

# **The U.S. Probation Office for the Northern District of California**

## **Internship Program**

**The U.S. Probation Office for the Northern District of California** is a challenging and fast-paced environment where interns can expect to work with line officers and support staff. The internship provides the opportunity to learn a wide variety of practical criminal justice related skills in multiple areas of the federal probation system. Each intern is supervised closely and given extensive feedback by a supervisory probation officer.

Representative duties include handling collaterals, assisting presentence writers by preparing sections of the presentence report, conducting case reviews to include assisting with ICE (Immigration and Customs Enforcement) cases, working with unemployed offenders, assisting with a variety of projects, and accompanying presentence investigators and/or supervision officers to court to observe court proceedings.

The U.S. Probation Office's internship program is open to any individual who would like to volunteer his or her service. For students to be eligible to participate in the program for academic credit, they must be enrolled and in good academic standing at an accredited college or university. Candidates must have completed the equivalent of at least four semesters by the time they begin working for the court and must have the internship approved by their college or university. The above conditions do not apply for students who would like to participate not for academic credit but simply to gain practical experience.

The court requires dependability and commitment to a consistent work schedule between 8:00 a.m. and 5:00 p.m. No monetary compensation is available and the interns are prohibited from engaging in legal employment at a law office for compensation (i.e., working for an attorney or as a paralegal) during their tenure with the department unless (specifically) approved by the Chief.

For more information, please contact the Internship Coordinator at the following branch offices in your geographic area of interest:

San Francisco Office - (415) 436-7540

Oakland Office - (510) 637-3600

San Jose Office - (408) 535-5200

Santa Rosa Office - (707) 575-3416