and/or the U.S. Marshals Service to determine my suitability for an internship.

This background search may include medical records, both physical in nature and of psychological/psychiatric nature, including records of alcohol and/or drug and/or narcotic treatment.

I am aware that any prior criminal history or background information obtained during the background search, considered to be undesirable by this agency, is grounds for the termination of any consideration for the position of intern in the Probation & Pretrial Services Office.

---

Applicant's Signature

---

Date



CRIMINAL RECORD SEARCH

Requested by: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
Last Name First Middle

DOB: \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_ Race: \_\_\_\_\_

POB: \_\_\_\_\_ SSN: \_\_\_\_\_

CDL: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Eyes: \_\_\_\_\_ Hair: \_\_\_\_\_

## ACKNOWLEDGMENT OF GRATUITOUS SERVICES AND WAIVER

I, \_\_\_\_\_, hereby declare that my services to be performed from \_\_\_\_\_, to \_\_\_\_\_, in the capacity of a United States Probation & Pretrial Services Intern, for the Middle District of Louisiana, are to be rendered solely as a volunteer. I hereby waive any claim or right to receive salary or other compensation in consideration of the performance of duties assigned by the Chief United States Probation & Pretrial Services Officer, Avery Bossier.

I acknowledge that I am not entitled to receive Federal Employees' Retirement System credit, Civil Service retirement credit, or other related personnel benefits as a consequence of this voluntary internship, except that in the event of any personal injury incurred by me, I shall have those rights to compensation, if any, which may be provided by statute to persons rendering voluntary services to the United States.

I further recognize that, as a student intern of the United States Government, I retain no personal copyright privileges in any work product prepared by me in the course of this internship.

Finally, I recognize that any information which I obtain or to which I shall have access in the course of my internship, is of a confidential nature, and I agree to preserve the confidentiality of such information.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Pursuant to the authority vested in the Director of the Administrative Office of the United States Courts By 28 U.S.C. Section 604 (a) (17), and by delegation of this authority from the Director, I hereby accept and authorize the utilization of the gratuitous services described above.

\_\_\_\_\_  
Avery Bossier, Chief  
United States Probation & Pretrial Services  
Middle District of Louisiana  
Date: \_\_\_\_\_

\_\_\_\_\_  
John S. Hart, Probation Officer  
United States Probation & Pretrial Services  
Middle District of Louisiana  
Date: \_\_\_\_\_

AGREEMENT TO MAINTAIN CONFIDENTIALITY



I, \_\_\_\_\_, having been duly appointed as a student intern from (college/university) \_\_\_\_\_, and being fully aware that during my internship, I may have access to confidential information, which may include but is not limited to court files, U. S. Probation Office files, U. S. Attorney's Office files, presentence investigations, supervision files, substance abuse, mental health, medical, educational, employment and treatment information; and that during my tenure as an intern, I may come into contact with individuals who may possess or have access to information; do hereby agree not to disclose any such information not only during my internship, but subsequent to my termination from the internship program.

It is further understood that failure to maintain confidentiality of such information may be a violation of federal law and subject to prosecution.

Signed:

Witness:

\_\_\_\_\_  
Name of Student Intern

\_\_\_\_\_  
Name/Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## PERFORMANCE EVALUATION

Name of Intern: \_\_\_\_\_

Program Participation Dates: \_\_\_\_\_

Performance:

(This evaluation will be submitted to the school for grading purposes)

3. Information in this area should include, but not be limited to, such topics as:  
(Remember, the intern is a student.)

- Punctuality
- Appearance
- Comportment
- Inter-personal relationships
- Interviewing abilities
- Self-starting skills, writing skills, computer skills
- Knowledge of officer duties, court procedures, knowledge of laws, rules, and regulations affecting Pretrial Services
- Responsiveness/Cooperation with staff

2. When writing the performance evaluation, cite examples of the specific behavior the intern displayed which reflect the reason for your analysis of his/her level of performance in the area described.

3. Keep the length of the evaluation as short as possible, but try to include all the pertinent information.

4. Positive comments and suggestions for improvement in weak areas should all be part of the evaluation.

OVERALL PERFORMANCE RATING: Substandard, Good, Very Good, Excellent. (Keep in mind, this person may seek employment with our agency at a later date)

Supervising Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Chief: \_\_\_\_\_ Date: \_\_\_\_\_

## INTERVIEW PROCESS

The following are only suggestions on how the interview process could be conducted. They are being made in an effort to give the program some consistency in direction, guidelines, and a standard which can be used as a reference. It is felt the standards should be reviewed periodically and modified as needed, when needed.

