

# U.S. PRETRIAL SERVICES INTERNSHIP PROGRAM

## PROGRAM QUALIFICATIONS

Must submit application for practicum through partnering college or university

Must submit copy of college or university transcript, letter of interest, and resume

Must be a minimum 21 years of age, unless waived by Deputy Chief

Must have no criminal record

Must not have a history of drug or alcohol abuse

Successfully pass background investigation, including the submission of a urine sample for testing, and personal interview process

Commitment of no less than three months, 20 hours per week

## NECESSARY SKILLS

Good verbal and writing skills

Present himself/herself appropriately in courtroom or chambers

Read and understand legal documents

Attention to detail

Computer literacy

**FOR MORE INFORMATION, CONTACT THE FACULTY ADVISOR**

Lauren N. Davenport  
Intern Coordinator  
(503) 326-8512

U.S. Pretrial Services  
440 U.S. Courthouse  
1000 SW Third Ave.  
Portland, OR 97204

## **INTERNSHIP DESCRIPTION:**

Interns will accompany U.S. Pretrial Services Officers to District and Magistrate Court for the District of Oregon. The intern will gain exposure to various federal court proceedings, including first appearance, detention hearing, plea, sentencing, and revocation hearing.

Interns will assist the Pretrial Services Officers in conducting pretrial interviews with defendants and communicate with other judicial and/or community agencies.

Interns will assist investigators in compiling information relevant to the completion of pretrial reports. The type of information gathered and verified includes defendant background (IE: criminal, residential, social, educational, medical, financial, and institution history).

Interns will also assist with supervision duties and if time allows, they will make site visits with officers to various resources utilized in the community.

Students interested in pursuing an internship with the U.S. Pretrial Services Office for the District of Oregon are encouraged to contact their respective course advisors. Applications should be submitted and approved at least five (5) weeks prior to the internship participation.

Should you have any additional questions, please feel free to contact:

Lauren N. Davenport  
U.S. Pretrial Services Officer  
Intern Coordinator  
1000 S.W. Third Avenue  
Suite 440  
Portland, OR 97204

U.S. Pretrial Services in the District of Oregon  
has a vision where:

**Objectivity** is paramount in achieving balance and equity.

We maintain an **active presence in the community**.

A commitment to **constant growth** is fostered.

Our **diversity** serves an ever changing community.

Everyday we **make a difference**.