



PRETRIAL SERVICES AGENCY *for the* DISTRICT OF COLUMBIA

**POLICY
STATEMENT**

Clifford T. Keenan

Approved: _____

Clifford T. Keenan, Director

Effective Date: November 19, 2012

6011: INTERNSHIP PROGRAM

Purpose

The internship program for the Pretrial Services Agency for the District of Columbia (PSA or Agency) is intended to provide substantive, hands-on experience to students enrolled in undergraduate or graduate programs.

Authority

Section 301 of the *Civil Service Reform Act of 1978*, Public Law 95-454, authorizes Federal departments and agencies to establish programs designed to provide educationally related work assignments for students in a nonpaid status. Title 5 U.S.C. § 3111 states, “(T)he head of an agency may accept, subject to regulations issued by the Office, voluntary service for the United States if the service –

- (1) is performed by a student, with the permission of the institution at which the student is enrolled, as part of an agency program established for the purpose of providing educational experiences for the student;
- (2) is to be uncompensated; and
- (3) will not be used to displace any employee.”

Applicability

This policy applies to all student interns and the PSA offices in which they work. Agency staff with specific responsibilities under this policy includes the PSA Director, Office of Human Capital Management (OHCM) Director, Training and Career Development Center (T&CDC) Director, Intern Coordinator, OHCM staff, Office/Program Directors, and PSA staff members supervising interns.

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6011: INTERNSHIP PROGRAM, Continued

Responsibilities

Position	Responsibility
PSA Director	Oversees the internship program consistent with relevant law and regulation.
OHCM and T&CDC Director	Determines program requirements and provides oversight and management of the Internship Program.
OHCM Staff	<ul style="list-style-type: none"> • Conducts fingerprinting and background investigation of applicants; • Completes the PSA Personal Identity Verification (PIV); and • Provides the PIV form to the CSOSA Security Office prior to intern arrival.
Office/Program Director	<ul style="list-style-type: none"> • Identifies the need for an intern during a given semester. • Provides the Intern Coordinator with an updated list of intern duties and tasks.
Intern Coordinator	<ul style="list-style-type: none"> • Markets the program and recruits eligible candidates. • Sets program deadlines. • Processes applications. • Interviews applicants. • Manages intern placements. • Coordinates training. • Requests computer access and arranges for issuance of Agency proxy card. • Develops intern curricula. • Creates/updates program materials. • Develops and maintains PSA Internship Program policy and procedures. • Maintains PSA Internship Program files, including attendance and training records. • Organizes learning development opportunities. • Provides reference information and verifies internship service.

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6011: INTERNSHIP PROGRAM, Continued

Responsibilities
 (continued)

Position	Responsibility
Hosting Supervisor	<ul style="list-style-type: none"> • Provides oversight of the intern. • Ensures that the intern is assigned specific substantive tasks, including only a minimal amount of clerical work, and has received sufficient training prior to the assignment of any work or projects. Interns can only be given duties/tasks for which they have been formally trained. Anything outside of those duties must be approved by the Intern Coordinator. • Verifies attendance. • Completes a mid-term evaluation with the intern and a final evaluation (provided to the Intern Coordinator at the end of the semester). • Completes forms or additional requirements from the participating intern's college or university. • Notifies the Intern Coordinator of any conduct or performance issues with the intern.
Student Intern	<ul style="list-style-type: none"> • Completes all PSA and educational institution's required paperwork. • Attends orientation and all training classes. • Documents attendance using the monthly time sheet. • Conducts himself/herself in a professional manner in accordance with all applicable PSA policy, especially guidelines related to maintaining the confidentiality of any sensitive information accessed during the internship. • Reports any arrests prior to acceptance in the program and during the course of the program. • Notifies the Intern Coordinator of early termination of their participation in the program. • Returns all Agency issued equipment or other items (e.g., proxy card and/or official apparel, if applicable).

Procedures

Eligibility

Selection for internship positions is based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, or other non-merit based factors.