1. The interview should take place in the office at which the applicant is to work.
2. The number of people conducting the interview should be kept to a maximum of three and should include the officer with whom the intern will be working, the officer's supervisor (officer-in-charge), and the coordinator. It is felt this has a number of benefits:
  - It provides officers with the opportunity to experience the interviewing process in general.
  - It allows officers the opportunity to select an intern with whom they would feel comfortable working.
  - It adds to the integrity of the program and creates a partnership with the officers involved.
3. One of the interviewees should be the intern program coordinator or Officer-in-Charge and the line officer designated as the student intern's supervisor.
4. The interview should not last beyond 45 minutes
5. Only upon consensus by the interviewing team will the applicant be found acceptable.
6. Once the decision is made to offer an applicant an internship, the interview team should make their selection known to the Chief and schedule a time for the interview with the Chief.
7. The selected intern will be advised by the intern program coordinator of the selection and instructed to report on a specific date for administrative processing. In addition, Personnel will be informed at least two weeks prior to the start date to initiate processing. Paperwork **must be** processed prior to the start date. Further, a waiver form will be used to conduct a background check through the Louisiana Department of Corrections and the U.S. Marshals Service. This form must be completed and returned no later than one (1) month prior to the expected entrance on duty date. After the intern has completed the

form, it should be given (sent) to the Chief for his signature.

This process should be conducted by the intern program coordinator and include:

- Notify Personnel that selection has been made and give anticipated start date.
  - Personnel will provide the program coordinator with necessary paperwork to be completed by the intern.
  - Completed paperwork is returned to Personnel.
  - Personnel reviews paperwork; starts processing necessary documents; swearing in date scheduled by Chief Probation & Pretrial Officer.
  - Intern arrives 1½ hours prior to scheduled swearing in ceremony, and reports to Personnel to review prepared documents; Personnel takes photo for building ID badge.
  - Swearing in conducted in the Conference Room.
  - Intern meets with assigned officer.
  - Introduction to all staff.
8. The assigned USPO/USPOA will be responsible for training and guiding the intern's progress.
9. Officers who desire to work with, and train a student intern, must first:
- Submit a memorandum to their respective supervisor or officer-in-charge with a request to work with an intern.
  - Upon approval, the supervisor or officer-in-charge will contact the intern coordinator to advise of the request.
  - The intern coordinator, along with the USPOA /USPO's supervisor will review the officer's suitability for the assignment. Upon agreement, the request will be forwarded to the Chief for final approval and authority to seek an intern.

10. Factors considered for suitability of the assignment will include:
  - Seniority
  - Job performance level ( at least a “very good”)
  - Caseload requirements
  - The needs of the agency
11. On approval, the USPOA/USPO will be advised by his/her respective supervisor. Notification should be made within one to three weeks.
12. The USPOA/USPO will then be called by the intern coordinator to set a meeting date and time. The USPOA/USPO will then be briefed on his/her responsibilities and requirements.

## TRAINING PROGRAM

The following is an outline presented to assist in the mapping of a progressive training schedule offered to the student interns as they gain experience. This outline should be closely followed by the assigned Supervising Pretrial Services Officer and the intern coordinator.

### I. INTERN ORIENTATION

- A. The overall role of United States Probation & Pretrial Services within the national and local Federal Judicial System
- B. A review of the laws, rules and regulations which govern Probation & Pretrial Services, including local policy and issues
- C. A detailed review of judicial procedures and courtroom procedures etiquette
- D. A detailed review of the United States Probation & Pretrial Services manual and office procedures
- E. The responsibility, limitations, and benefits of being an intern in the Middle District of Louisiana

### II. CLERICAL PROCEDURES:

This phase of the training program will be coordinated with and administered by the clerical supervisor. The primary purpose of this training will be to orient the new interns as to the required process and purpose of the clerical unit in this agency.

- A. PACTS entry requirements
- B. Officer assignments
- C. Preparation of court reports
- D. Case file preparation
- E. Receptionist duties and requirements



### III. PERFORMANCE LEVEL

At this juncture, the interns will be expected to actively perform those duties expected of them. This is the point where their acquired knowledge will be used to complete their assigned duties. The assigned Probation Officer is responsible to see that the intern is exposed to all those duties and functions, within the designated limits, normally ascribed to a line officer. These need to include, but not be limited to:

- A. Court Duty
- B. Investigation interviews and report writing
- C. Caseload Supervision
- D. Field work
- E. Urinalysis duties
- F. Research Assignments

### IV. EVALUATION:

At this point of the intern's training, the assigned supervision officer will be required to complete a termination evaluation of the intern's overall performance while in the program. This evaluation should be completed at least a week prior to the intern's completion of the program and presented in a formal interview. A debriefing of the intern's feelings and suggestions should also take place at this time, with any suggestions or criticisms noted for future consideration in the administration of the program.

## TRAINING PROCESS

The following training guidelines are established to provide a ready reference for Probation Officer (PO) as well as for student interns to follow. It is not meant to be an absolute. However, it does provide basic guidelines necessary to direct the training of the intern, and/or clarify questions in the areas of job performance and expectations. Line officers selected to work with interns should attempt to provide training in all the areas noted. However, they are being provided some latitude to expand or restrict the training in these areas as they may deem appropriate for safety reasons. As an experienced officer, the assigned intern supervisor is also expected to use his/her best judgement and keep the agency's best interest in mind.

