

UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF OHIO - PROBATION OFFICE

**INTERNSHIP PROGRAM**  
SYNOPSIS

David E. Miller,  
Chief U.S. Probation Officer

The program is designed for undergraduate and graduate students in the fields of Corrections, Criminal Justice and other Social Services programs, who are interested in a career in those fields.

It is expected that students who are referred by their faculty liaison person will have a sincere desire to gain practical experience in the field; maintain a professional attitude and a high ethical standard.

In general, the program will have the students working under probation officer mentors with different areas of expertise, and learning a specific knowledge base and skills associated with those areas.

Specific duties include:

- ◆ Performing criminal record checks with local law enforcement agencies
- ◆ Obtaining information from various courts and social service agencies that may be relative in various background investigations
- ◆ Verifying personal information on defendant or releasee, such as education, employment, financial, medical, etc., through correspondence, telephone contacts, and personal interviews
- ◆ Assisting in the writing of collateral reports for other districts, responding to information requests from other agencies; helping in the preparation of presentence investigations
- ◆ Assisting Duty Officers in their duties, such as preparing unexpected travel requests, responding to unexpected office visits by meeting with offenders in non-crisis matters, taking a urine specimen for a drug screen; answering telephone inquiries