Additionally, PSA requires that interns must:

- Be at least 18 years of age;
- Be a student who is enrolled, not less than half-time, in a trade school, technical or vocational institute, junior college, college, university, or comparable recognized educational institution;
- Be in good academic standing with the educational institution in which they are enrolled;
- Have permission from the educational institution that the applicant is attending to volunteer his/her services; and
- Be able to prove either U.S. citizenship or legal residency in the United States.

Program Overview

The PSA Internship Program can be completed for a semester or for a full academic year. Semester internships are offered three times per year: spring, summer, and fall, which follows the semester cycle of most area colleges and universities. Full academic school year externships are available for masters or doctoral level students completing a practicum assignment.

Interns must work a minimum of 12 hours per week, unless otherwise agreed upon in writing.

The length of any one intern position is not less than two (2) months of the academic semester and not more than one (1) academic semester, unless otherwise agreed upon in writing.

Pursuant to 5 U.S.C. § 3111, participants in the Internship Program are not considered Federal employees for any purposes other than injury compensation or laws related to the Tort Claims Act. Service is not creditable for leave accrual or any other employee benefits.

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Procedures, Continued

Application Process

Step	Action
1	Prospective interns must submit a completed application package by the published deadline. Applications are available online at www.psa.gov .
2	The application package must include: <ul style="list-style-type: none"> • A completed PSA Internship Program Application for undergraduate students, or a PSA Externship Program Application for practicum students; • A resume; and • Proof of current academic enrollment (<i>e.g.</i>, a letter of verification from the educational institution showing proof of current enrollment, a current official academic transcript, <i>etc.</i>)
3	The Intern Coordinator or her/his designee will contact qualified applicants for an interview or notify applicants, in writing, if not selected for an interview. Applicants are considered to be qualified if all eligibility requirements are met and application packages are complete.
4	Interns selected for an interview complete the Declaration for Federal Employment (OF306) form and Request for Computer Access form.
5	A preliminary background investigation is conducted by the staff in T&CDC. The Intern Coordinator shall submit the request for Background Information for Employment form.
6	The Intern Coordinator or designee shall conduct a reference check.
7	Upon completion of the preliminary background investigation, interns approved to participate are contacted by the Intern Coordinator and are scheduled to report for fingerprinting. Interns are provided a conditional offer contingent upon the formal background investigation, including electronic fingerprinting. The Intern Coordinator then sends the <i>Declaration for Federal Employment</i> to OHCM and the intern completes the following: <ul style="list-style-type: none"> • Questionnaire for Public Trust Positions (SF-85P); • Eligibility Verification Form (Form I-9).

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Procedures, Continued

**Agency
Placement
Process**

Office/Program Directors and Deputy Directors will be contacted by the Intern Coordinator at least three weeks prior to the start of each semester to ascertain interest in hosting interns.

The office/department in which the intern is placed will be determined by Agency need and intern qualifications (*e.g.*, the degree sought by the applicant, his/her major or field of study, *etc.*). Although the applicant's preference is taken into consideration, the needs of the Agency take priority in placement.

Temporary identification (*i.e.*, a proxy card) will be given to each intern at the beginning of the program. The intern is required to return the identification upon completion of the internship program.

PSA network access will be given to each intern. Based on the intern assignment, interns may be given access to additional computer systems.

The intern must complete the [Student Volunteer Service Agreement](#) form prior to beginning the internship.

Training

All interns must complete an Agency orientation, complete all forms or network access requirements, and attend all applicable training offered by PSA.

**Intern
Evaluations**

The hosting supervisor must complete a [Mid-Term Evaluation](#) form and a [Final Evaluation](#) form for each intern assigned to his/her unit/department. Upon receipt of the final evaluation, the Intern Coordinator will provide a copy to the intern.

All Agency interns are asked to complete an [Internship Program Evaluation](#) form.

**Completion or
Termination of
the Program**

Interns may be terminated at any time at the discretion of the Agency. All Agency interns must return all government property (*e.g.*, proxy cards) upon completion of the internship program.