Progress in each one of these areas should follow a timely fashion as the supervising officer may deem appropriate for the individual intern. Also, the student intern may be shared with other USPO/USPOA's for assistance and exposure. However, the final performance evaluation should occur by the end of the student intern's school semester and be completed by the assigned USPO. Other arrangements may be made with approval of the student intern coordinator.

### VI. First semester intern training guide for the Probation Officer:

#### A. Intern Orientation

1. Review standard office procedures, including professional dress and demeanor, both for the office and in court.
2. Establish a time and attendance schedule for the intern in order to monitor and verify the total number of hours worked at the end of the term (minimum of 8 hours per week).
3. Review Title 18 U.S.C. Section 3602, and the Administrative Office Manual on Probation Policy and Procedures Manual.
4. Orient the student intern as to the overall role of United States Probation & Pretrial Services within the national and local federal system.
5. Review the administrative function for the Federal Judicial process from arrest to conviction. This is to include judicial procedures and courtroom etiquette.
6. Present a review of the laws, rules and regulations which govern Probation & Pretrial Services. This is to include the responsibility, limitations and benefits of being an intern in the Middle District of Louisiana
7. Provide the Intern exposure to the office administrative process.

8. Have the Administrative Analyst review the general clerical process.

B. Practical Application

The commencement of this phase of the student intern training should occur after the initial orientation ( Steps 1 & 2), and as subsequent training phases are being provided. The intern's involvement in assisting the USPO/USPOA can commence at this point. However, the USPO/USPOA is cautioned to assure the student intern is well aware of what is being required of him/her, before initiating any of the following functions.

1. Answer telephones
2. Take messages
7. Enter chronos
8. See defendants
9. Perform written and oral translations
10. Allow the intern to observe interview process
11. Provide basic investigative and report writing techniques
12. Accompany the USPO/USPOA to Court
13. Introduce the intern to the various agencies
14. Review officer safety
15. Accompany the USPO/USPOA during field investigations and contacts,
16. Complete research projects
17. Work with other USPO's/USPOA's in performing similar functions
18. Complete other duties as assigned by the Supervising USPO, intern coordinator, or the Chief

The performance evaluation should be prepared following the enclosed form and completed in the following manner:

1. Maintain weekly chronological entries which document the intern's progress.
2. Review the intern's progress with him/her each month.

3. Submit the proposed final performance evaluation to the intern coordinator at least two weeks prior to the intern's completed tour.
4. The intern coordinator will submit the performance evaluation to the Chief for final approval.
5. Review the final approved performance evaluation with the student intern and provide a copy for his/her records. Submit the original to the intern coordinator for placement in the intern's file.
6. Personnel will maintain all student intern files; the intern coordinator will maintain a "pencil" file.

## II. Second semester intern training guide for the United States Probation Officer

At this juncture of the student intern's program, he/she will have applied and been accepted for a second tour of duty. This means the intern has demonstrated an excellent response to all the previous training provided during the first tour and has returned for more advanced training and experience. This also indicates the student intern may be considering entry into the field and possibly applying for employment at some future date. The response of the intern to this phase of the program may make U.S. Probation and Pretrial Services' interest for possible employment consideration at a future date.

Training of the student intern will become more oriented towards the actual performance of duties as an assistant to the USPO. These functions should include not only the practical application functions but become more specific toward the following areas of expertise:

- A. Participation in investigation interviews (upon recommendation of the USPO to the intern coordinator and approval of the Chief)
- B. Investigation and reporting writing techniques
- C. Concepts and approaches to supervision
- D. Caseload management
- E. Field work concepts, organization and safety issues
- F. Urinalysis training and documentation requirements (upon recommendation of the USPO to the intern coordinator and approval of the Chief )
- G. Assisting other USPO's in similar functions

By the end of the second semester tour, all of the student intern's acquired knowledge will be used to complete all assigned tasks and duties with minimal supervision. The United States Probation Officer working with the student intern is responsible to see that the intern is exposed to all those duties and functions, within the designated limits, normally ascribed to a line officer.

### III. Performance Evaluation

As the student intern's second semester tour approaches the final date, the assigned Supervising USPO will be required to complete a final performance evaluation. The same procedure and process as the first semester student evaluation is to be followed. However, the USPO/ USPOA is reminded that this particular evaluation will be at the end of one year of active involvement and participation by the student intern. Should, at a future date, the intern apply for employment (subsequent to graduation), this evaluation may carry significant weight into the final decision as to whether or not the agency will interview the experienced intern.

INTERN CHRONOLOGICAL HISTORY

INTERN'S NAME: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Current Telephone Number: \_\_\_\_\_

STARTING DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

Assigned USPO: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

DATE	NARRATIVE
------	-----------